

REMINDER

Users of the ASYCUDA World system are hereby reminded that the Occasional Consignee/Occasional Exporter code (9999999) must **ONLY** be used by those 'occasional' importers or exporters who are not in possession of a Tax Identification Number (TIN) and who process less than three (3) declarations per annum.

Certain individuals and companies are resorting to using the 'Occasional' code in the ASYCUDA World system when they are already in possession of a TIN issued by the Inland Revenue Department (IRD) but which has not been recorded in the AW system.

In order to have your TIN recorded in the AW system it will be necessary for you to:

- * Present your TIN certificate issued by the Inland Revenue Department (IRD) at the ASYCUDA Office
- * Once recorded in the ASYCUDA World system it will be possible for you to process a SAD

If you are NOT a '*bona fide*' occasional consignee or consignor and do not possess a TIN, it will be necessary for you to:

- * Register your Company with the IRD and obtain the requisite TIN certificate and then follow the steps outlined above.

It should be noted that when a trader or agent enters an incorrect TIN in the AW system it will **not** be possible for a Customs Officer to modify or amend the SAD. In such circumstances it will be necessary for the trader or agent to make a written request to Customs Officer in the Query section to cancel the declaration submitted previously and to process a new SAD with a valid TIN.

Failure to comply with the aforementioned requirements could result in an 'Administrative Penalty' being imposed and will certainly result in a delay in the clearance of your goods.

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