National Customs Brokers Association of Liberia (NCBAL)

*(Customs Brokers Training Course/Curriculum Outline)*

INTRODUCTION TO CUSTOMS

**The Purpose of this training is to increase the knowledge of Customs brokers of Customs Law, procedures, practices, and enable the successful passing of the Customs Broker Competency Licensing Examination.**

**This training is sponsored by the National Customs Brokers Association of Liberia (NCBAL) in Partnership with the Liberian Revenue Authority (LRA)**

**The training modules should reflect the core competencies that we should expect a Professional Customs Broker to meet, the minimum should include:**

1. **​Customs Business Understanding**
2. **Customs Legislation and Regulations**
3. **Tariff Classification**
4. **Origin of Goods**
5. **Valuation**
6. **Prohibitions and Restrictions**
7. **Customs IT Systems and Applications**
8. **Customs Declaration Process**
9. **Customs Payment Procedures**
10. **Warehousing and Transit**

**INTRODUCTION**

**This training course, supported by the LRA Customs Department, will deliver training modules to members of the Customs Broker Association in the following subjects. The subjects covered by this training are:**

* **The Revenue Law**
* **International Trade**
* **Classification of Goods**
* **Valuation of Goods**
* **Declaring Goods brokers responsibilities**
* **ASYCUDA**

**Module 1**

* **Core Competencies 1, 2**

**THE REVENUE LAW of Liberia**

* Smuggling
* Untrue Declaration
* 1608 / penalty for untrue
* 1900/Tax evasion
* Section 1500 Customs Brokers
* Customs Brokers Regulation

**Module 2.**

* **Core Competencies 6**

**Objects of control:**

Prohibitions and Restrictions

**Module 3.**

* **Core Competencies 1,3,4,5,7,8,7, 8, 9**

**Import of Goods and Duty Calculation:**

* Import
* General Exemptions
* Export
* Trans-shipment

**Three METHODS OF CALCULATING DUTY:**

* Specific
* Ad-Valorem
* Mixed

**THREE REASONS FOR WHICH GOODS ARE IMPORTED INTO LIBERIA:**

* For direct consumption
* For transshipment or transit goods
* For temporary importation subject to re-exportation

**DEFINITIONS:**

* Informal entry
* Special release
* Commingled good

**Module 4.**

* **Core Competencies 10**

**WAREHOUSING**

**Module 5.**

* **Core Competencies 1,5**

**International Trade Inco-Terms (International Commercial Terms)**

* Definition
* How are they denoted-(13)
* Grouped in four categories(Es,Fs,Cs and Ds)
* Transfer of Risk between seller and buyer

**International contract of sale:**

* Issues that warrant consideration during preparation
* Essential of a valid contract
* The Vienna sales convention (VSC)
* Methods of payment (4)
* Conflicting interest between buyer and seller

**Definition of a certified Commercial Invoice**

**The features of a certified commercial invoice**

1. Name and address of seller & Buyer
2. Date of sale
3. Signature of seller or most time stamped
4. Description of goods
5. Quantity of goods
6. Unit price
7. Terms of sale (Inco-Terms)
8. Discounts/Commission if involved in transaction
9. Other charges if any
10. Vessel on which goods are consigned
11. Packing specification (weight & measurement)
12. Country of origin of goods if not as of exports

**Module 6**

* **Core Competencies 3**

**Tariff Classification**

**Classification:**

------Definition in customs terms

**Documents Required for Classification of Goods:**

1. Invoice
2. Customs External Tariff
3. Customs entry/SAD
4. Other documents that may be requested by LRA Customs department

**Definition of Customs External Tariff**

**The composition of the Customs External Tariff**

1. Sections
2. Chapters
3. Headings
4. Sub – Headings
5. Categories of goods
6. Legal notes
7. Notes of inclusion
8. Notes of extension
9. Notes of restriction
10. Notes of definition

**Tariff Specifications:**

1. Tariff heading (number)
2. Description of goods
3. Rate of duty
4. **Classification of Goods – General Interpretive rules (GIR)**
5. **GIR 1**
6. **GIR2**
7. **GIR 3**
8. **GIR 4**
9. **GIR 5**
10. **GIR 6**

**Module 7.**

* **Core Competencies 3,4,5**

**ASSESSMENT AND VALUATION**

* Definition of customs valuation
* Definition of a customs value
* Customs duties and how they are computed
* Importance of customs valuation
* Documents required for assessment

1. Original bill of lading
2. Original commercial invoice
3. Original packing list
4. Import permit declaration (IPD)
5. Bivac clean report of finding (CRF)
6. Cargo Manifest
7. Other documents that LRA CD may require

**Method of determining the customs value under the WTO valuation agreement: GATT, 1994:**

* Objective
* Definition
* Method 1- Transaction value method
* Method 2- Transaction value of identical goods
* Method 3- Transaction value of similar goods
* Method 4- The deductive method
* Method 5- The computed method
* Method 6- The fallback method

**Pre-shipment inspection inspection (PSI)**

* Definition of pre-shipment inspection
* Purpose of PSI
* Benefits of PSI
* Challenges of using PSI
* The role of PSI and WTO ACV
* WTO TFA

**Module 8.**

* **Core Competencies 4**

**Rules of Origin**

* Country of origin
* Freight
* Cost of production
* Quality

**Module 9**

* **Core Competencies 7,8**

**Customs Declaration**

**Categories of customs single Administrative Document**

* Direct consumption
* Bonded warehouse
* Trans-shipment

**Features of a single Administrative Document (SAD)**

* See specimen of Asycuda Declaration Form.
* Compulsory Fields
* Brokers responsibilities
* ASYCUD

**Selectivity Lanes and Customs Action.**

**No.**

|  |  |  |
| --- | --- | --- |
| **No.** | **Lane(Color)** | **Customs Action** |
| **1** | **Red Lane** | Documentary check and physical examination of the goods are necessary |
| **2** | **Yellow** | Documentary review |
| **3** | **Green Lane** | The declaration is directly assessed and immediately released |
| **4** | **Blue Lane** | Assessment proceeds and the SAD is selected for immediate post-import control(Post Clearance Audit) |

**Customs of Examination of Merchandize/Cargo**

* Definition of Customs examination
* Purpose of Examination (Three main reasons)
* Revenue reasons
* Non-revenue reasons
* Anti-Smuggling reasons pro