

# **ASYCUDAWorld Basic Training for Financial Institutions**



**Ministry of Finance: Customs & Excise**

**Place: Windhoek**

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**Presented by: ASYCUDAWorld Team**

**ASYCUDA**

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# 1. Introduction

ASYCUDAWorld system was implemented in 2013;

- It's a web based system.
- Customs and trader's transactions are handled via the internet.
- Traders can get access and submit declarations from anywhere in the world.
- No client software is implemented.
- E-commerce capable to link with OMA's, etc.
- Use of non-intrusive goods clearance functionalities i.e. scanned documents.
- Paperless environment.

## 2. Objectives

At the conclusion the participants, should be able to;

- ❑ Understand the importance and relevance of customs formalities.
- ❑ Differentiate the types of model of declarations and status.
- ❑ Demonstrate knowledge on how to make use of the AW system
- ❑ Recognise and describe the various field on the customs declarations.

### 3. Purpose

- ❑ To curb organised crime and money laundering activities.
- ❑ Promote coordination between customs and stakeholders.
- ❑ Sharing of crucial data and information.
- ❑ Fight corruption and overcome challenges.

## 4. Single Administration Document

- ❑ SAD500 is a customs declaration for import and export.
- ❑ It contains the particulars of importers, exporters and goods description.
- ❑ The form has about 54 fields, and its completed online.
- ❑ It is designed with unique international standard features.

## 5. Types of Model of Declaration

❑ Definition of different types of model declarations:

IM – Import.

IMD – Urgent Goods.

SD – Simplified Declaration.

EX – Export.

❑ The models **IMD** 4\5\6 & 8 were created for the purpose of urgent goods e.g. Perishable, Hazardous, etc.

❑ **IMD** allow the system to register the declaration without Waybill, this procedure apply only at WALV, HAIR, LUDE & EROS.

❑ The model **SD** is a replacement of the manual Baggage declaration.

## 6. Customs Formalities

- ❑ Importer or exporter is required to make use of a registered or licensed customs agent.
  
- ❑ There are different types of customs entry & exit points, namely;
  1. Seaport – Manifest required (IM)
  2. Airport – Manifest required (IM)
  3. Land border – No Manifest required
  4. Internal clearance – Manifest required (IM)
  
- ❑ Importer and exporter is compile to submit Tax invoice and all relevant documents.
  
- ❑ Any export to non-SACU countries with value of more than 50k is subjected to F178.



## 7. Means of Payment

There are various code or method of payment in ASYCUDAWorld (AW) system;

- 01 – Cash, 02 – Cheque, 03 – Credit Card, EFT, etc.
- Electronic payment takes 3 working day prior approval.
- The use of cheques has been abolished.
- Payment of duty or tax can be made at any customs office.
  - (a) C\_Import or E\_Export registration NUMBER
- Possibility of e-payment

## 8. Bonds, Deferred VAT Account and Credit Facility

The AW system provides provision for guarantee or bond module i.e. Transit, Warehouse, Clearing Licence and Temporary import.

Deferred account is also available;

1. VAT import account ( end with 016) – 20 days

2. Credit Facility account ( EA\_CREDIT) – 60 or 90 days

## 9. How to log into AW system



Insert your log  
in name

Insert your  
password

# How to log into AW system continue.....

Uploaded photo

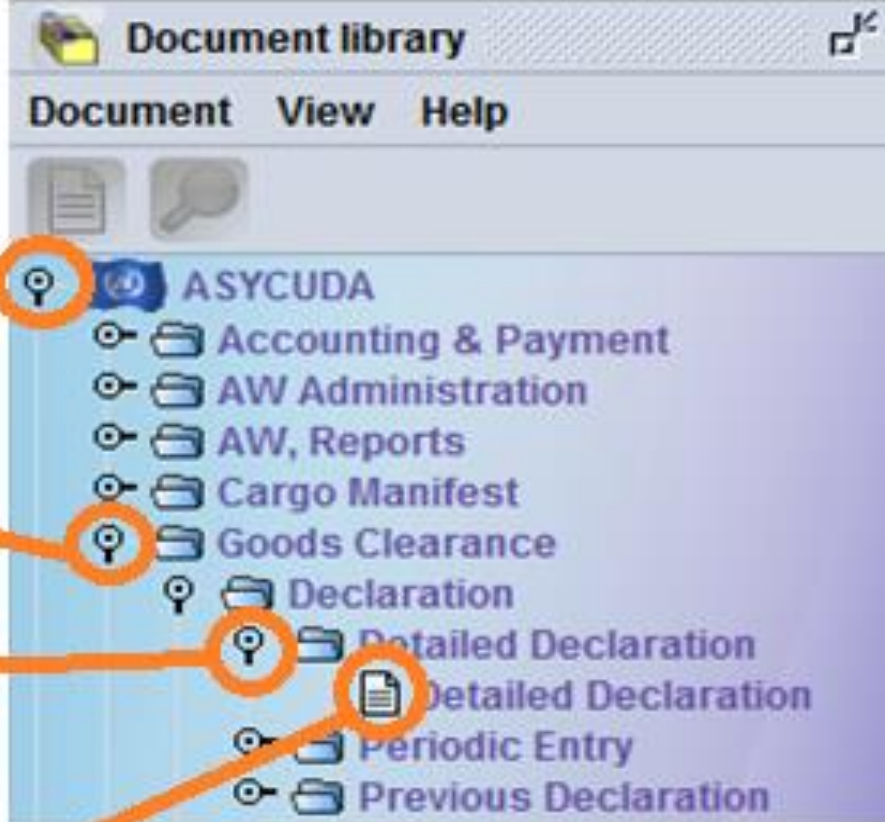


Busy downloading

# 10. How to find and view a SAD500

(A) Click on the below steps by using your mouse;

Step\_1  
Click



Step\_2  
Click

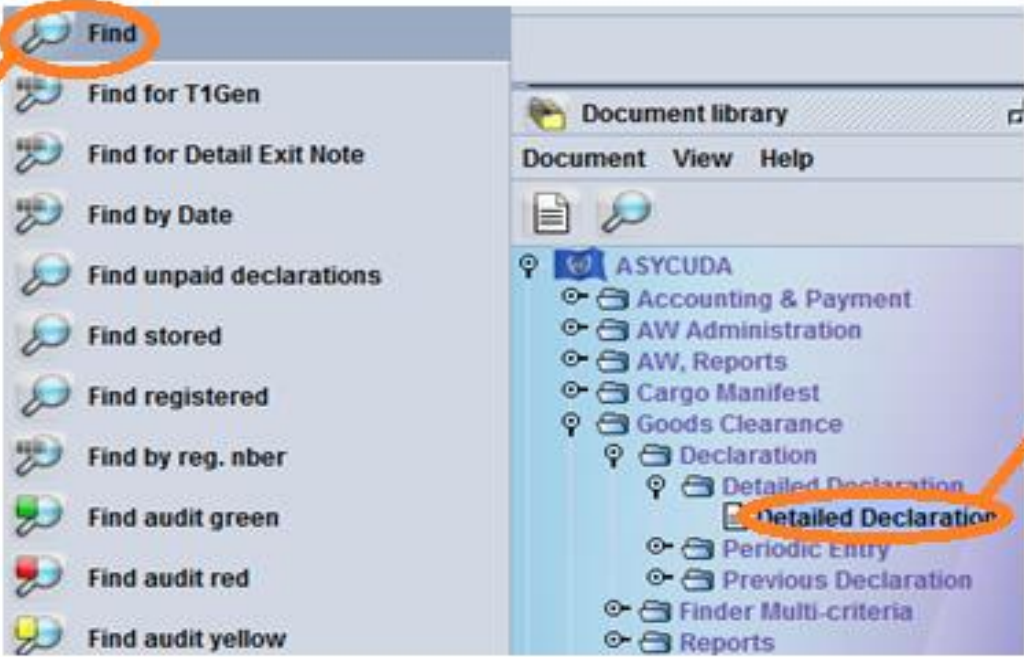
Step\_3  
Click

Step\_4  
Click

# How to find and view a SAD500 continue.....

**(B) Apply and follow the below steps;**

Step\_6  
Click on find



Step\_5  
Right click

# How to find and view a SAD500 continue.....

**(C) Fill in the parameters below;**

Name	criteria	value #1	value #2
Document Status	all		
Clearance off.	equals	NOOR	
Reg. Ser.	all		
Reg. Nber	equal	284064	
Reg. Date	equal	30/06/2017	
Ast. Ser.	all		
Ast. Nber	all		
PE Nber	all		
Ast. Date	all		
Declarant	all		
Dec. reference year	equal	2017	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exporter	all		
Exporter name	all		

Step\_7  
Insert Customs Office

Step\_8  
Insert SAD500  
registration number

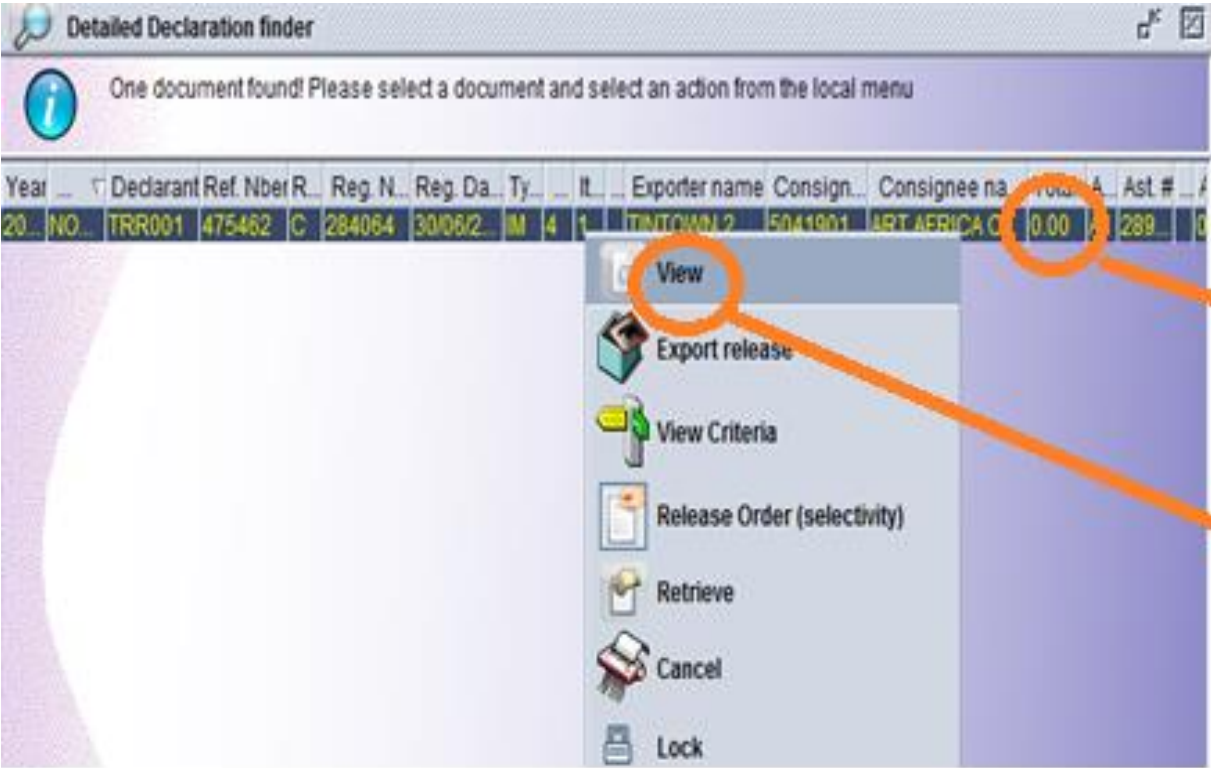
Step\_9  
Insert SAD500 date of  
registration

Step\_10  
Insert SAD500 year of  
registration



# How to find and view a SAD500 continue.....

**(D) Apply the steps below;**



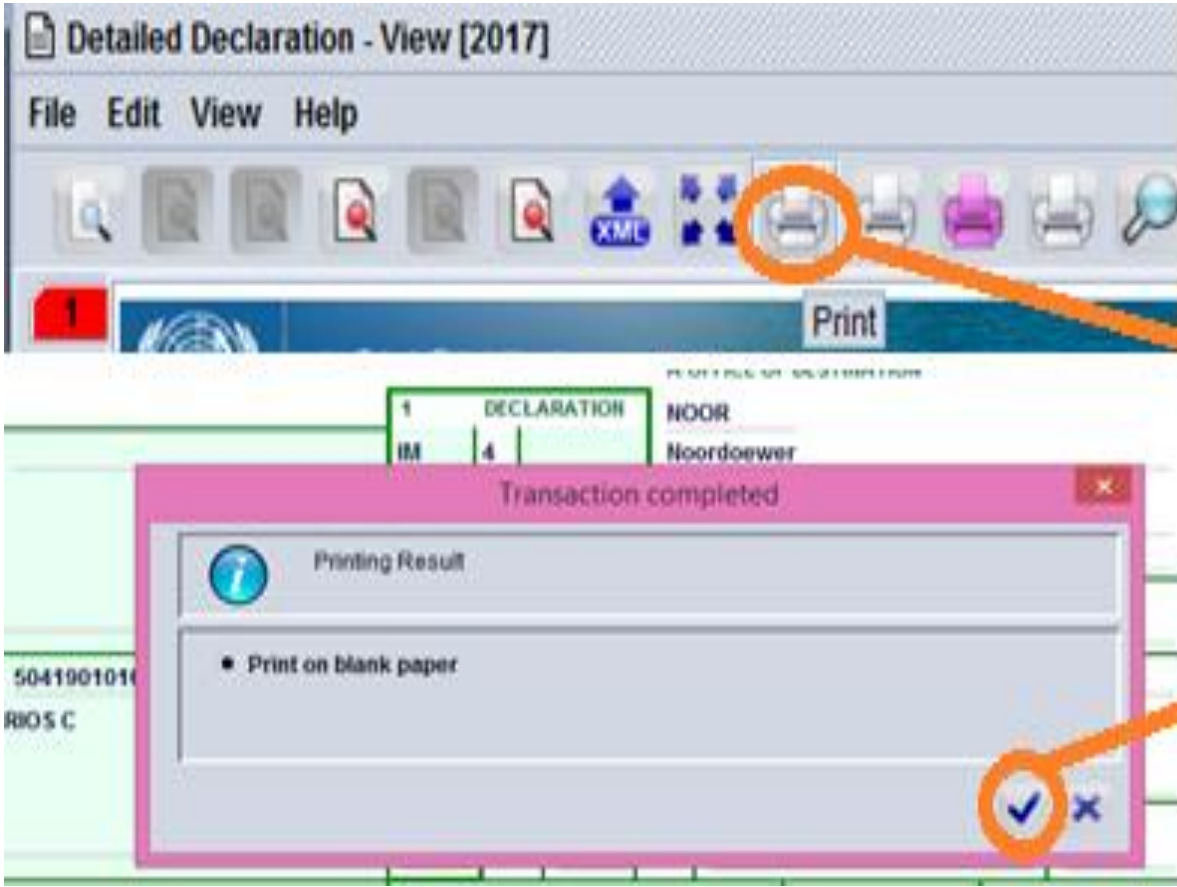
Step\_11  
Right click

Step\_12  
Click on view



# How to find and view a SAD500 continue.....

## **(E) Final steps on how to print;**



Step\_13  
Click on the 1<sup>st</sup> printer

Step\_14  
Click on the tick

Thank  
You

