



How to become a Registered User of the ASYCUDA World Automated System

Introduction

In order to access the ASYCUDA World (AW) system for the processing of a Manifest and/or Single Administrative Document (SAD) it will be mandatory for members of the trading community who are registered with the Inland Revenue Department, including all licensed Customs Agents (Brokers) to become 'registered users' of the system.

How do I become a Registered User of the ASYCUDA World system?

1. In order to become a registered user of the ASYCUDA World automated system, you must, in the first instance, apply in writing to the Comptroller of Customs and Excise in the approved form and with such information in relation to the application as may be required. A copy of the application form is attached at **Annex A** to this document.
2. The application form will be made available to members of the trading community during the various training courses to be held, at any Customs Office or via the ASYCUDA web site.
3. The Comptroller may, on receipt of your application and subject to any conditions he deems fit to impose, register you or your business as a user of the system.
4. You should be aware that the Comptroller may refuse to register you if he is not satisfied that you are capable of complying with the conditions of registration.
5. The Comptroller must give you notice in writing of his decision and if the application is refused, the reasons for the refusal.

Allocation of a Unique User Identifier

1. As a Registered User of the ASYCUDA World automated system you will be allocated a unique user identifier by Customs for use in relation to the system.
2. The unique user identifier allocated is to be used solely by you for the purposes of transmitting information to or receiving information from the ASYCUDA World automated system.
3. The Comptroller may, by written notice, impose conditions, on you as a particular registered user, or on registered users generally, regarding the use and security of unique user identifiers.

Retention of records and Furnishing of Documents

If you are concerned with –

- a. The importation, exportation or carriage coastwise of any goods, or
- b. The carriage, loading, landing or unloading of any goods

you are required by law to:

1. keep all documents, including **all computer records**, relating to those goods for a period of **five** years from the date of import, export or the carriage coastwise of those goods
2. produce to and permit the Comptroller to inspect, take extracts from, make copies of, and/or remove for a reasonable period, any contract, invoice, bill of lading, or other book, document or **computer record** relating to those goods
3. produce to the Comptroller any **computer** in the control of that person which may contain information relating to the goods and to allow the Comptroller to remove that **computer** for a reasonable period for the purpose of examining the information held on the computer which relates to the goods.

You should be aware that failure to comply with any of the conditions imposed by the Comptroller which are associated with the registration and operational use of the ASYCUDA World automated system could result in the cancellation of your registration and appropriate action being taken against you in conformity with the Customs legislation