



How to process a Single Administrative Document (SAD) in the ASYCUDA World system

Summary instructions for Importers, Exporters and Agents

The following summary instructions seek to assist importers, exporters and agents in the preparation and submission of the SAD for processing using the ASYCUDA World (AW) system.

In conformity with the Customs statutory requirements and obligations, it should be noted that the 'Registration' (Validation) of the SAD in the ASYCUDA World (AW) system represents the legal acceptance of the document by Customs and the commencement of the importers, exporters and/or agent's statutory obligations.

More detailed information can be found in other "How to" notes available from Customs

Process:

1. Ensure that all relevant information, including the manifest details associated with the consignment, together with any other required documentation, including certificates, permits, licenses, etc., are available prior to the registration (validation) of the SAD in the ASYCUDA World (AW) system

It should be noted that failure to provide all the required documents will result in a delay in the processing of the SAD.

2. Log-on to the AW system using the user name and password provided and key in the SAD details, including manifest details, if appropriate, together with the Valuation Note
3. Once the data entry has been completed, 'verify' and, if no errors are detected (or after any errors are corrected) 'validate' the SAD. When validation has been satisfactorily completed the computer will automatically generate a unique Declarant Reference Number and a unique Customs Reference Number together with the date
4. Print one copy of the registered (validated) SAD and sign it. Print one copy of the Assessment Notice and attach it to the SAD
5. Present the registered (validated), printed and signed copy of the SAD to the Face Vetting Officer at the Customs Lodgment Desk together with the copy of the Assessment Notice and all supporting documents
6. If the SAD is not accepted by the Face Vetting Officer, or if additional information is required or the consignment requires physical examination, the importer, exporter or agent will be contacted by the relevant section

7. When the SAD has been processed by Customs and the duty and tax payable assessed a copy of the Assessment Notice can be retrieved from the appropriate pigeon-hole at the Customs Office of lodgment and payment made at the Cashier's desk.

It should be noted that it is possible to make one remittance in respect of up to five SAD's and/or fees, using a single means of payment – either cash or cheque.

8. Once the duties and taxes associated with the SAD have been paid, present the SAD, the AW receipt and associated documents (the 'Entry Bundle') to the Customs Cargo Release officer in order to obtain a Release Order.
9. Once the Release Order has been issued, present it to the appropriate authority to have it authenticated before attending at the transit shed to have the goods physically released.

Notes

1. *To assist you in the above process:*

- *Customs 'Help Desk' Officers will be available at the Customs Business Centre (CBC) and*
- *Further information in the form of "How do I" guidance notices are available from Customs*

2. *In the event that you consider it necessary to amend or cancel your SAD you will be required to communicate with the Senior Team Leader of the Query Section at the CBC who will make the necessary arrangements for you to do so (or not).*

This may include the processing associated with an additional payment or a refund of any duties and/or taxes already paid – as applicable.

3. *The SAD must be submitted to Customs and the goods cleared within 14 days of the arrival of the consignment.*