


<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>Consolidated Cargo Transfer</p>				
<p>For External users</p>				
<p>Purpose</p>	<p>To validate Consolidated Bills with Customs.</p> <p>To ensure the accuracy of the information provided, thereby assuring the collection of the full revenue due and conformation of clearance requirements, in accordance with the relevant laws and regulations.</p>			
<p>Scope</p>	<p>This procedure applies to Freight Forwarders in the clearance of express couriers under the various import procedures.</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 51-60, 70-72, 73-91, 102-106, 134, 211-213 Customs Regulations, 17-20, 23, 24-30, 34-35, 45 Import Duties Act Excise Tax Act Other Government Import Regulations</p>			
<p>Flowcharts</p>	<p>Manifest Process Consolidated Cargo Transfer Process Manifest Amendment Process Processing of Cargo List Cargo Management</p>			
<p>Minimum Documents Required</p>	<p>Consolidated Bills Cargo List Cargo Transfer Approval Outturn Report</p>			
<p>Procedure</p>	<p>Person Responsible</p>	<p>Freight Forwarders.</p>	<p>Section Responsible</p>	<p>Customs Border, Santo Customs</p>
<ol style="list-style-type: none"> 1. Validates Consolidated Bills in AW as per Freight Forwarders TOR. 2. Emails Cargo List to Customs. 3. Requests "Cargo Transfer Approval" from Customs. 4. Corrects Cargo List if requested by Customs. 5. Contacts Carrier if necessary to make changes to the corresponding Master Bill if the totals of the Consolidated Bills do not match that of the Master Bill. 6. Receives Cargo List response from Customs via email. 7. Actions the Customs decisions as per the Cargo List, by: <ol style="list-style-type: none"> i. Informing a Broker to process SAD; or ii. Arranging for consignment(s) concerned to be 				

	inspected by Customs; or iii. Release consignment to the Receiver. 8. Prints or receives "Cargo Transfer Approval" from Customs. 9. Submits "Cargo Transfer Approval" to Cargo Handler and deposits the goods at its licensed Customs Control Area. 10. Emails Outturn report to Customs requesting amendment to Consolidated Bills, if necessary. 11. Inform Customs of any timed-up consignments.			
Monitoring	Person Responsible	Customs Officer in-charge.	Section Responsible	Customs Border, Santo Customs.
	1. Customs Officer responsible will run system reports on all timed-up cargo and un-cleared goods and will take necessary action. 2. Customs will be gather information for the purpose of intelligence and risk management.			
Corrective Actions	1. If Freight Forwarder submits incorrect information on its consolidated bill, Customs will make amendments accordingly after consultation with the Freight Forwarder. 2. Customs may take action against the Freight Forwarder for frequent errors/omissions either on Consolidated Bill, Cargo List or Outturn Report. 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
