



GOODS CLEARANCE PROCESS AT FREEPORT

Step	Operation	Comments
1	Pre-Arrival Process	<ul style="list-style-type: none"> Importer processes IPD and CRF with Ministry of Commerce and BIVAC, respectively.
2	Manifest Registration Process	<ul style="list-style-type: none"> Shipping Line Submits Electronic Cargo Manifest to Customs using ASYCUDA System
3	Declaration Registration process	<ul style="list-style-type: none"> Declarant/Broker registers declaration using the ASYCUDA system Declarant/Broker prints hard copy of Customs Declaration; attaches supporting documents and submits to Customs at lodgment
4	Customs Assessment Process	<ul style="list-style-type: none"> Lodgment officer receives set of documents from broker and conducts face vet of SAD and all attached documents SAD is assessed and assessment notice printed and signed by assessor and given to declarant/broker for payment of taxes
5	Payment Process	<ul style="list-style-type: none"> Payment of bill up to US \$200.00, declarant/broker proceeds to Central Bank of Liberia payment window and makes cash payment and receives treasury receipt as proof of payment. Payment above US \$200.00 declarant/broker proceeds to Commercial Bank of Choice and purchases a Manager's Check, then takes the Manager's check to CBL and makes payment of taxes, and receives treasury receipt as proof of payment.
6	Clearance Process	<ul style="list-style-type: none"> After payment of taxes, declarant/broker takes treasury receipt to Customs for release of cargo. Customs prints Exit Note and issues to declarant/broker.
7	APM Terminals Process	<ul style="list-style-type: none"> Declarant/Broker proceeds to APM Terminals for bill for payment of handling charges. Declarant/Broker makes payment of handling charges and obtains cargo interchange to take delivery of cargo. Declarant/Broker proceeds to APM Terminals yard for loading.
8	Wharfinger Final Release process	<ul style="list-style-type: none"> Declarant/Broker proceeds to Customs Wharfinger Section for Exit Note and proceeds to Exit Gate for exit of cargo from Freeport

Note:

- All RED Lane declarations are subject to 100% examinations either at the DI site in Freeport, or at consignee's premises.**
- Importer may complete the pre-arrival process prior to vessel arrival once manifest has been transmitted to ASYCUDA to fast-track clearance of cargo when vessel arrives.**

