



How to request and print a Cargo Pass

Summary instructions for Freight Forwarders and Brokers

The Cargo Pass facility is developed in the Single Window System to ensure a transparent and effective control of cargo being relocated under Customs control from the airports to Freight Forwarders Customs Controlled Areas or Importers Premises.

The following instructions is to assist Freight Forwarders and Brokers on how to request from Customs, a Cargo Pass in the Single Window system to relocate their cargo from the airport to their premises.

Note:


- i. Users are encouraged to take note of the system messages to complete the process.
- ii. Cargo Pass is a standalone document. It is independent of declaration processing; the consignments still need to go through normal Customs checks prior to release, either as under-valued consignments or using Customs declarations.

Process:

The bills are first validated in the system by the Carrier prior to the Freight Forwarder or Broker requesting a Cargo Pass from Customs. In other words, the Carrier is certain of the arrival of the Cargo. In any case, should there be discrepancies in the consignments, adjustments can be done on the bill by Customs to complete the processing of the consignments.



1. Go to ASYCUDA → Cargo Transfer Management → *<Right click>* Cargo Pass Document for B/L → New.
2. Complete the following mandatory details on the form:

Bill of Lading Reference Information (paying attention to the following):

- B/L Reference: The reference of the bill;
- Package: The number of packages, if known, to be transported in one trip;
- Weight: The weight of the consignment to be transported in one trip;
- Click on the *List of Container icon*:  to complete this section.

Note: Keep in mind that one Cargo Pass should be per vehicle trip. Customs may therefore amend the Cargo Pass before acknowledging the request.

Transfer Details:

- Truck No.: Provide vehicle registration number.
 - Driver's Name: Capture the Drivers name.
 - Driver's ID: Capture reference of a photo ID of the Driver. The Driver may therefore have to provide the ID to Customs and the Cargo Handlers, when picking up the cargo.
 - Destination: Location of the Freight Forwarder's licensed Customs Controlled Area or Importers Premises.
3. Once completed, verify the document by clicking on the 'Verify the document' icon: 
 4. If no errors detected (or after errors are corrected), register the document by clicking on the 'Register' icon: 



5. Inform Customs to acknowledge the Cargo Pass, either prior to vehicle arriving at the airport or prior to pick-up.
6. Once the Cargo Pass is acknowledged by Customs, the Freight Forwarder or Broker can print the Pass from the system.
7. To print an acknowledged Cargo Pass, go to ASYCUDA→Cargo Transfer Management→*<Right click>* Cargo Pass Document for B/L→Find.
8. Locate the acknowledged Cargo Pass, right click on it and select “Print”.
9. Present the Cargo Pass to the Cargo Handlers at the airport to pick-up the cargo to be transported to the Freight Forwarder or Importer’s premises.
10. The Cargo Handlers should only release the cargo as per the Cargo Pass, based on:
 - a. Bill details;
 - b. Packages;
 - c. Weight, and
 - d. Driver’s details.

▪ **End**