

Customs Clerks/ Brokers/ Importers

Fundamental steps required prior to becoming an Online Customs Computerised User.

Manual Import Entry Processing

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Each user must be competent Entry Writers. | | |
| a. Person currently processing Entries: Assessment will be done on historical entries of 2 years continual experience. There are certain factors considered when reviewing individuals and pending result may require the individual to attend specific Customs Training. <i>Please acknowledge if you have attended any of the below trainings:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Introduction to Tariff Training | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Fundamentals Import Entry Writing | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Customs Online System Training | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Persons not described in 1(a) will be required to | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Attend the 'Introduction to Tariff training, a Fundamentals to Entry Writing and an Online System Training'. <i>Please provide answers in the Yes/ No boxes if you have attended any of the customs training listed above.</i> | | |
| (ii) A probation period of 3 months (minimum of 20 entries) or first 100 entries, whichever comes first, will be assessed with an expectation of 98% compliance. Factors are considered during the reviewing process (Broker assistance, Importer trainer and internal database availability etc). | | |
| 2. Lodgment of Import Entries following forms are to be used: | | |
| (i) Form CICS 056 Import Entry, Form CICS056A Import Entry Continuation sheet (more than 1 line entry). (1 x Customs Copy and 1 x Importer Copy). | | |
| (ii) Form CICS051 Import Delivery Order | | |
| 3. All supporting documentation are required to accompany the Import Entry forms: | | |
| (i) Non-Negotiable bill of lading/ Airway bill | | |
| (ii) Commercial invoices (Proforma invoices are not acceptable) | | |
| (iii) Inventory list | | |
| (iv) Packing list | | |
| (v) Customs certificate of origin on goods | | |
| (vi) Permits (Government Agency requirements to specific commodities) | | |

Registration for the Customs Online System

- | | Yes | No |
|---|--------------------------|--------------------------|
| 4. Applications for Customs Clerk are required to submit a 'Letter of Authorisation' from the Importing Company stating they agree for the clerk to lodge entries on their behalf. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Online system forms to be completed and lodged with copies of relevant supporting documents e.g. A Certificate of Incorporation (if applicable) and two forms of identification. | | |
| (i) Form CICS 077 Client Code Application Form (not required if Importer code exist) | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Form CICS 008 Application for registration as a user of Customs Computerised entry processing system | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Form CICS076 & 76A Supplier code Application (required if Supplier codes are unknown to existing Importer code holders) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Online Training for the Customs System will be required for all persons. | | |
| 7. Each user will need access to use the following Web Browsers to run the system effectively, | | |
| (i) Google Chrome or | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Godzilla Firefox | <input type="checkbox"/> | <input type="checkbox"/> |