ASYCUDA WORLD DECLARATION PROCESS LIVE ROLLOUT AT PORT OF SUVA

The Fiji Revenue and Customs Authority wishes to inform the Customs Brokers, Importers, Exporters and Shipping/Cargo Agents that after the successful rollout of the ASYCUDA WORLD (AW) **manifest process**, the AW **declaration process** will be implemented at the port of Suva on **1st July, 2015**.

Effective from this date all Customs declarations at the Suva port shall be assessed in the ASYCUDA WORLD system. The AW declaration process and the transition from the ASYCUDA++ to AW will be managed by the procedural instructions stipulated on the **Annex 1** of this notice.

Stakeholders have one month to get ready for the implementation of the AW declaration process by updating their systems to AW specification as advised during the consultation and training. To assist with this preparation, the AWNPT will be holding **refresher trainings** for the next three weeks and the training schedules will be sent to the stakeholders. The stakeholders are urged to take full advantage of this opportunity to familiarise themselves with the AW system and also seek clarification on any issues relating to AW declaration processing procedures from the project team.

All intending AW users are also required to obtain a user account for the AW production server by lodging a completed AW user access application form to the **Customs Licensing Committee**. ASYCUDA++ authorised users do not automatically qualify for the AW user accounts and are also required to lodge a fresh application with the committee.

The authority also wishes to announce that a new ASYCUDA WORLD **portal** has been launched and the portal can be accessed by the public at the following URL :- http://awas.frca.org.fj:8080 or http://awportal.frca.org.fj:8080. AW users can also access the **AW system** and all other ASYCUDA and Customs related documents on this portal.

The AW user access application form and other AW related documents can be obtained from the FRCA website, http://www.frca.org.fj/asycuda or the portal.

Enquiries concerning this notice may be directed to ASYCUDA WORLD National Project Team on telephone numbers **3243360** or **3243353** or **3243720** or email: **asycuda@frca.org.fj**

Jitoko Tikolevu
CHIEF EXECUTIVE OFFICER
1st June 2015

ASYCUDA World Declaration Processing Implementation Procedural Instructions.

1. Declaration Assessment

1.1. All declaration assessments in the AW system will start from 1st July, 2015

1.2. Automatic write off of the AW manifest will commence from the rollout date and the declarants will be required to enter correct AW manifest and bill details on AW declarations for the procedures that require manifest write off.

2. Concession Declarations

2.1. New procedures and concession codes have been created to manage concessions in AW.

2.2. .Concessions will be managed by **agreements procedure** in AW where the system will only allow the **approved** concessionaires under particular concession codes to process concession declaration.

2.3. List of AW **procedure codes** and **concession codes** are available on the AW portal.

3. Warehousing and Temporary Import

3.1. All bonded warehouse stock balance from the ASYCUDA++ system must be transferred to the AW system to process ex-warehouse declarations.

3.2. All transfer of stock must be authorised by the Customs Warehouse Division after stock audit.

3.3. All warehouse stock transfer declarations must be lodged to the Warehouse Division after assessment for verification purpose.

3.4. Combined declaration based on remaining expiry period as listed below shall be lodged to create stock in AW.

> ➤ those warehouse stocks expiring in 1 month or less by 1 July 2015 will be lodged in SAD with 1 month expiration
> ➤ 1 month < warehouse stock expiry <= 3 months - SAD with 3 month expiration
> ➤ 3 months < warehouse stock expiry <= 6 months - SAD with 6 month expiration
> ➤ 6 months < warehouse stock expiry <= 9 months - SAD with 9 month expiration
> ➤ Warehouse stock expiry > 9 months will be lodged in a SAD with 12 month expiration.

3.5. Warehouse operators wishing to lodge separate declarations as per importation to maintain own records may do so.

3.6. Products with same commodity code but different value for duty shall be entered as separate item on the global declaration.

3.7. During the transition period if there is any direct warehousing declaration assessed at Suva port for bonded warehouses in Lautoka or Nadi Port, the AW ex-warehouse declaration for those goods shall be assessed and paid in Suva since other ports will not be able to process AW declarations. This procedure applies until AW declaration processing is implemented at other ports.

3.8. In AW, new sets of warehouse codes have been created and the list can be accessed from the AW portal. Warehouse Operators are advised to label their bonded warehouse accordingly.

3.9. Temporary imports stock in ASYCUDA++ shall be transferred to AW to process subsequent declarations.

4. Declaration Selectivity

4.1. In AW, selectivity after payment procedure will be implemented and the selectivity of declarations will be triggered at the time of the 'Release Order' printout.

4.2. Declarants utilising the prepayment account will be able to know the selectivity status of their declaration from their offices once the 'Release Order' is printed for the prepaid declarations.

4.3. Declarants shall utilise the computers available at the public kiosk to print 'Release Order' and to determine the selectivity status for the declations paid at the Customs cashiers.

4.4. For all declarations including ex-warehouse selected for yellow lane and red lane, the declarants shall submit the hard copy of the declaration with the relevant supporting documents to Customs.

4.5. Application for inspection at owner's premises shall be lodged with **Customs Inspection Branch** on the prescribed form, on which the inspection officer will authorise the release of cargo for inspection. This procedure only applies to the FCL cargo selected for physical inspection.

5. Cargo Release

5.1. For green lane declarations, the declarants will be able to print the Release Order after payment from their office or from the public kiosk at the Longroom.

5.2. The Release Order printout for the yellow and red lane declarations will only be possible after the declaration has been re-routed and cleared by the documentary and physical inspection officers.

5.3. The Release order shall be presented to the cargo agents to allow the release of goods.

5.4. The cargo agents will generate the **Exit Note** from the AW system to allow exit of goods from wharf or CFS.

5.5. The cargo agents shall acknowledge the **Exit Note** in the AW system at the time of physical exit of goods from the wharf or CFS.

5.6. The Release Order for the cargo inspected at the owners premises shall be printed after clearance from inspection officers and presented to the cargo agents. This will be kept by the agents for their record and for Customs audit purpose.

5.7. The Release Order for the ex-warehouse declarations shall be printed and kept by the warehouse operators for Customs audit purpose.

6. TIN for Consignee/Exporter Codes

6.1. In AW only **Tax Identification Numbers (TIN)** of importers/exporters and individuals will be used for consignee and exporter codes.

6.2. Stakeholders are requested to advise and provide the TIN to the AW project team if their TIN or their clients' TIN are not available on the AW prototype (test) server or the production server when it is accessible. The team will enter the TIN in AW system after verification from the tax system (FITS).

7. Termination of ASYCUDA++ Process at Suva Port

7.1. Declaration registration in ASYCUDA++ system will cease from midnight **30th June, 2015.**

7.2. All declarations registered in ASYCUDA++ must be assessed by **30th June, 2015.** The registered declarations that are not assessed by the cut-off date, shall be cancelled in ASYCUDA++ and a new declarations to be assessed in AW.

7.3. All ASYCUDA++ declarations must be paid by 4pm on **10th July, 2015.**

7.4. The current ASYCUDA++ release procedure applies for declarations registered in ASYCUDA++.

7.5. Transit (T1) process continues in ASYCUDA++ until all ports are in AW.

7.6. Prepayment account balance from ASYCUDA++ will be transferred to AW after written approval from the account holder.