

Federal Republic of Somalia
Ministry of Finance,
Somali Customs



جمهورية الصومال الفدرالية
وزارة المالية قسم الجمارك

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SINGLE ADMINISTRATIVE DOCUMENT COMPLETION INSTRUCTIONS



BOOKLET

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1.0 INTRODUCTION

The Single Administrative Document (SAD) is used to control the import and export of goods into and out of the Federal Republic of Somalia. The SAD includes data that will be used as the main source of national trade statistics. As Customs reform develops, the SAD will include data that will calculate and collect taxes and duties.

2.0 LEGISLATION

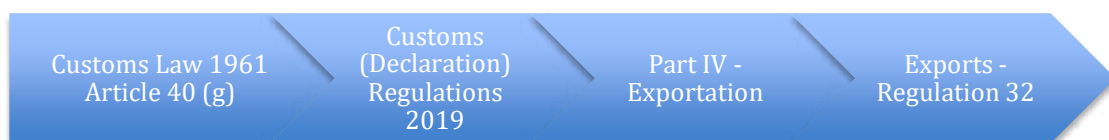
2.1 IMPORTATION

The legislation relevant to the Import Customs Declaration is contained within Article 40(g) of the Customs Law 1961, Customs (Declaration) Regulations 2019, Part III - Import Customs Declaration, Regulations 16 - 31



2.2 EXPORTATION

The legislation relevant to the Exportation of goods is contained within Article 40(g) of the Customs Law 1961, Customs (Declaration) Regulations 2019, Part IV – Exportation, Regulation 32.



2.3 SCHEDULES

The three schedules (A, B and C) attached to the new regulation relate to;

- | | |
|------------|---|
| Schedule A | Single Administrative Document |
| Schedule B | Instructions to complete the Single Administrative Document (this document) |
| Schedule C | Codes to be used in the Single Administrative Document |

3.0 Single Administrative Document - Overview

The SAD is considered to be the 'International Standard' by the World Customs Organisation, as it covers all customs procedures and regimes including Import, Export and Transit procedures, with the purpose of standardising customs documents, harmonising codification and simplifying procedures in international trade.

The SAD is now used throughout the world including the East African Community and is also recommended by the United Nations Conference on Trade and Development.

4.0 Single Administrative Document – Federal Republic of Somali

Initial use of the SAD in Somalia will be limited to;

- Import
- Import - Exemption
- Export
- Export - Exemption

5.0 Single Administrative Document – Completing the SAD

The declarant is responsible for the completing the SAD. This will be done electronically through the Customs Automated System.

6.0 RESPONSIBILITY OF THE DECLARANT

The declarant is responsible for completing the SAD and in doing so; the declarant is accepting responsibility under the current legislation for;

- The accuracy of the information given in the declaration
- The authenticity of the documents submitted with the declaration
- The observance of all the obligations necessary under the declared procedure

The text contained within Field 54a 'Statement from declarant' states;

54a Statement from declarant
I, declare that the information given above is complete and correct, and all the supporting documents attached to this declaration are authentic, either original or copies. I will be liable for any misleading, fraud, incorrect information and any conflict against the Customs Law and Regulations of Federal Government of Somalia.

Figure 1. Declarant Declaration

The action of signing the document, as per Field 54b, and presenting it to Customs, indicates full responsibility of all responsibilities as per the current legislation.

54 Place and date:

Signature and name of declarant/representative

Figure 2. space for declarant representative and signature

7.0 Single Administrative Document - Segments

The SAD is divided into three segments. The segments are as follows;

Segment 1 - Declaration General Segment: This refers to the general information about the whole consignment such as exporter, consignee, declaration type etc.

Example below:

The screenshot shows the 'SOMALI CUSTOMS' import declaration form. The 'import declaration' section includes the following data:

- 1 Declaration:** IM - 4
- 2 Exporter:** No. Laz Exporters, Lusaka, ZM
- 3 Items:** 1
- 4 Load fol.:** 1
- 5 Total packages:** 1
- 6 Reference number:** 2022 LM1234567
- 7 Reference number:** 2022 LM1234567
- 8 Importer/Consignee:** No. 0000000000, Company 0, Street Name, N xxx
- 9 Person responsible for financial settlement:** No.
- 10 Ctry last com. com.:** -
- 11 Trading ctry.:** -
- 12 Tot adds to value:** 0.00
- 13 Reserved:** -
- 14 Declarant/Representative:** No. D010000000, Declarant 01, Address
- 15 Country of export:** UNITED ARAB EMIRAT
- 16 Country of origin:** UNITED ARAB EMIRATES
- 17 Country of destination:** SOMALIA
- 18 Identity and nationality of means of transport on arrival:** Ethiopian, ET
- 19 Cts.:** -
- 20 Delivery terms:** CIF, Mogadishu
- 21 Identity & nationality of active means of transport crossing the bdr.:** -
- 22 Crncy & tot amtnt invoiced:** USD, 10000.00
- 23 Exchange rate:** 1
- 24 Nature of transaction:** -
- 25 Mode of transport:** 4, at the border
- 26 Inland route:** -
- 27 Place of unist.:** -
- 28 Financial and banking data:** Terms of payment, Bank details, Transfer details
- 29 Office of entry:** 0102, Mogadishu Airport
- 30 Location of goods:** -

Figure 3. General segment data

Segment 2 - Item Segment: This contains all necessary information needed to clear the consignment at each item level such as commodity code, value, country of origin etc.

Example below:

The screenshot shows the 'Item Segment' of the SOMALI CUSTOMS form. The data includes:

- 31 Packages and description of goods:** Marks and numbers - Container No(s) - Number and kind marks on packages, Number & kind of packages: 5, P1, Packages, Description, Other description
- 32 Item:** 1, Nr
- 33 Commodity Code:** 01011100, TSC: 0000
- 34 Ctry origin Code:** AD, b, 50
- 35 Gross mass (kg):** 50
- 36 Preference:** -
- 37 PROCEDURE:** 4000, 0, 50
- 38 Net mass (kg):** 50
- 39 Quota:** -
- 40 Summary declaration/Previous document:** 100-1
- 41.1 Quantity supp unit 1:** LTR, 50
- 42 Item price:** 1000
- 43 Val Method Code:** VM1
- 41.2 Quantity supp unit 2:** LTR, 50
- 45 Adjustment of value:** 1
- 41.3 Quantity supp unit 3:** LTR, 50
- 46 Statistical value:** 2250
- 47 Calculation of taxes:**

Tax	Tax base	Rate	Amount	MP
1	12	5%	100	1
2	120	50%	400	0
Total:			100	1
- 48 Deferred payment:** Account Number, Accounting Details, Mode of payment: cash, Assessment number, Receipt no., Guarantee: 400, USD static, Total other fees and charges: 100.00 static, USD static, Total payable per declaration: 100, USD static
- 49 Identification of warehouse:** -

Figure 4. Item segment describing goods item completely

Segment 3 - Calculation Boxes: *Not to be completed*

This segment is to be completed by the Customs Automated System involving Duty and tax computations. It also provides Declaration accounting information.

Single Administrative Document – Continuation Sheets

If the consignment contains more than one item, continuation sheets should be used to include all items. This means that if there is more than one commodity code, then a separate item segment should be used for each.

Example below

Home / Declaration / Add

+ Add Item Delete Page Unload Save Locally

Continuation

SAD Val/Note Appt/Notice Info/Page Act/Doc

	A Importer No _____ _____ _____		1 DECLARATION E 1 Form 1 2	A OFFICE OF DESTINATION Office code: Office name: Declaration Reference Number: Manifest Number:																																												
X 31 Packages and description of goods	Marks & numbers of packages: Number & kind of packages: Description of product:	32 Item 2 No	33 Commodity Code: TSC 34 Ctry origin Code: 35 Gross mass(kg): 36 Preference: 37 PROCEDURE: 38 Net mass (kg): 39 Quota: 40 Summary declaration/Previous document:	41.1 Quantity supp unit 1: 42 Item price: 43 Val Method Code: 41.2 Quantity supp unit 2: 43 Adjustment of value: 41.3 Quantity supp unit 3: 44 Statistical value: LTR:																																												
44 Additional Information/ Documents produced/ Certificates/ Auth.	License No: Remain val: Remain qty: Value details: +0, +0, +0, +0, -0 Attached documents: mandatory documents names Other info: Processing Code:																																															
X 31 Packages and description of goods	Marks & numbers of packages: Number & kind of packages: Description of product:	32 Item 3 No	33 Commodity Code: TSC 34 Ctry origin Code: 35 Gross mass(kg): 36 Preference: 37 PROCEDURE: 38 Net mass (kg): 39 Quota: 40 Summary declaration/Previous document:	41.1 Quantity supp unit 1: 42 Item price: 43 Val Method Code: 41.2 Quantity supp unit 2: 43 Adjustment of value: 41.3 Quantity supp unit 3: 44 Statistical value: LTR:																																												
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47 Calculation of taxes	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Code</th> <th>Tax base</th> <th>Rate</th> <th>Amount</th> <th>MP</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right;">Total first item:</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Tax Code	Tax base	Rate	Amount	MP						Total first item:				0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Code</th> <th>Tax base</th> <th>Rate</th> <th>Amount</th> <th>MP</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right;">Total second item:</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Tax Code	Tax base	Rate	Amount	MP						Total second item:				0	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tax Code</th> <th>Tax base</th> <th>Rate</th> <th>Amount</th> <th>MP</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: right;">Total third item:</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Tax Code	Tax base	Rate	Amount	MP						Total third item:				0
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Tax Code	Tax base	Rate	Amount	MP																																												
Total third item:				0																																												
				== SUMMARY Copy for the country of destination OFFICE OF DEPARTURE																																												

Verify Back Close

INFOTECH
SOLUTIONS

Figure 5. Continuation form with 3 items space

8.0 SUPPORTING DOCUMENTS FOR CUSTOMS CLEARANCE

The following documents should be submitted with all Customs declarations.

Import

- *Goods Invoice*
- *Goods Bill of lading or Airway Bill*
- *Packing List and*
- *Import permits were applicable*

Export

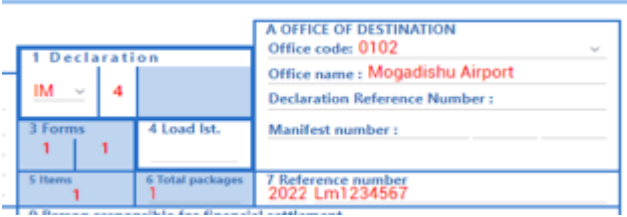

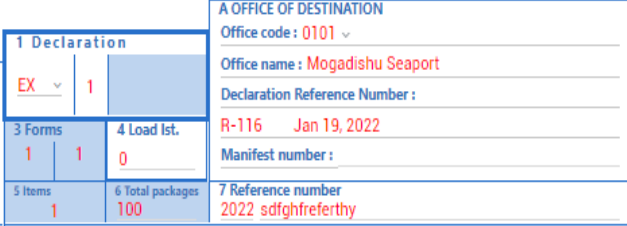
- *Goods Invoice*
- *Packing list*
- *Export permits were applicable*

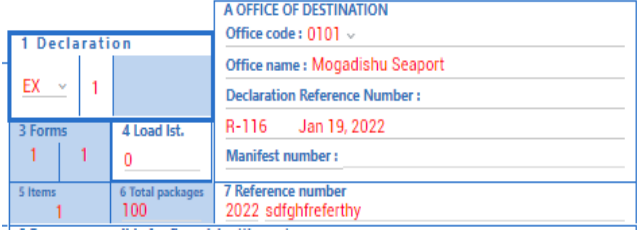
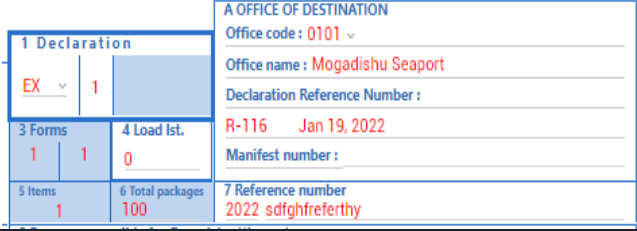

9.0 SAD Completion Instructions


The SAD completion instructions on the Customs Automated System (CAS) should be read in conjunction with the legislation and in particular 'Section C of the Customs SAD Regulation - codes to be used in the completion of the Single Administrative Document.

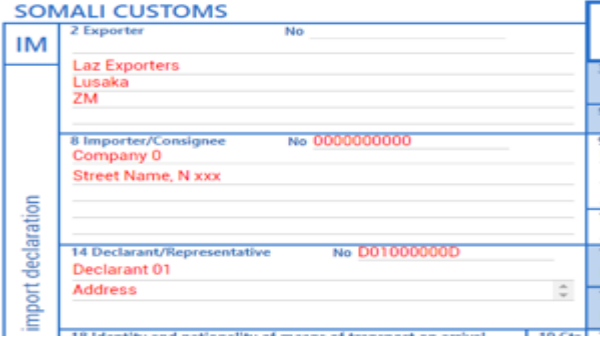
The SAD as presented in Segment 1, 2 and continuation sheet appear so in a printed format. The SAD form on the Customs Automated System appears in sections referred to as Quadrants (Sections) set out according to the United Nations. There is a total of 11 quadrants. These being (I) The Trade Operators, (II) General Data, (III) Transportation, (IV) Financial, In Segment 1 (V) Goods Description, (VI) Procedure, (VII) Additional Information in segment 2 and (VIII) Duties and Taxes (IX) Accounting, (X) Transit and (XI) Other in Segment 3, The Declarant transverses between these quadrants several times as they complete the SAD.



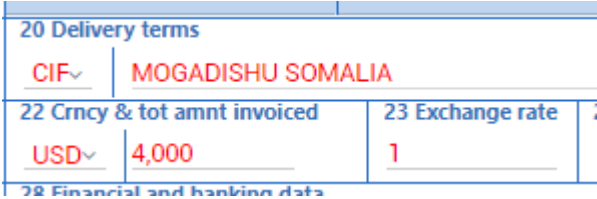
<i>Field No</i>	<i>Field Label</i>	<i>Description and / or Use</i>
<i>A1</i>	<i>Office of Export /Import (code and name)</i>	<i>Select correct office code for the office logged in.</i>
<i>A2</i>	<i>Registration Number</i>	<i>This field will be filled by the Customs Automated system</i>
<i>A3</i>	<i>Registration Date</i>	<i>This field will be filled by the Customs Automated system</i>
<i>A4</i>	<i>Manifest Number</i>	<i>Imports – Mandatory</i> <i>Exports – Optional</i>
<i>1</i>	<i>Declaration</i>	<p><i>To identify which Customs regime the SAD belongs to, a declaration model number is entered on the SAD in this field.</i></p> <p><i>For all import declarations the code used is 'IM' with a number identifying the general procedure. For consignments for home consumption, the number '4' is used.</i></p> <p style="text-align: center;"><i>Example 'IM 4'</i></p> <p><i>For all export declarations the code used is 'EX' with a number identifying the general procedure. For consignments for direct export, the number '1' is used.</i></p> <p style="text-align: center;"><i>Example 'EX 1'</i></p> <p><i>The 'alpha' code can be selected from the drop down menu and will automatically fill the numeric code (1 or 4)</i></p>

		<p style="text-align: center;"><i>IM4 Example below:</i></p> 
2	<p><i>Exporter code, name and</i></p>	<p><i>For import declarations, this field requires the full name and address of the overseas exporter (supplier) of the goods to the Federal Republic of Somalia. This is usually the name of the person or organization overseas from which the importer purchased the goods.</i></p> <p style="text-align: center;"><i>There is no requirement to enter the Exporter TIN.</i></p> <p><i>For export declarations, this field requires the input of the full name and address of the Somalia exporter.</i></p> <p><i>You must enter the exporter TIN code. By entering the TIN this will automatically fill the name and address of the Somali exporter.</i></p> <p style="text-align: center;"><i>Import Example below:</i></p> 
3	<p><i>Forms</i></p>	<p><i>This field will be filled by the Customs system.</i></p> <p><i>Total number of forms (pages) in this declaration, including the front page and any continuation pages, i.e. two, three, as required.</i></p> <p style="text-align: center;"><i>Example below:</i></p> 

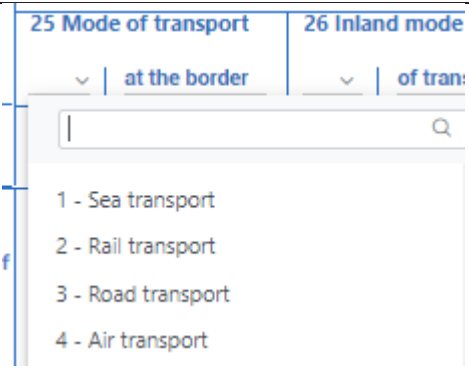
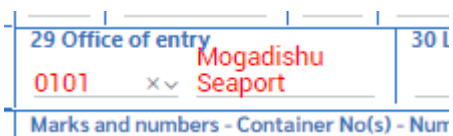
4	Loading Lists	<p>Confirmation if loading lists, manifests or similar documents are attached to the SAD.</p> <p>The field accepts 'Yes' or 'No'</p> <p>Example below:</p>
5	Items	<p>This field will be filled by the Customs system.</p> <p>Total number of items (entry lines) on the declaration. If the consignment contains more than one item i.e. two or more commodity codes, continuation sheets must be used to include all items.</p> <p>Example below:</p> 
6	Total number of packages	<p>The Declarant must state the total number of packages for the whole of the declaration (i.e. the sum of all packages in all items).</p> <p>Example below:</p> 
7	Declarant Reference number	<p>This is the internal sequence number used by Declarant (i.e. job or file number). It's a number given to the declaration from the trader's/ declarant's register.</p> <p>Example below:</p> 

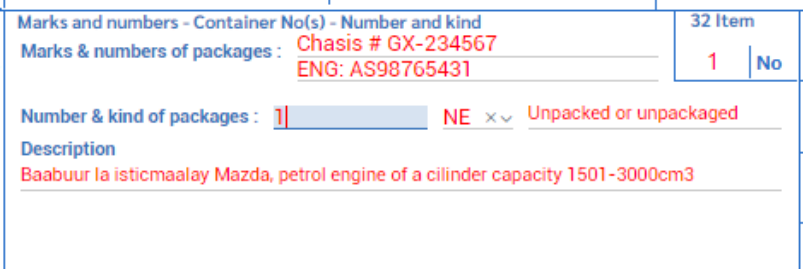
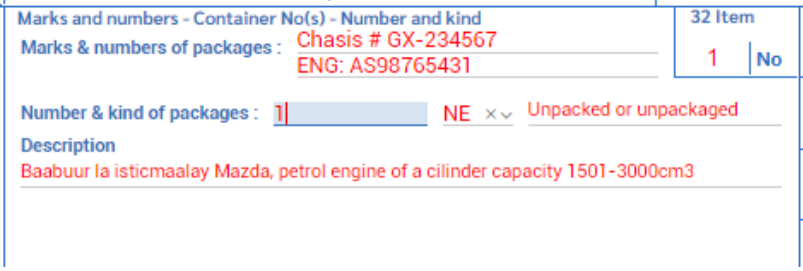
8	Consignee code, name and address	<p>For import declarations the consignee is the Somali importer.</p> <p>You must enter the Importer TIN. By entering the TIN this will automatically fill the name and address of the Somali importer.</p> <p>For export declarations this field requires the input of the full name and address of the overseas importer (buyer) of the goods from Somalia. This is usually the name of the person or organization overseas to which the Somali exporter is selling the goods.</p> <p>There is no requirement to enter the consignee TIN.</p> <p>Example below:</p> 
14	Declarant / Representative code, name and address	<p>The declarant is the person or organization declaring the goods to Customs.</p> <p>The declarant may also be a Customs Agent/broker, whose business is to clear goods belonging to importers, which may include goods imported by the declarant. In the former case the owner is required to authorise the broker to clear their goods.</p> <p>The TIN is required. By entering the TIN this will automatically fill the name and address of the Somali declarant / agent.</p> <p>Example below:</p>

														
15	Country of export name and code	<p><i>There are two fields side by side.</i></p> <p>First field – Country of Export</p> <p><i>The country of export requires the name of the country from which the goods were exported. This can be selected from the drop down menu.</i></p> <p>For import, that will be the country where the goods were exported from e.g. United Arab Emirates</p> <p>For export, that will be the country where the goods are being exported from e.g. Somalia</p> <p>Second field – Country Export Code</p> <p><i>The country of export code requires the two alpha code of the country from which the goods were exported from. This automatically displays the country name after input.</i></p> <p><i>Import Example below:</i></p> <table border="1" data-bbox="639 1339 1275 1507"> <tr> <td>15 Country of export</td> <td>15 Ctry of export Code</td> <td>17 Ctry of destin. Code</td> </tr> <tr> <td>UNITED ARAB EMIRAT...</td> <td>a AE ▾ b ▾</td> <td>a SO ▾ b BA ▾</td> </tr> <tr> <td>16 Country of origin</td> <td colspan="2">17 Country of destination</td> </tr> <tr> <td>UNITED ARAB EMIRATES</td> <td colspan="2">SOMALIA</td> </tr> </table>	15 Country of export	15 Ctry of export Code	17 Ctry of destin. Code	UNITED ARAB EMIRAT...	a AE ▾ b ▾	a SO ▾ b BA ▾	16 Country of origin	17 Country of destination		UNITED ARAB EMIRATES	SOMALIA	
15 Country of export	15 Ctry of export Code	17 Ctry of destin. Code												
UNITED ARAB EMIRAT...	a AE ▾ b ▾	a SO ▾ b BA ▾												
16 Country of origin	17 Country of destination													
UNITED ARAB EMIRATES	SOMALIA													
17	Country Import Code	<p><i>The country of import name to which the goods are being imported to, is displayed after the two alpha code is selected from the drop down menu.</i></p> <p><i>The country of import code requires the two alpha code of the country from which the goods are imported to. The Country name is automatically displayed when the country import code is input from the drop down menu.</i></p>												

18	Identity and nationality of active means of transport at arrival / departure	<p><i>This field has two parts</i></p> <p><i>In the first field you must enter either the name or voyage number of the vessel, the flight number of an aircraft, the vehicle registration number or the wagon number in case of a train.</i></p> <p><i>The second field you must enter the country Code indicating nationality of ship / aircraft / vehicle. This is automatically filled when the selecting the country from the drop down menu.</i></p> <p><i>Example below:</i></p> 
19	Container (ctr)	<p><i>This indicates whether the goods are transported in a container or not.</i></p> <p><i>The field will be Checked for containerised goods and remains unchecked for Non containerised Goods</i></p> <p><i>Example below:</i></p> 
20	Delivery Terms	<p><i>The completion of this field is optional</i></p> <p><i>In this field you must enter the code, from the drop down menu, describing the terms of delivery in the sale contract between the buyer and the seller of the declared goods. The term is known as an incoterm.</i></p> <p><i>In the Federal Republic of Somalia, it is preferable for imports to be declared as CIF and for direct exports FOB.</i></p> <p><i>Example below:</i></p> 

		<i>A full list of incoterms and their definitions is shown at Annex A</i>										
22	<i>Currency and total amount invoice</i>	<p><i>The completion of this field is Mandatory</i></p> <p><i>This field has two parts</i></p> <p><i>In the first part you must enter the code for the currency on the invoice.</i></p> <p><i>In the second part you must enter the total amount.</i></p> <p><i>Example below:</i></p> <table border="1"> <tr> <td colspan="2">20 Delivery terms</td> </tr> <tr> <td>CIF</td> <td>MOGADISHU SOMALIA</td> </tr> <tr> <td>22 Crncy & tot amnt invoiced</td> <td>23 Exchange rate</td> </tr> <tr> <td>USD 4,000</td> <td>1</td> </tr> <tr> <td colspan="2">28 Financial and banking data</td> </tr> </table>	20 Delivery terms		CIF	MOGADISHU SOMALIA	22 Crncy & tot amnt invoiced	23 Exchange rate	USD 4,000	1	28 Financial and banking data	
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CIF	MOGADISHU SOMALIA											
22 Crncy & tot amnt invoiced	23 Exchange rate											
USD 4,000	1											
28 Financial and banking data												
23	<i>Exchange Rate</i>	<p><i>This field will automatically be filled by the Customs system.</i></p> <p><i>Example below:</i></p> <table border="1"> <tr> <td colspan="2">20 Delivery terms</td> </tr> <tr> <td>CIF</td> <td>MOGADISHU SOMALIA</td> </tr> <tr> <td>22 Crncy & tot amnt invoiced</td> <td>23 Exchange rate</td> </tr> <tr> <td>USD 4,000</td> <td>1</td> </tr> <tr> <td colspan="2">28 Financial and banking data</td> </tr> </table>	20 Delivery terms		CIF	MOGADISHU SOMALIA	22 Crncy & tot amnt invoiced	23 Exchange rate	USD 4,000	1	28 Financial and banking data	
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CIF	MOGADISHU SOMALIA											
22 Crncy & tot amnt invoiced	23 Exchange rate											
USD 4,000	1											
28 Financial and banking data												
25	<i>Mode of transport at border</i>	<p><i>Mode of transport at border (at entry or exit).</i></p> <p><i>You must enter the mode of transport from the drop down menu. This will automatically fill the numeric code for mode of transport.</i></p> <p><i>1 = Sea Transport</i> <i>4 = Air Transport</i></p> <p><i>Example below:</i></p>										

		
27	Place of loading / unloading	The completion of this field is Prohited
29	Office of entry / exit	<p>The completion of this field is optional</p> <p><i>This is the location where the goods are either imported through or exported from, other than Declaration processing office in the Federal Republic of Somalia.</i></p> <p><i>Example; Mogadishu = 0101</i></p> <p><i>Example below:</i></p> 
30	Location of goods in temporary storage	<p>The completion of this field is optional</p> <p><i>This the location at the airport or port where the goods are temporary stored awaiting clearance formalities to be completed for import or export. The location is selected from the drop down menu.</i></p>
31	Packages and description of goods	<p><i>This field is completed for the first item. Additional items will be completed in the continuation sheets.</i></p> <p><i>The input into this field must include:</i></p> <ul style="list-style-type: none"> • <i>Shipping marks and numbers.</i> • <i>Number of packages for the item.</i> • <i>Package code for the type of packages (e.g. Sacks, cartons) – This is selected from the drop down menu..</i> • <i>Container identification numbers (up to 4 containers are shown but the system will accept more)</i>

		<ul style="list-style-type: none"> Commercial description of the goods. This will automatically be filled by the system when the commodity code (Field 33) is input. Additional description of the goods if required e.g. make of vehicle <p>Example below:</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Marks and numbers - Container No(s) - Number and kind: Chassis # GX-234567, ENG: AS98765431 32 Item: 1 No Number & kind of packages: 1 NE x v Unpacked or unpackaged Description: Baabuur la isticmaalay Mazda, petrol engine of a cilinder capacity 1501-3000cm3
32	Item number	<p>This field will automatically be filled by the Customs system.</p> <p>Serial number of the item in that declaration. This is the consecutive item number i.e. item 1, item 2, item 3 etc.</p> <p>Example below:</p>  <p>The screenshot shows a form with the following fields:</p> <ul style="list-style-type: none"> Marks and numbers - Container No(s) - Number and kind: Chassis # GX-234567, ENG: AS98765431 32 Item: 1 No Number & kind of packages: 1 NE x v Unpacked or unpackaged Description: Baabuur la isticmaalay Mazda, petrol engine of a cilinder capacity 1501-3000cm3
33	Commodity code	<p>This field requires the six-digit commodity code of the goods declared for each item.</p> <p>The commodity code can be inserted from the drop-down menu.</p> <p>Example below:</p>

		<table border="1"> <tr> <td>32 Item</td> <td colspan="2">33 Commodity Code</td> <td>TSC</td> </tr> <tr> <td>1 No</td> <td colspan="2">87032390 Q</td> <td>9601 Q</td> </tr> <tr> <td>packaged</td> <td>34 Ctry origin Code</td> <td>35 Gross mass(kg)</td> <td>36 Preference</td> </tr> <tr> <td></td> <td>a JPx v b v</td> <td>2500</td> <td>v</td> </tr> <tr> <td>n3</td> <td colspan="2">37 PROCEDURE</td> <td>38 Net mass (kg)</td> </tr> <tr> <td></td> <td>4000x v 000 v</td> <td>2500</td> <td>39 Quota</td> </tr> <tr> <td></td> <td colspan="3">40 Summary declaration/Previous document</td> </tr> </table>	32 Item	33 Commodity Code		TSC	1 No	87032390 Q		9601 Q	packaged	34 Ctry origin Code	35 Gross mass(kg)	36 Preference		a JPx v b v	2500	v	n3	37 PROCEDURE		38 Net mass (kg)		4000x v 000 v	2500	39 Quota		40 Summary declaration/Previous document		
32 Item	33 Commodity Code		TSC																											
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n3	37 PROCEDURE		38 Net mass (kg)																											
	4000x v 000 v	2500	39 Quota																											
	40 Summary declaration/Previous document																													
35	Gross mass in KG	<p>Gross mass in kilograms.</p> <p>Example below:</p> <table border="1"> <tr> <td>32 Item</td> <td colspan="2">33 Commodity Code</td> <td>TSC</td> </tr> <tr> <td>1 No</td> <td colspan="2">87032390 Q</td> <td>9601 Q</td> </tr> <tr> <td>packaged</td> <td>34 Ctry origin Code</td> <td>35 Gross mass(kg)</td> <td>36 Preference</td> </tr> <tr> <td></td> <td>a JPx v b v</td> <td>2500</td> <td>v</td> </tr> <tr> <td>n3</td> <td colspan="2">37 PROCEDURE</td> <td>38 Net mass (kg)</td> </tr> <tr> <td></td> <td>4000x v 000 v</td> <td>2500</td> <td>39 Quota</td> </tr> <tr> <td></td> <td colspan="3">40 Summary declaration/Previous document</td> </tr> </table>	32 Item	33 Commodity Code		TSC	1 No	87032390 Q		9601 Q	packaged	34 Ctry origin Code	35 Gross mass(kg)	36 Preference		a JPx v b v	2500	v	n3	37 PROCEDURE		38 Net mass (kg)		4000x v 000 v	2500	39 Quota		40 Summary declaration/Previous document		
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	4000x v 000 v	2500	39 Quota																											
	40 Summary declaration/Previous document																													

37	Procedure	<p style="text-align: center;"><i>There are 2 fields in this box.</i></p> <p style="text-align: center;"><i>In the first you must enter the procedure code used to identify the customs regime under which goods are being moved to, with previous regime indicated if any.</i></p> <p style="text-align: center;">Import 4000</p> <p style="text-align: center;">Export 1000</p> <p style="text-align: center;"><i>The second field is an additional procedure code, which is used if the declarant is requesting an exemption or remission of duties for the commodity.</i></p> <p style="text-align: center;"><i>Example:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td><i>Import</i></td> <td><i>Normal</i></td> <td><i>4000</i></td> <td><i>000</i></td> </tr> <tr> <td><i>Export</i></td> <td><i>Normal</i></td> <td><i>1000</i></td> <td><i>000</i></td> </tr> </table>	<i>Import</i>	<i>Normal</i>	<i>4000</i>	<i>000</i>	<i>Export</i>	<i>Normal</i>	<i>1000</i>	<i>000</i>																				
<i>Import</i>	<i>Normal</i>	<i>4000</i>	<i>000</i>																											
<i>Export</i>	<i>Normal</i>	<i>1000</i>	<i>000</i>																											
38	Net mass KG	<p style="text-align: center;"><i>Weight (mass) of goods without any packaging. Enter the net mass of the goods declared.</i></p> <p style="text-align: center;"><i>Example below:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>32 Item</td> <td colspan="2">33 Commodity Code</td> <td>TSC</td> </tr> <tr> <td>1 No</td> <td colspan="2">87032390</td> <td>9601</td> </tr> <tr> <td>packaged</td> <td>34 Ctry origin Code</td> <td>35 Gross mass(kg)</td> <td>36 Preference</td> </tr> <tr> <td></td> <td>a JPx b</td> <td>2500</td> <td></td> </tr> <tr> <td>net</td> <td>37 PROCEDURE</td> <td>38 Net mass (kg)</td> <td>39 Quota</td> </tr> <tr> <td></td> <td>4000x 000</td> <td>2500</td> <td></td> </tr> <tr> <td colspan="4">40 Summary declaration/Previous document</td> </tr> </table>	32 Item	33 Commodity Code		TSC	1 No	87032390		9601	packaged	34 Ctry origin Code	35 Gross mass(kg)	36 Preference		a JPx b	2500		net	37 PROCEDURE	38 Net mass (kg)	39 Quota		4000x 000	2500		40 Summary declaration/Previous document			
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40 Summary declaration/Previous document																														
40	Summary	The Bill of Lading / Airway Bill Number should be inserted in this																												

	Declaration / Bill of Lading Number	<p style="text-align: center;"><i>field.</i></p> <p style="text-align: center;"><i>Example below:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>37 PROCEDURE</td> <td>38 Net mass (kg)</td> <td>39 Quota</td> </tr> <tr> <td>4000xv</td> <td>000</td> <td>2500</td> </tr> <tr> <td colspan="3">40 Summary declaration/Previous document</td> </tr> <tr> <td colspan="3">12345678</td> </tr> <tr> <td>41.1 Quantity supp unit 1</td> <td>42 item price</td> <td>43 Val Method Co</td> </tr> </table>	37 PROCEDURE	38 Net mass (kg)	39 Quota	4000xv	000	2500	40 Summary declaration/Previous document			12345678			41.1 Quantity supp unit 1	42 item price	43 Val Method Co			
37 PROCEDURE	38 Net mass (kg)	39 Quota																		
4000xv	000	2500																		
40 Summary declaration/Previous document																				
12345678																				
41.1 Quantity supp unit 1	42 item price	43 Val Method Co																		
41	Quantity in Supplementary units	<p><i>This field must be completed when the tariff item you are using requires quantities other than net mass to be recorded, i.e. litres, square metres etc. depending on the unit of measurement declared against each Harmonized System code.</i></p> <p style="text-align: center;"><i>The description is available from the drop down menu.</i></p> <p style="text-align: center;"><i>Example below:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>41.1 Quantity supp unit 1</td> <td>42 item price</td> <td>43 V</td> </tr> <tr> <td>PCE 1</td> <td>1,000</td> <td>1</td> </tr> <tr> <td>41.2 Quantity supp unit 2</td> <td></td> <td>45 A</td> </tr> <tr> <td>PCE 1</td> <td></td> <td>1</td> </tr> <tr> <td colspan="2">46 Statistical value</td> <td></td> </tr> </table>	41.1 Quantity supp unit 1	42 item price	43 V	PCE 1	1,000	1	41.2 Quantity supp unit 2		45 A	PCE 1		1	46 Statistical value					
41.1 Quantity supp unit 1	42 item price	43 V																		
PCE 1	1,000	1																		
41.2 Quantity supp unit 2		45 A																		
PCE 1		1																		
46 Statistical value																				
42	Item price	<p style="text-align: center;"><i>The completion of this field is optional</i></p> <p style="text-align: center;"><i>The item price of the commodity in US\$.</i></p> <p style="text-align: center;"><i>Example below:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>41.1 Quantity supp unit 1</td> <td>42 item price</td> <td>43 Val Method Code</td> </tr> <tr> <td>PCE 1</td> <td>1,000</td> <td>1 xv</td> </tr> <tr> <td>41.2 Quantity supp unit 2</td> <td></td> <td>45 Adjustment of value</td> </tr> <tr> <td>PCE 1</td> <td></td> <td>1</td> </tr> <tr> <td colspan="2">46 Statistical value</td> <td></td> </tr> <tr> <td colspan="2"></td> <td>3,200</td> </tr> </table>	41.1 Quantity supp unit 1	42 item price	43 Val Method Code	PCE 1	1,000	1 xv	41.2 Quantity supp unit 2		45 Adjustment of value	PCE 1		1	46 Statistical value					3,200
41.1 Quantity supp unit 1	42 item price	43 Val Method Code																		
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41.2 Quantity supp unit 2		45 Adjustment of value																		
PCE 1		1																		
46 Statistical value																				
		3,200																		
44	Additional information	<p><i>Additional information is shown here. These are the supporting documents submitted with the SAD. The description is selected from the drop down menu, which will automatically fill the numeric code.</i></p> <p style="text-align: center;"><i>The declarant should complete the ‘document reference’ and ‘date of issue’ information.</i></p>																		

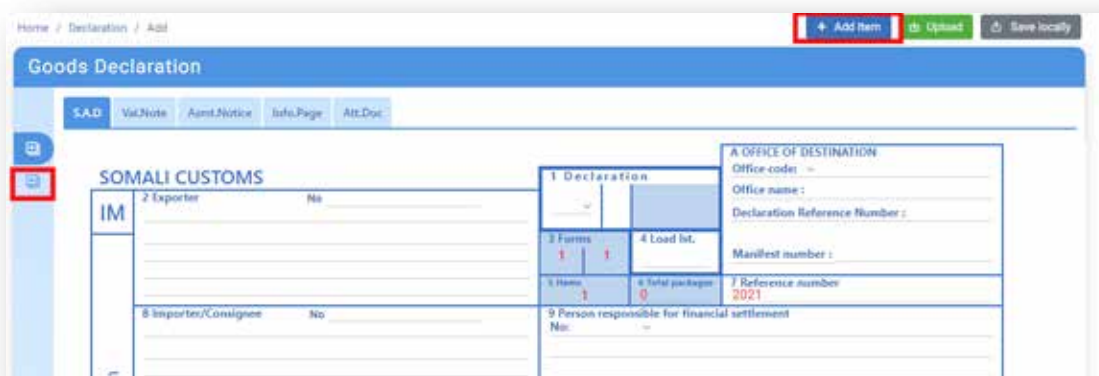
		<p style="text-align: center;"><i>Example below:</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>Licence No : _____ Remain val : _____ Remain qty : _____</p> <p>Value details : +0.00 , +0.00 , +0.00 , +0.00 , -0.00</p> <p>Attached documents :mandatory documents names</p> <p>Other info: _____</p> </div>
46	<i>Statistical Value</i>	<i>This field will be filled by the Customs system.</i>
54	<i>Place and Date</i>	<p><i>To be completed by the representative of the trader indicating the place and date of the declaration, and the name of the representative.</i></p> <p style="text-align: center;"><i>Example below:</i></p> <div style="border: 1px solid black; padding: 5px;"> <p>54 Place and date: _____</p> <p>Signature and name of declarant/representative</p> <p>broker71</p> </div>
<i>B</i>	<i>Accounting Details</i>	<i>To be completed by Customs</i>
<i>D</i>	<i>Control by office of departure / destination</i>	<i>To be completed by Customs</i>
<i>E</i>	<i>Release of goods / gate pass</i>	<i>To be completed by Customs</i>

Capturing Declaration Extra Items

The first item on a SOMSAD is captured is always captured on the first form, along General data.

The Second, third and fourth items are captured on second form of the SOMSAD.

To access the second form, the Broker will click on the Add Item button appearing in the top right, in the opened SOMSAD.



The screenshot displays the 'Goods Declaration' form in a web browser. The browser's address bar shows 'Home / Declaration / Add'. The form has a blue header with the title 'Goods Declaration' and navigation buttons for '+ Add Item', 'Upload', and 'Save locally'. Below the header, there are tabs for 'S.A.D.', 'Val.Note', 'Asmt.Notice', 'Info.Page', and 'Att.Doc'. The main content area is divided into several sections. On the left, under 'SOMALI CUSTOMS', there is a table with columns for 'IM' and '2 Exporter'. The '2 Exporter' field contains 'No'. Below this, there is a section for '8 Importer/Consignee' with 'No' entered. On the right, there is a section for 'A OFFICE OF DESTINATION' with fields for 'Office code', 'Office name', 'Declaration Reference Number', and 'Manifest number'. Below this, there is a section for '1 Declaration' with fields for '3 Forms' (value 1), '4 Load lot', '5 Name', '6 Total packages' (value 0), and '7 Reference number' (value 2021). At the bottom right, there is a section for '9 Person responsible for financial settlement' with a 'No.' field.

Figure 6. Addition of new items form(Page)

The SOMSAD on the screen after clicking the Add Item button, will open a new icon(button) shown in red box on the left of the SOMSAD show above.

Clicking on the item icon or button on the left will open on SOMCAS a second form of the SOMSAD., with provision for three items (2,3 & 4).

Capture the number of items for the declaration irrespective of the number on the opened form. i.e. A declaration with two items will have item 1 and 2 completed leaving out blank item 3 and 4 on form 2 of the SOMSAD. Refer to figure ... below

Figure 7. SOMSAD form 2(Continuation page)

Where the Broker requires to input more than 4 items, he will select Add item Button in the Top right position. A third form tab or button will appear on left of the SOMSAD. Click on the tab on the left to open SOMSAD form 3, with space for three new items, 4 to item 7.

Figure 8. Delete page tab activated top right

The SOMCAS system, has an extra button next to the Add Item. Delete Page button. This allows for deletion of a page in the SOMSAD, in case, the Broker clicked more than once on the Add Item button.

SOMCAS will not allow attachment of a blank form in a SOMSAD. The Broker must ensure the correct number of forms are used in a SOMSAD to avoid system errors.

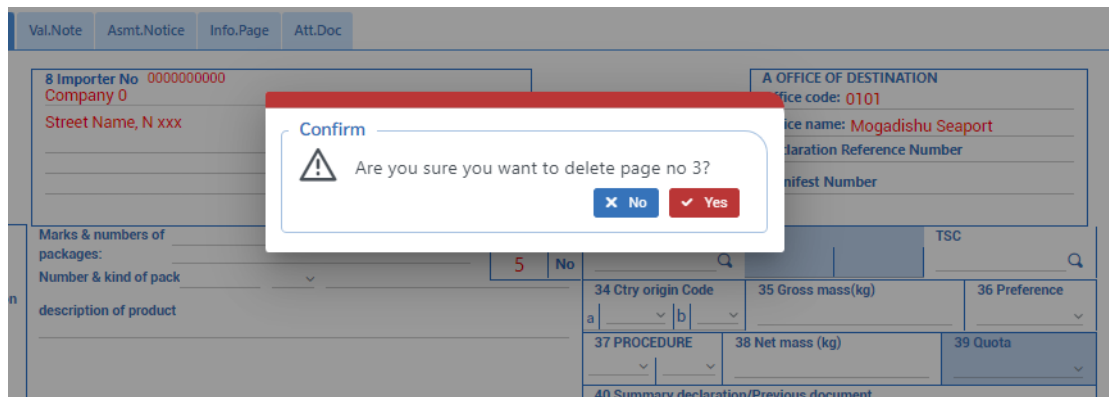


Figure 9. Delete page confirmation

Valuation Note

After capturing details of the items, the Value of the declaration must be captured in the appropriate fields at general level and item level of the declaration.

The following are examples of the Costs to be captured in the valuation Note.

- Invoice value
- External freight
- Internal freight
- Insurance
- Other costs
- Deductions

To capture values in a SOMSAD select Val Note tab from just above the SOMSAD.

The General segment covers the total value for all items in a SOMSAD. The Value for each item is separately input in the at item level. First item value is captured on the same form as the as the General segment value.

	Amount	FX code	Exchange Rate	Amount in USD
Invoice Value	1,000.00	IN USD	-	1,000
External freight (import)	200.00	IN USD	-	200
Internal Freight	50.00	IN USD	-	50
Insurance (import)	0.00	IN USD	-	0
Other costs (import)	0.00	IN USD	-	0
Deduction	0.00	IN USD	-	0
Total costs				250
CIF Value				1,250

Item number	Amount	FX code	Exchange Rate	Amount in USD
1				
Invoice Value	1,000.00	IN USD	-	1,000
External freight (import)	200.00	IN USD	-	200
Internal Freight	50.00	IN USD	-	50
Insurance (import)	0.00	IN USD	-	0
Other costs (import)	0.00	IN USD	-	0
Deduction	0.00	IN USD	-	0
Total costs				250
CIF Value				1,250
Customs Value Per Item				1,250

Figure 10. Valuation Note

The value for second item can be captured by selecting the second form button on the first valuation form on the left.

The screenshot displays a 'Continuation' page with three 'Valuation Note - Item' forms. Each form contains a table with columns for 'Amount', 'FX code', 'Exchange Rate', 'Amount in', and 'USD'. The first form shows a value of 10000 in the 'Amount' column for 'Item number 2'. The second form shows a value of 0 for 'Item number 3'. The third form shows a value of 0 for 'Item number 4'. Below each table is an 'Additional Information' section with fields for 'Supplementary value 1', 'Code', 'Rate', 'Basis', 'Name', 'Per', 'Amount', and 'Quantity'. At the bottom right, there are 'Verify', 'Store', and 'Close' buttons, and the INFOTECH logo.

Figure 11. Form(Page) 2 Valuation Note

VERIFY

The Broker will click on **Verify** at the bottom right of the SOMSAD, to verify all information.

SOMCAS will perform checks, to ensure that all required data, has been captured.

Where data has not been captured the system will return errors indicating which boxes and items that need to be corrected.

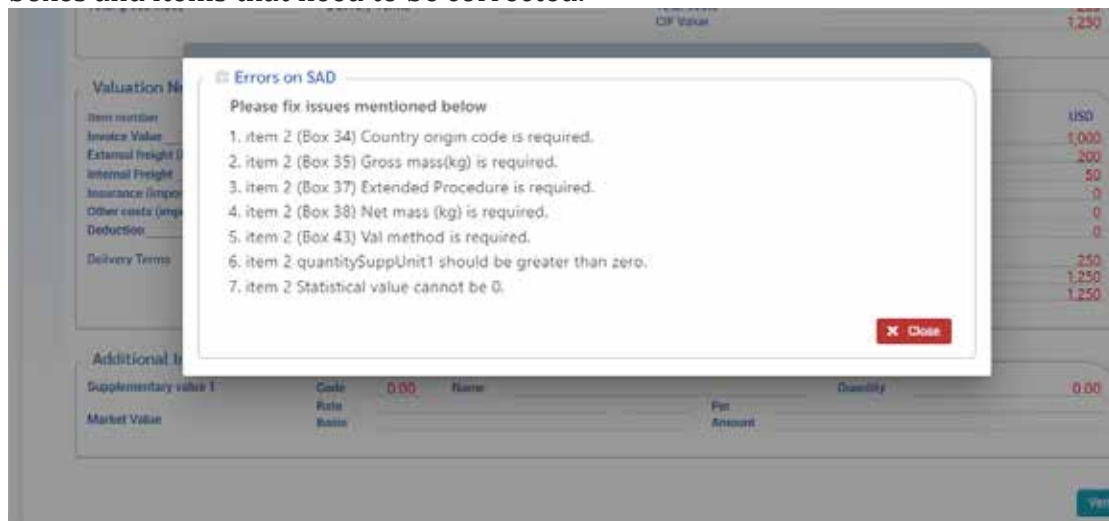


Figure12. List of errors or information missing after clicking verify.

Once the Broker has dealt with the errors. Verify returns a Goods declaration Verified successfully green prompt.

Save SOMSAD Locally

A SOMSAD under creation, may be saved locally on a computer, if the Broker or importer started capturing, but must stop and attend to something else urgently. Saving locally allows the Broker to complete capturing at a later stage, without starting all over again.

To Save, select Save Locally tab in the top right of the SOMSAD.

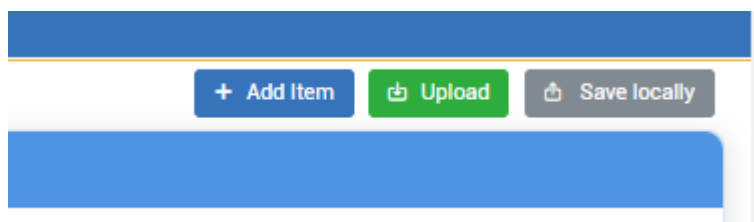


Figure 13. click save Locally tab.

Retrieve Locally Stored SOMSAD

If the Broker had stopped at some point and wishes to continue capturing the earlier SOMSAD. He will select the create tab from the main menu. In the open SOMSAD, select from the top right, the Green Upload tab.

Select from the download menu, the saved SOMSAD. This will open the saved SOMSAD. The Broker at this point may proceed to complete the declaration

Document Attachment

The Broker or importer may attach documents related to the goods being cleared on a particular SOMSAD. The PDF documents must be on the computer for easy attachment. The Broker will select the Att.Doc tab at the top of the SOMSAD.

SOMALI CUSTOMS	
1 Declaration	IM - 4
3 Forms	1 1
4 Load mt.	0
5 Items	1
6 Total packages	0
7 Reference number	2022 y5
8 Person responsible for financial settlement	No
A OFFICE OF DESTINATION Office code: 0102 Office name: Mogadishu Airport Declaration Reference Number : Manifest number : Reference number : 2022 y5	

Figure 14. click Att.Doc tab

Item	Code	Description	Reference	Date	Upload
1	703	House receipt	11234	16/02/2022	Browse Exp-NL

Figure 15. Attached doc for item 11.

Container Details

If Goods being cleared by the Broker or Importer are containerised, box 19 will need to be checked, see below

14 Declarant/Representative No SZ Sanwal Zia House # 533, Block No 2, Sector B2, Town Ship Lahore.		15 Country of export ANGUILLA	
		16 Country of origin PAKISTAN	
18 Identity and nationality of means of transport on arrival 11 AM x v	19 Ctr. <input checked="" type="checkbox"/>	20 Delivery terms x v 11	
21 Identity & nationality of active means of transport crossing the bdr. 11 AL x v	22 Crncy & tot amnt invoiced 100.0000		

Figure 16. Container Activation box 19 Checked

Checking box 19, activates container details capturing on the SOMCAS. To input container details select the Container Tab at the top of the SOMSAD. See below.

The screenshot shows the 'Goods Declaration' form with the 'Container' tab selected. The form is divided into several sections:

- SOMALI CUSTOMS:** Includes a '2 Exporter' field with 'Exporte 2' and 'Exporte2' entered.
- 1 Declaration:** A dropdown menu shows 'IM' selected, and a '4' is entered in the adjacent field.
- 3 Forms:** A dropdown shows '1' selected, and a '1' is entered in the adjacent field.
- 4 Load Ist.:** A dropdown shows '0' selected, and a '0' is entered in the adjacent field.
- 5 Items:** A dropdown shows '1' selected, and a '1' is entered in the adjacent field.
- 6 Total packages:** A dropdown shows '10' selected, and a '10' is entered in the adjacent field.
- A OFFICE OF DESTINATION:** Includes fields for 'Office code: 0101', 'Office name: Mogadishu Seaport', 'Declaration Reference Number: R-236 15/02/2022', and 'Manifest number: 2022 M 352'.
- 7 Reference number:** A dropdown shows '2022 eret' selected.

Figure 17. select Container tab

The screenshot shows the 'Container capture screen' with a table of container details:

Date	Container No.	No. of Packages	Package Type	Type	E/F	Goods	Empty weight	Goods weight
1	TDFR12345	100		select	select			

Below the table is an 'Actions' button and a 'No.' field.

Figure 18. Container capture screen

The Broker will capture the details of the container, exactly as on the manifest Bill of lading or House bill. SOMCAS will link to the manifest. Click on the Add tab on the right to complete container capture. Verify the SOMSAD and move on to next stage. Resolve errors if they arise.

Manifest and BOL declaration on SOMSAD

When goods are being cleared, the Broker or importer must always capture the details of the Manifest Registration and the Bol reference Number from the Manifest on the SOMSAD.

The screenshot shows the 'Manifest Number' field in the SOMSAD form, with the value '2022 M 352' entered. The form also includes a '7 Reference number' field with the value '2022 eret'.

Figure 19. Box 1A Manifest Number captured

The Manifest Number is captured in the format **Year (space) Serial Letter (Space) Serial Number**. 2022 M 352

Bill of Lading

The Bills of Lading or Airway Bills being cleared by the Broker or Importer must be declared in box 40. The reference details must be exactly as captured on SOMCAS, by the Shipper or shipping Agents.

37 PROCEDURE		38 Net mass (kg)	39 Quota
4000	000	1000	
40 Summary declaration/Previous document			
1234			
41.1 Quantity supp unit 1	42 item price	43 Val Method Code	
PCE 1	1,000	1	

Figure 20. Bill of Lading number 1234 in box 40.

SOMCAS will check that all details provided about the Manifest is correct. Wrong details will lead to system errors.

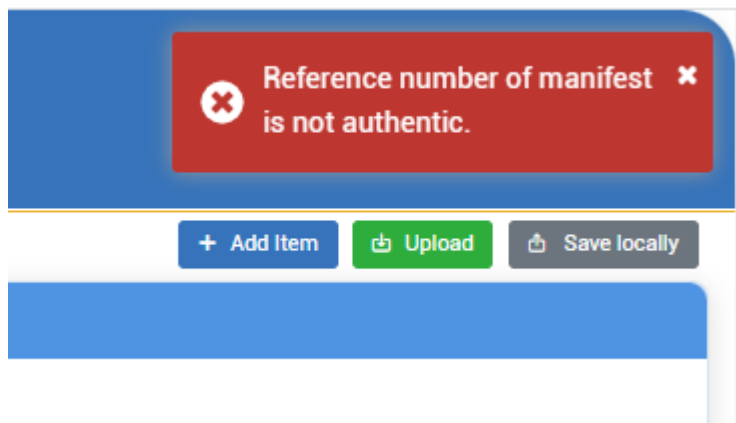


Figure 21. Error returned on wrong manifest details

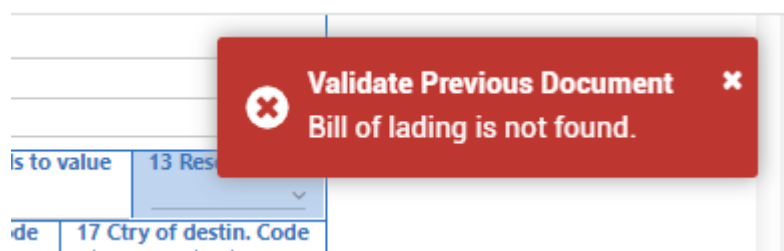


Figure 22. Error on Wrong Bill of Lading details

Store the SOMSAD

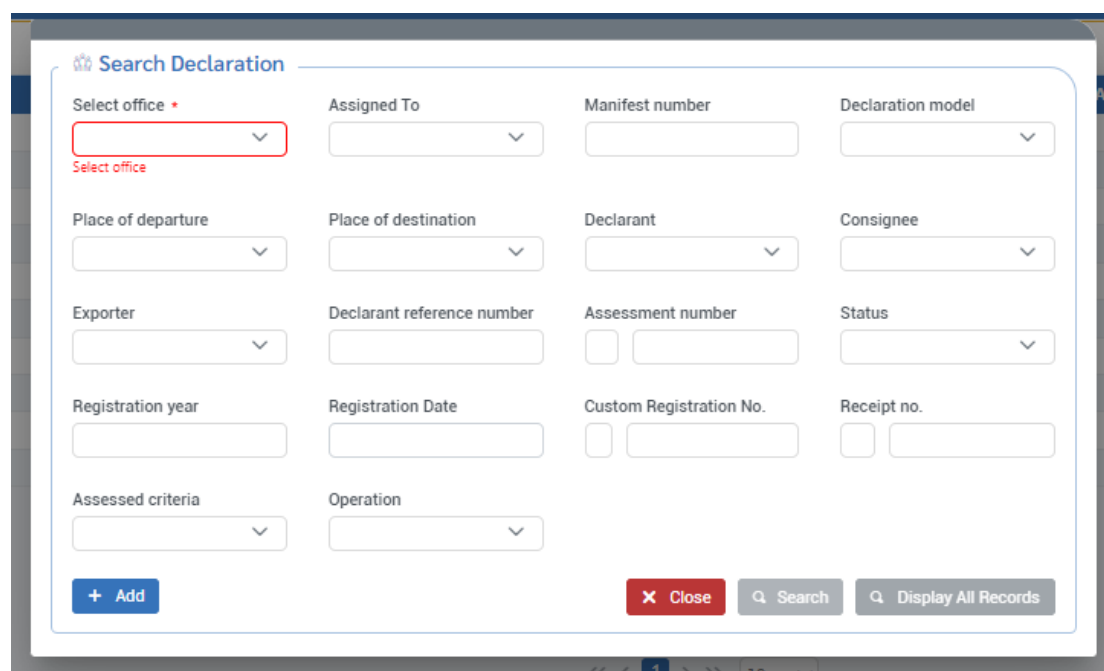
The Broker after successfully verifying the declaration can **Store** (SOMSAD)Goods Declaration by clicking on **Store** button at the bottom right of the Declaration.

Modified SOMSAD

The Broker or importer, may make changes to the stored SOMSAD, changing some details on the stored SOMSAD, e.g. capturing the Manifest registration Number and the Bill of lading numbers, or quantities or type of packages etc. The Broker will be required to click the Update tab at the bottom end of the SOMSAD to confirm them. Such an updated SOMSAD will appear with a status of Stored Modified.

Register The SOMSAD.

The Broker will access the stored SOMSAD / Stored Modified to Register it on SOMCAS. The following screen will appear just after the SOMSAD has been stored on SOMCAS.



The screenshot shows a web form titled "Search Declaration". The form contains several input fields and dropdown menus arranged in a grid. The fields are: "Select office" (dropdown, highlighted with a red box), "Assigned To" (dropdown), "Manifest number" (text input), "Declaration model" (dropdown), "Place of departure" (dropdown), "Place of destination" (dropdown), "Declarant" (dropdown), "Consignee" (dropdown), "Exporter" (dropdown), "Declarant reference number" (text input), "Assessment number" (checkbox and text input), "Status" (dropdown), "Registration year" (text input), "Registration Date" (text input), "Custom Registration No." (checkbox and text input), "Receipt no." (checkbox and text input), "Assessed criteria" (dropdown), and "Operation" (dropdown). At the bottom of the form, there are four buttons: "+ Add" (blue), "X Close" (red), "Q Search" (grey), and "Q Display All Records" (grey).

Figure 23. SOMSAD Search Prompt

The Broker will, input the office code, which is a mandatory requirement. To make the search easier and quicker, the Broker will select under the Status parameter 'Stored', click the search tab. This will return a list of recently stored SOMSADs.

The Broker will further select the subject SOMSAD from the search list, using a declarant reference number. Select in the Action column on the left, the SOMSAD. Click to open Action points for the Broker.

Action	Office	Declarant	Ref No.	Reg No.	Registrant	Type	Exporter	Importer	Total Tax	Assesment No.	Assesment	Code	Status	Operation
View	0101	0010000000	20220904			IM-4		00000000	938				STORED	
Edit		0010000000	20220904			IM-4		0210000000	2044				STORED	
Delete		0010000000	20220904			IM-4		0210000000	1122				STORED	
Register		0010000000	20220904			IM-4		0210000000	14025				STORED	
Details		0010000000	20220904			IM-4		0210000000	20440				STORED	
		0010000000	20220904			IM-4		0210000000	0				STORED	
	0101	0010000000	20220912			IM-4		0230000000	938				STORED	
	0101	0010000000	20220919			IM-4		0230000000	17				STORED	
	0101	0010000000	20220920			IM-4		0230000000	895				STORED	
	0101	0010000000	20221111			IM-4		0230000000	178				STORED	

Figure 24. Stored SOMSAD for Modification or Registration

The Broker will select Register, option to commence the SOMSAD registration process. In the opened document, the Broker can verify the SOMSAD Bottom right and confirm taxes due to Customs.

tax	tax base	rate	Amount	MP
111	3,200	25	000	1
120	1,600	5	50	1
Total			050	1

Accounting Details
 Mode of payment: **cash**
 Assessment number:
 Receipt no:
 Guarantee: 0 USD
 Total other fees and charges: 50 USD
 Total payable per declaration: 938 USD

50 Principal: In Signature
 51 Intended office of transit and country: Represented by
 52 Customs office/warehouse: Code
 53 Office of destination (and country)
 54 Place and date:
 Signature and name of declarant/representative
 broker(T)

Verify Update Register Close

Figure 25. Registration Tab bottom right

Click the Register tab at the bottom right of the SOMSAD to complete officially submit the SOMSAD on SOMCAS.

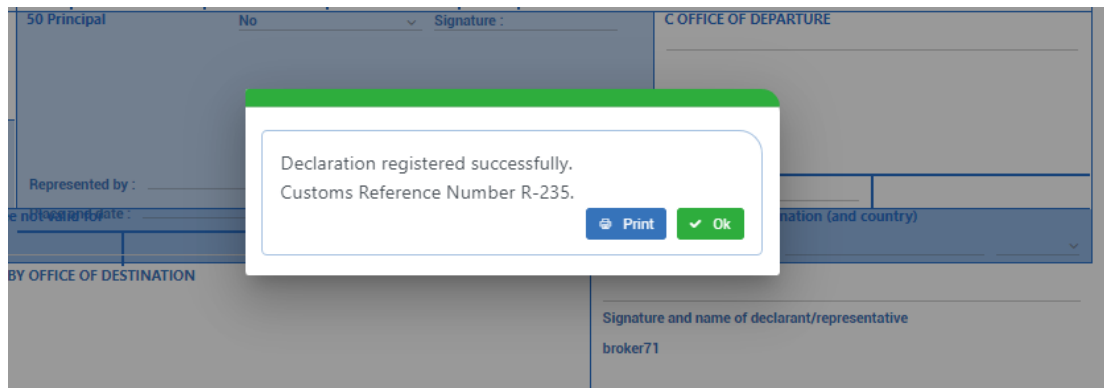


Figure 26. SOMSAD Registration confirmation.

SOMSAD Printout.

The Broker will printout two copies of the SOMSAD from SOMCAS by selecting the Print tab on the registration confirmation. The SOMSAD Printouts will be put together with necessary accompanying clearance documents e.g. Bill of Lading, Packing List, Invoice or permits etc

SOMSAD Submission

The prepared SOMSAD documentation above, must Now be submitted to Customs Reception Desk for Goods Clearance processing.

The Broker, will from the point of submission to Customs, look out for processing queries that may arise in the Documentary or Physical Inspection results.

Answered queries if any will help Customs establish correct tax computer.

Assessment Notice

The completed Customs processing will be confirmed by the issuance by Customs of an Assessment Notice. The Assessment Notice shall be given to the Broker.



Somali Customs Automated System
Assessment Notice Report

Custom Office

0101 - Mogadishu Seaport

Identification of declaration

Model :	IM - 4	Customs Reference :	R-151
Declarant Reference :	2022.Jubba7/2/2022	Assessment Reference :	A-142
No. of Items :	1		
Declarant :	D01000000D	Declarant 01	
Company :	T21000000T - Abdi Abdi Packers		

Mode of payment	Account number	Receipt number and date
cash		
Items taxes		
111	Import Customs Duty FGS	15000.0
120	Sale Tax FGS	750.0
Global Taxes		
130	Harbour Fee FGS	750.0
140	Stamp Fee FGS	330.0
Total Items Taxes :		15750.0
Total Global Taxes :		1080.0
Total assessed amount for the declaration :		16830.0
Amount currently to be paid :		16830.0

Figure 27. Assessment Notice Report

Payment of Taxes


Payment of Taxes due on a SOMSAD, will be paid by way of amount indicated on the Assessment notice at the Central Bank.

Bank Receipt

The Central Bank shall receive payment of Taxes due on a SOMSAD using the presented Assessment Notice from the Broker. The Central Bank shall issue a receipt confirmation of Tax receipt into the government account.

SOMSAD Payment

The Customs Cashier shall process tax payment on SOMCAS using the Bank revenue deposit receipts from the Central Bank. A Customs payment receipt will be issued to close the Assessment Notice pending.



Somali Customs Automated System

Declaration Payment Report

Cash Declaration

Declarant

Code : D17000000D

Name : Declarant 17

Address : Address

Company

Code : T20000000T

Name : Auto Imports

Address : Street Name, No XX

Custom Office **Name**

0101 Mogadishu Seaport

Address

Mogadishu Seaport

Receipt Number **Receipt Date**

P-33 2/3/22 11:50 AM

Amount to Collected

7038.0

Declarations

Registration Reference	Declarant Reference	Model of declaration	Assessed Amount
R-135	2022BK17-09	IM4	7038.0

Other duties, fees and taxes

Code	Description	Reference	Amount

Means of Payment

Code	Description	Reference	Bank Code	Amount
2	Bank transfer	1234	CBS	7038.0


Break-up of taxes

Tax Code	Tax Name	Amount
111	Import Customs Duty FGS	6000.0
120	Sale Tax FGS	600.0
130	Harbour Fee FGS	300.0
140	Stamp Fee FGS	138.0

Figure 28. example of a payment receipt

Release of Goods

The Customs department shall authorise the Broker or Importer to remove his goods from the Customs area, through the issuance of a Customs release Order by the Authorised Customs official.



Somali Customs Automated System

RELEASE ORDER

Custom Reference Number:	R-124
Assessment Reference Number:	A-131
Declarant Reference	202210
Exit Reference:	
Comments:	
Date/Time	
Office:	Mogadishu Seaport
Declarant:	Declarant 01
Goods Declaration Model:	Import for home use
No. of Items:	2
Total Gross weight:	2100.0

Figure 29. Release order

Exit of Goods

The Broker, shall process an exit note for the goods he intends to remove from the Customs area, depending on the availability of transport.

The Exit Note shall be confirmed by a government official at the exit gate.

Goods beyond this point are completely under the Broker or Importer.



Somali Customs Automated System

Exit Note Report

30/01/2022 To 30/01/2022

Office and Declarant

Office Code	Office Name	Location
0101	Mogadishu Seaport	
Declarant Code	Declarant Name	
DO1000000D	Declarant 01	

Identification & Goods Exited

Registration Number	Place of exit
E-10	Mogadishu Port
Barcode	Issued On
 <small>1202201010E10</small>	2/7/22 1:50 PM

Transport Details

Transport ID	Transport Nationality
wwwv	UNITED ARAB EMIRATES
Driver ID	Driver Name
hhhhhhh	hhhhh

Cntr	Packages Exited	Weight Exited	Total Packages	Total Weight	Package Type	Marks & No 1	Marks & No 2	Assessment Ref.	Item No.
	1	2000	1	2000	NE	GGGJ	HJHH	A-136	1

Figure 30. Exit Note

INCOTERMS¹ - DEFINITIONS (FIELD 20)

EXW	Ex Works
FCA	Free Carrier
CPT	Carriage Paid To
CIP	Carriage and Insurance Paid To
DAT	Delivered At Terminal
DAP	Delivered at Place
DDP	Delivered Duty Paid
FAS	Free Alongside Ship
FOB	Free on Board
CFR	Cost and Freight
CIF	Cost, Insurance and Freight

RULES FOR ANY MODE OR MODES OF TRANSPORT***EXW Ex Works***

“Ex Works” means that the seller delivers when it places the goods at the disposal of the buyer at the seller’s premises or at another named place (i.e., works, factory, warehouse, etc.). The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable.

FCA Free Carrier

“Free Carrier” means that the seller delivers the goods to the carrier or another person nominated by the buyer at the seller’s premises or another named place. The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point.

CPT Carriage Paid To

“Carriage Paid To” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

¹ “Source: [ICC website](http://www.iccwbo.org/). The full text of the 2010 edition of the Incoterms rules is available at <http://store.iccwbo.org/>.

“Incoterms” is a trademark of the International Chamber of Commerce (ICC). “

CIP Carriage And Insurance Paid To

“Carriage and Insurance Paid to” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

“The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

DAT Delivered At Terminal

“Delivered at Terminal” means that the seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at a named terminal at the named port or place of destination. “Terminal” includes a place, whether covered or not, such as a quay, warehouse, container yard or road, rail or air cargo terminal. The seller bears all risks involved in bringing the goods to and unloading them at the terminal at the named port or place of destination.

DAP Delivered At Place

“Delivered at Place” means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.

DDP Delivered Duty Paid

“Delivered Duty Paid” means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

RULES FOR SEA AND INLAND WATERWAY TRANSPORT

FAS Free Alongside Ship

“Free Alongside Ship” means that the seller delivers when the goods are placed alongside the vessel (e.g., on a quay or a barge) nominated by the buyer at the named port of shipment. The risk of loss of or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs from that moment onwards.

FOB Free On Board

“Free On Board” means that the seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards.

CFR Cost and Freight

“Cost and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

CIF Cost, Insurance and Freight

“Cost, Insurance and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

“The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.”

