


<p>VANUATU ASYCUDA PROJECT 2016-2017</p>	 <p>V A N U A T U CUSTOMS & INLAND REVENUE SERVICE DE LA DOUANE ET DES CONTRIBUTIONS INDIRECTES</p>
<p>CUSTOMS CLEARANCE – STANDARD OPERATING PROCEDURES</p>	
<p>Manifest Submission</p>	
<p>For External users</p>	
<p>Purpose</p>	<p>To submit and register all manifests, submit all bills and consolidated bills and to validate the de-groupage of all consolidated bills, in ASYCUDA.</p> <p>To ensure the accuracy and timely submission of the cargo information, thereby assuring the collection of the full revenue due and conformation of clearance requirements, in accordance with the relevant laws and regulations.</p> <p>To ensure the accountability of all manifested goods.</p>
<p>Scope</p>	<p>This procedure applies to Shipping/Airline Agents (Carriers) and Freight Forwarders in the submission and registration of manifests, submission of bills, and the submission of consolidated bills and validating their de-groupage.</p>
<p>Location</p>	<p>Port Vila Luganville</p>
<p>Process Owner</p>	<p>Manager Customs Border Manager North</p>
<p>Legislation</p>	<p>Customs Act, Sections 26-27, 32, 102-106 Customs Regulations, 10, 34-35</p>
<p>Flowcharts</p>	<p>Manifest Process Manifest Amendment Process</p>
<p>Minimum Documents Required</p>	<p>Manifests Consolidated Bills House Bills Outturn Reports</p>

Procedure	Person Responsible	Carriers, Freight Forwarders	Section Responsible	Customs Border, Santo Customs
	<ol style="list-style-type: none"> 1. Carrier captures and uploads general segment of manifest*. 2. Carrier/Freight Forwarders capture and upload first level bills** and consolidated bills. 3. Carrier/Freight Forwarders de-group consolidated bill. 4. Customs validates the de-groupage***. 5. Carrier registers the manifest. 6. Carrier/Freight Forwarders, may request for any manifest amendment with Customs. 7. Inform Customs of any short landed or excess consignments based on Outturn Reports. <p>* Uploading of manifest general segment can be done after uploading of first level and Consolidated Bills. ** The Carrier can register the manifest at this point once all bills are uploaded. *** If the general segment of the manifest has not been uploaded at this point, de-groupage and validating cannot be done until the general segment has been uploaded by the Carrier.</p> <p>Note: SADs can be processed against bills whenever consolidated bills have been de-grouped and validated, or whenever a manifest has been registered.</p>			
Monitoring	Person Responsible	Customs Manifest Officer.	Section Responsible	Customs Border, Santo Customs.
	<ol style="list-style-type: none"> 1. Customs will monitor timely submission of Manifests and Bills. 2. Customs Officer responsible will run system reports on all uncleared cargo and will take necessary action. 3. Customs will be gather information for the purpose of intelligence and risk management. 			
Corrective Actions	<ol style="list-style-type: none"> 1. If Carrier or Freight Forwarder submits incorrect information, Customs will make amendments accordingly after consultation with the entity concerned. 2. Customs may take action against the Carrier or Freight Forwarder for frequent errors/omissions. 3. If any discrepancies are found during inspection of the consignment or of the Customs Controlled Area, Customs will take necessary action according to the law. 			

VERIFICATION AND RECORD KEEPING

Date Written	: 28 th Oct 2016	By:	AW NPT
Date Endorsed	: 3 rd Nov 2016	By:	CRMC
Date Authorized	: 4 th Nov 2016	By:	Chairman CRMC
Date for Revision:	4 th Nov 2017	By:	CRMC