



## **PUBLIC NOTICE**

**PUBLIC NOTICE NO: 66/2015**

**DATE: 28/09/2015**

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**TO:** ALL USERS OF THE ASYCUDA WORLD SYSTEM

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**SUBJECT:** CONTINUING ERRORS IN MANIFEST AND DECLARATION PROCESSING

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IT IS DISSAPPOINTING TO NOTE THAT DESPITE THE EXTENSIVE GUIDANCE AND ADVICE AVAILABLE, SIMPLE ERRORS CONTINUE TO BE MADE BY THE TRADING PUBLIC ON THE MANIFESTS AND SAD'S, CURRENTLY BEING SUBMITTED TO THE CUSTOMS ADMINISTRATION USING THE ASYCUDA SYSTEM. THIS IS RESULTING IN UNNECESSARY DELAYS AND INCREASED COSTS ASSOCIATED WITH THE CLEARANCE OF IMPORTED AND EXPORTED GOODS.

IN ORDER TO RESOLVE THESE ISSUES THE BUSINESS COMMUNITY ARE URGED TO REFER TO THE "HOW TO..." NOTES - WHICH ARE CURRENTLY AVAILABLE ON THE ASYCUDA WORLD WEB SITE - [WWW.CUSTOMS.GOV.SB](http://WWW.CUSTOMS.GOV.SB)

SPECIFIC ISSUES WHICH CONTINUE TO BE EXPERIENCED INCLUDE:

- THE INCOMPATIBILITY OF DATA INPUT INTO THE SYSTEM BETWEEN THE WEIGHTS AND NUMBER OF PACKAGES OUTLINED ON THE BILL OF LADING AND THOSE BEING DECLARED ON THE SAD. TO RESOLVE THIS ISSUE IT IS ESSENTIAL THAT IMPORTERS AND EXPORTERS CROSS CHECK THE NUMBER OF PACKAGES AND WEIGHT DECLARED ON THE SAD WITH THAT OUTLINED ON THE CORRESPONDING BILL BEFORE SUBMITTING THEIR DECLARATION TO CUSTOMS. THE INFORMATION MUST BE IDENTICAL. IF NOT IT WILL NOT BE POSSIBLE TO ASSESS THE DECLARATION.

REMEMBER: IF THE INFORMATION PLACED ON THE SAD DOES NOT MATCH EXACTLY THE INFORMATION CONTAINED ON THE BILL – THE SYSTEM WILL NOT BE ABLE TO PROCESS YOUR DECLARATION.

- IT IS ALSO IMPORTANT TO ENSURE THAT CONTAINER NUMBERS ARE ACCURATELY RECORDED ON THE SAD AND ARE CONSISTENT WITH THOSE DETAILED ON THE BILL.
- FAILURE TO ATTACH ALL REQUIRED DOCUMENTS INCLUDING EXEMPTION CERTIFICATES, LICENCES, PERMITS, ETC. THESE **MUST** BE OBTAINED PRIOR TO SUBMITTING THE SAD TO CUSTOMS.

- EXPRESSING WEIGHT IN TONS OR LBS AND NOT KILOGRAMMES.
- ENTERING THE INCORRECT NUMBER OF PACKAGES ON THE SAD. AND REMEMBER ONE CONTAINER DOES NOT ALWAYS EQUAL ONE PACKAGE!
- OCCASIONAL IMPORTERS SUBMITTING MORE THAN THREE DECLARATIONS IN A TWELVE MONTH PERIOD WILL BE REQUIRED TO REGISTER WITH THE IRD AS A BUSINESS AND A TIN OBTAINED. FAILURE TO ADHERE TO THIS REQUIREMENT WILL RESULT IN CUSTOMS REFUSING TO PROCESS THE SAD EVEN IF SUBMITTED BY A CUSTOMS CLEARANCE AGENT (CUSTOMS BROKER) WHO ARE OFTEN USING THE OCCASSIONAL IMPORTER CODE RATHER THAN THE TIN.

**DON'T FORGET**

- YOU ARE RESPONSIBLE FOR THE DATA ENTERED ON YOUR SAD
- TO ENTER THE GT NUMBER IF YOU ARE ENTITLED TO A GOODS TAX EXEMPTION
- TO ENTER THE CORRECT STATUTORY/NON STATUTORY EXEMPTION CODES ON THE SAD
- THE FREIGHT (AND OTHER COSTS) WHEN THE INVOICE IS FOB
- TO PROPERLY UTILISE THE SAD 'VALUATION NOTE' FOR CORRECT INPUT OF CUSTOMS VALUE, (CIF)
- TO KEEP THE COMMERCIAL DESCRIPTION TO A MAXIMUM OF 35 CHARACTERS
- TO PRINT THE SAD ONLY AFTER IT IS REGISTERED
- TO SIGN THE PRINTED SAD BEFORE SUBMITTING IT TO THE FACE VET OFFICER WITH ALL THE ATTACHED DOCUMENTS
- THAT CUSTOMS BROKERS MUST ENSURE THAT INDIVIDUAL IMPORTERS PROVIDE THEM WITH ALL THE INVOICES BEFORE SUBMITTING THE SAD TO THE FACE VET OFFICER FOR PROCESS
- ANY ERROR ON THE SAD WILL REQUIRE INTERVENTION FROM THE QUERY SECTION AND WILL DELAY THE PROCESSING OF YOUR DECLARATION
- YOU MUST AVOID CONSOLIDATING GOODS WITH DIFFERENT HS CODES (TARIFF)

IN CONCLUSION, COMPLIANCE WITH THE ABOVE WILL UNDOUBTEDLY RESULT IN THE SPEEDIER CLEARANCE OF YOUR CONSIGNMENTS WITH A CORRESPONDING REDUCTION IN THE COSTS ASSOCIATED WITH THE IMPORT AND EXPORT OF GOODS INTO AND OUT OF THE SOLOMON ISLANDS.

IF YOU REQUIRE FURTHER INFORMATION OR ASSISTANCE PLEASE FEEL FREE TO CONTACT THE ASYCUDA IMPLEMENTATION TEAM ON 20038 OR ALTERNATIVELY BY E-MAIL – [AWHELPDESK@CUSTOMS.GOV.SB](mailto:AWHELPDESK@CUSTOMS.GOV.SB)



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