



What are the minimum requirements to use this facility?

- Both public and private user must have ASYCUDA user accounts.
- Access to high speed internet
- User computers must have the following specifications:
 - Intel processor i5 or above
 - 64 bit Window 7 and above operating system
 - Minimum 4GB RAM.
- Users must have scanners to scan and upload supporting documents
- Acquire the necessary infrastructure (internet, computers, scanners, etc.)

HOW WILL THE NEW SYSTEM BENEFIT IMPORTERS?

- Reduce transaction cost due to the elimination of cost associated with queuing time at CBOs
- Reduce clearance time at the ports through efficiency and upgraded staff skills.
- Mitigate negotiations, bribery and extortions
- Reduce compliance cost to businesses
- Remove unnecessary bureaucracies in clearing goods
- Strengthen the accountability chain in Customs

WHO ARE THE TARGETED USERS FOR THE SYSTEM?

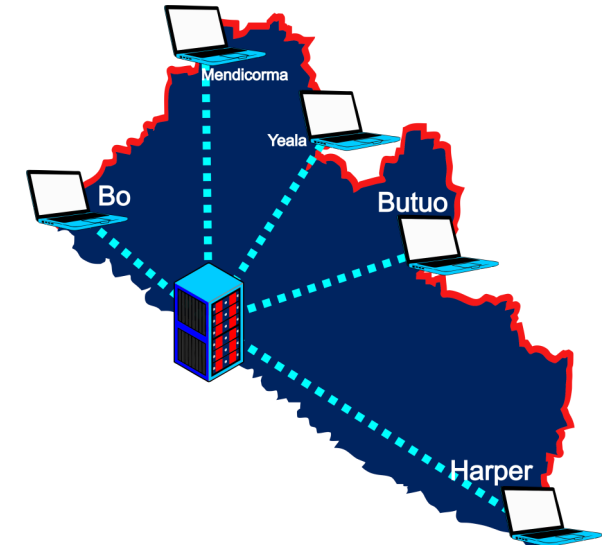
- All importers and exporters
- Central Bank of Liberia tellers
- Terminal operators
- Shipping lines
- Airlines
- All customs officers



Liberia Revenue Authority
ELWA Junction,
Paynesville, Liberia



CENTRALIZED Assessment PROCESSING



  0888-572-572
0770-572-572



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WHAT IS THE CENTRALIZED DECLARATION PROCESSING ABOUT?

This is a paperless system that will enable the electronic processing of goods declarations in customs. All documents to support a declaration will be scanned and submitted electronically as attachment.

CURRENT PROCEDURES		NEW PROCEDURES	
Step		Step	
1.	Electronic Manifest is submitted in the system by the shipping line	1.	Same as before
2.	Importer submits electronic goods declaration	2.	Same as before
3.	Importer prints hard copy of the goods declarations, attaches supporting documents and submits same at lodgement.	3.	No more printing and submission of hard copies. Supporting documents will be scanned as attachment to the declaration
4.	Customs compliance officers complete verification of goods declarations and prints assessment notice that is signed the Chief Assessor	4.	Verification by Compliance Officers will remain the same. No more printing and signing of assessment notice. Importers will receive automatic notice for payment.
5.	Payment is made at the bank	5.	Same as before
6.	Goods release order is signed and transmitted to the terminal operator for the release of goods.	6.	No signing and manual transmission of release order. Release orders will be automatically sent to the terminal operator after declarant completes payment of duties & taxes
7.	Exit is signed and goods are exited from the port.	7.	No more exit notes to be signed by Customs. Exits of released goods will be electronically completed by the auto

HOW DOES NEW SYSTEM WORK?

Log on to ASYCUDA via the internet and lodge your declaration and the system will trigger selectivity automatically which may result to one of the following:

GREEN, BLUE - will be validated by compliance officer and automatic bill issued declarant for payment after which declarant receives automatic release and the goods exited by exit officer at the CBO.

YELLOW – The compliance officer will validate the goods declaration upon completion of the compliance review. An automatic bill will be issued to the declarant for payment. After payment automatic release order is sent to the terminal operator to release. The goods are finally exited by exit officer at the CBO.

RED including **BLUE, GREEN, and YELLOW** re-routed to **RED** will be sent for inspection at one of the following areas: Delivery Point **[DP]**, Port Facility **[PF]** or Port Facility Scan **[PFS]** by the determination of the Compliance officer. Once the goods declaration is validated by the compliance officer an automatic bill is issued to declarant for payment. After payment of the duties & taxes, an automatic release order is sent to the terminal operator to release the goods for inspection. After the inspection, the responsible inspector completes the goods clearance from the systems.

RED with infractions and additional payment required – In this case, the inspection report will have to be completed on the ASYCUDA selectivity page for the immediate attention of the compliance officer. The compliance officer will complete the additional assessment & validate for the additional payment. Once validated, the declarant receives automatic bill for the additional payment. After payment, the declarant receives final clearance for the goods.

Important Notes:

- Good sent for DP inspection will be exited from the port for examination at the consignee's premises.
- Good sent for PF inspection will be physically examined in the port before exit from the port.
- Good sent for PFS inspection will go through Port Facility scan before exit from the port.
- Query & Amendment (Q&A) has been programmed in the system for comments and feedback between compliance officers and declarants.

What Will Change?

- There will be absolutely no more lodgments
- Bills will not be signed by any officer but rather issued automatically upon validation of a declaration.
- There will be no more signing of release orders
- There will be no more signing of exit notes
- There will be no more need to follow declarations at CBOs.
- Declarations can be processed and accessed from any location with internet access