



## Papua New Guinea Customs Service

### How to Process a Duty Free Shop SAD

The following 'Functional Note' provides registered users of ASYCUDA World (AW) system with the information necessary to enable them to process:

- Importation of goods into a duty free shop;
- The release of goods from a duty free shop for home consumption or re-export.

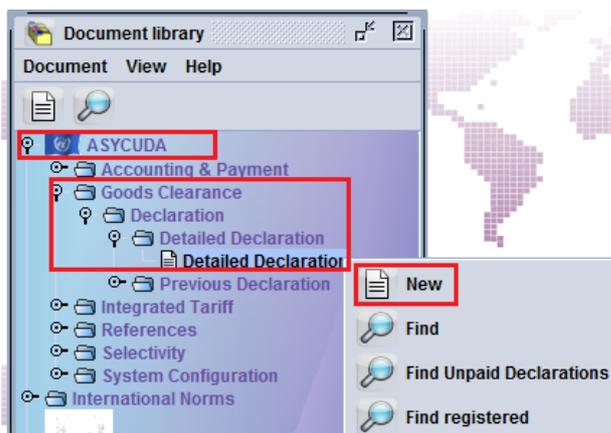
It should be noted that Duty Free Shops will be managed in the same way as Warehouses and that the 'How to' functional notes associated with warehousing procedures may be referred to, including:

- How to warehouse a product and release it with a different HS Code
- How to move products from one bonded warehouse to another bonded warehouse
- How to check the status of SADs associated with the importation of goods in a bonded warehouse / Duty Free Shop / Excise Manufacturing Company

### HOW TO IMPORT GOODS INTO A DUTY FREE SHOP

This is done as follows:

1. Once logged-into the system, go to ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
2. Right click and choose **New**



3. Once a new SAD is opened, complete the SAD (refer to the "How to complete an Import SAD" or "How to complete an Export SAD" functional note)
4. The specific fields related to an importation in a Duty Free Shop that must be inserted are:
  - **Box 1** - Click on the drop-down menu and select **IM7**



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- **Box 8** (Importer) – Insert the **TIN** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
- **Box 29** (Office of Entry) – Insert the **Office of entry code**
- **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
- **Box 37** (1<sup>st</sup> Part) insert the Customs Procedure Code (CPC) – **7200**
- **Box 49** (1<sup>st</sup> Part) insert the Duty Free Shop Code
- **Box 49** (2<sup>nd</sup> Part) Insert the delay which is the **number of days** goods are allowed to stay in the Duty Free Shop in conformity with the Customs legislation

		A OFFICE OF DESTINATION	
2 Exporter <b>Heineken Brewery Singapore</b>		1 DECLARATION <b>M 7</b>	
TIN		POM PORT MORESBY	
3 Pages <b>1 1</b>		4 Customs Registration <b>I 150 09/06/2017</b>	
5 Items <b>1</b>		6 Total pkgs. <b>10</b>	
8 Importer <b>Pacific Duty Free PO Box 573 Port Moresby Sec 44 Lot 34 Harbour City NCD PNG</b>		7 Declarant Reference number <b>2017 #68</b>	
TIN <b>500048263</b>		9 Person resp. for financ settl. TIN	
14 Declarant/Agent <b>ICM LTD P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD</b>		11 Trading <b>SG con. SG</b>	
TIN <b>500713097</b>		12 Other costs <b>0.00</b>	
15 Country of export <b>Singapore</b>		13 Province	
16 Country of origin <b>Singapore</b>		17 Country of destination <b>Papua New Guinea</b>	
18 Identity and nationality of Vessel/Flight at arrival <b>SINGAPORE</b>		19 Ctr. <b>SG</b>	
21 Date of arrival (Vessel / Flight)		20 Delivery terms <b>CIF Port Moresby</b>	
25 Mode transport <b>1 at border</b>		22 Currency & total amount invoiced <b>PGK 10,000.00</b>	
26 Inland mode <b>Transport</b>		23 Exch. rate <b>1.0000</b>	
27 Place of discharge <b>PGPOM Port Moresby</b>		24 Nature of <b>transac.</b>	
29 Office of entry <b>POM PORT MORESBY</b>		28 Financial and banking data Bank Code <b>0100</b>	
30 Temp Shed/Location of goods <b>POM1</b>		Terms of payment <b>99</b> Other terms of payments	
31 Packages and description of goods <b>10 CT Carton</b>		29 ANZ Banking Group (PNG) Ltd <b>0150</b>	
Marks and numbers - Number and kind		32 Item <b>1 No.</b>	
33 Commodity code <b>22086010 000</b>		34 Cty. orig. Code <b>SG</b>	
35 Gross mass (kg) <b>1,000.000</b>		36 Prefer.	
37 PROCEDURE <b>7200 000</b>		38 Net mass (kg) <b>1,000.000</b>	
39 Quota		40 Bill of lading / Airway Bill / Previous document <b>VPOM1_H1</b>	
41 Suppl. qty <b>LTR 50.000</b>		42 Item Price FCY <b>10,000.00</b>	
43 V.M. code		44 Add. info Documents Produced Certificates and authorization <b>0.00+0.00+0.00+0.00-0.00</b>	
45 Adjustment <b>1.00</b>		46 Value for duty PGK <b>10,000.00</b>	
47 Calculation of <b>IMD 50.00 55.000 2,750.00 0</b>		48 Deferred Account No.	
		49 Warehouse <b>CLW3POM02</b> / Days susp. <b>365</b>	



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- Click on the Val.Note Tab and under Additional information page, confirm the Quantity for Supplementary Value 1. Noted that this value will be used to calculate the guarantee amount.

Additional information

Supplementary value 1	Code	LPA	Name	Litre of pure alcohol	Quantity	50.000
Supplementary value 2	Code		Name		Quantity	
Market value	Rate			Per		
	Basis			Amount		

- Once completed, the SAD should be verified and validated (refer to the “How to Process and Register (validate) a SAD” functional note

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	
	IMD	50.00	55.000	2,750.00	0	
	IXD	50.00	109.330	5,466.50	0	
	GST	18,216.50	10.000	1,821.65	0	
	Total				10,038.15	0

48 Deferred Account No.	49 Warehouse	/ Days susp.
	CLW3POM02	365

B ACCOUNTING DETAILS

Mode of payment: CASH

Assessment number: A 62 Date: 09/06/2017

Receipt number: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantee: 10,038.15 Date: \_\_\_\_\_

Total fees: 30.00 PGK

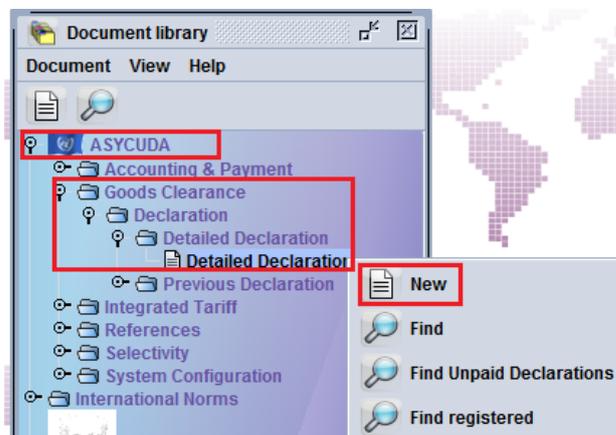
Total declaration: 30.00 PGK

It should be noted that the Duties and Taxes are calculated for guarantee purposes only.

### HOW TO RELEASE GOODS FROM A DUTY FREE SHOP FOR HOME CONSUMPTION OR RE-EXPORT

This is done as follows:

- Once logged-into the system, go to ASYCUDA → Goods Clearance → Declaration → Detailed Declaration → Detailed Declaration
- Right click and choose **New**





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3. Once a new SAD is opened, complete the SAD (refer to the “How to complete an Import SAD” or “How to complete an Export SAD” functional note)
4. The specific fields associated with the release of goods from a duty free shop that must be inserted on SAD are:
  - **Box 1** - Click on the drop-down menu and select **IM4** (for home consumption) or **EX 3** (for re-export)
  - **Box 8** (for home consumption) or **Box 2** (for re-export) - Insert the **TIN** which must be consistent with the Warehouse Code in **Box 49** (otherwise an error message will be displayed and the SAD will not be processed until resolved). It must also be consistent with the TIN on the SAD (IM 7) for the importation into the bonded warehouse
  - **Box 18** (Means of Transport) – Insert the **means of transport** on arrival which must be consistent with **Boxes 25 and 29** (otherwise an error message will be displayed and the SAD will not be processed until the error is resolved)
  - **Box 33** (Commodity Code) – Insert the **Commodity Code** which must be consistent with the Duty Free Shop Code in **Box 49**, which must be consistent with the commodity on the SAD (IM 7) for the importation into the Duty Free Shop.
  - **Box 37** (1<sup>st</sup> Part) insert the Customs Procedure Code (CPC) – **4072** (for home consumption) or **3072** (for re-export)
  - **Box 49** (1<sup>st</sup> Part) insert the Duty Free Code which must be consistent with the Duty Free Code displayed on the SAD (IM 7) for the importation into the Duty Free Shop.
  - **Box 49** (2<sup>nd</sup> Part) Insert the Duty Free delay which is the **number of days** goods are allowed to stay in the Duty Free Shop.

A OFFICE OF DESTINATION	
<b>1 DECLARATION</b> IM 4 3 Pages 4 1 1 5 Items 6 Total pkgs. 7 Declarant Reference number 1 1 2017	
<b>2 Exporter</b> TIN Heineken Brewery Singapore	
<b>8 Importer</b> TIN 500048263 Pacific Duty Free PO Box 573 Port Moresby Sec 44 Lot 34 Harbour City NCD PNG	
<b>9 Person resp. for financ settl.</b> TIN	
<b>14 Declarant/Agent</b> TIN 500713097 ICM LTD P.O BOX 1587, PORT MORESBY, NCD SECT 116, LOT 52, KANAGE ST. NCD	
<b>15 Country of export</b> Singapore <b>16 Country of origin</b> Singapore <b>17 Country of destination</b> Papua New Guinea	
<b>18 Identity and nationality (Vessel / Flight) at arrival</b> SINGAPORE SG <b>19 Ctr.</b> SG	
<b>20 Delivery terms</b> CIF Port Moresby	
<b>21 Date of arrival (Vessel / Flight)</b>	
<b>22 Currency &amp; total amount invoiced</b> PGK 10,000.00 <b>23 Exch. rate</b> 1.0000 <b>24 Nature of transac.</b>	
<b>25 Mode transport</b> 1 at border <b>26 Inland mode</b> Transport <b>27 Place of discharge</b> PGPOM Port Moresby	
<b>28 Financial and banking data</b> Bank Code 0100 Terms of payment 99 Other terms of payments ANZ Banking Group (PNG) Ltd 0150	
<b>29 Office of entry</b> POM PORT MORESBY <b>30 Temp Shed/Location of goods</b> POM1	



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31 Packages and description of goods	Marks and numbers - Number and kind					32 Item No.	33 Commodity code				
	Marks & no of packages					1	22086010	000			
	Nbr & Kind					1					
	Undenatured ethyl alcohol, spirits, liquers & othr bev, containing alcohol by volume =< 50%										
44 Add. info Documents Produced Certificates and authorization	Licence No		D.Val		D.Qty						
	0.00+0.00+0.00+0.00-0.00										
	Attach.Doc.Codes:						41 Suppl. qty		42 Item Price FCY		43 V.M. code
							LTR		50.000		10,000.00
							A.I. Code		45 Adjustment		1.00
							44bis Write-off units		46 Value for duty PGK		10,000.00
47 Calculation of		Type	Tax base	Rate	Amount	MP	48 Deferred Account No.		49 Warehouse		/ Days susp.
									CLW3POM02		

Once the **Box 37** (CPC) has been filled, a new tab (Previous document) will be displayed at the bottom of the SAD

31 Packages and description of goods	Marks and numbers - Number and kind					32 Item No.	33 Commodity code					
	Marks & no of packages					1	22086010	000				
	Nbr & Kind					1						
							34 Cty. orig. Code		35 Gross mass (kg)		36 Prefer.	
							a) SG		b) 600.000			
							37 PROCEDURE		38 Net mass (kg)		39 Quota	
							4072		000		600.000	
Val. Note		Asmt. Notice		Info. Page		Att. Doc.		Scan. Doc.		ASW Scan. Doc.		Previous document

5. Filling the “Previous document” Tab

It should be noted that the “Previous document” Tab must be filled as it establishes the link with the SAD associated with the importation of the goods into the duty free shop.

- a) The first part of the screen is related to the information of the SAD processed for the importation of goods into a duty free shop (i.e. the ‘Previous Declaration’)
  - o **Office** – Office of lodgment of the SAD associated with the importation of the goods into the duty free shop
  - o **Year** – Year of lodgment of the SAD associated with the importation of the goods into the duty free shop
  - o **Reg. Nb.** – Registration Number (i.e. the Serial Letter followed by the registration number) of the SAD associated with the importation of the goods into the duty free shop
  - o **Item. Nb.** – The item of the SAD which is associated with the importation of the goods into the duty free shop and which are being released from the duty free shop.

SAD - Previous documents										
Previous declaration										
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin	Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
POM	2017	I 150	1	22086010	000 SG		10	1,000.000	50.000	200.00
						Remaining Qty :	Packages	Net mass	Sup. Unit	
							10	1,000.000	50.000	



Once the above information has been entered, the details associated with the item to be released will be automatically displayed by the system, including the HS Code, country of origin, initial quantity, net mass, supplementary unit and CIF Value, together with the remaining quantities, net mass, supplementary unit, etc.

- b) The second part of the screen relates to the information of the current SAD for the release of goods from the Duty Free Shop (Current Declaration). It includes:
  - o **Item. Nb.** – Which item of the current SAD will be released from the Duty Free Shop

Once the Item number has been entered, the details are automatically displayed by the system: HS Code, country of origin, quantity, net mass, supplementary unit and CIF Value

Current declaration

Item. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value
1	22086010 000	SG	1	1,000.000	50.000	200.00

Office	Year	Ser.	Reg. Nb.	Prv Itm	SH Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value
POM	2017	I	150	1	22086010	0...	SG	10	1,000.000	50.000	200.00	1	10	1,000.000	50.000	200.00

- c) Click on the icon  to “validate” the information

SAD - Previous documents

Previous declaration

Office	Year	Reg. Nb.	Item. Nb.	SH Code	Origin	Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
POM	2017	I 150								
						Remaining Qty :	Packages	Net mass	Sup. Unit	

Current declaration

Item. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value

Office	Year	Ser.	Reg. Nb.	Prv Itm	SH Code	Prec	Orig.	Packages	Weight	S.U.	Ref. value	Itm	Qty written-off	Weight written-off	S.U. written-off	Ref. value
POM	2017	I	150	1	22086010	0...	SG	10	1,000.000	50.000	200.00	1	10	1,000.000	50.000	200.00

All the information will be summarized in a table, including the quantities and weight of the items of the SAD associated with the importation of the goods into the duty free shop with the quantities for each item on the current SAD

- d) Steps a to c must be repeated for each item to be released on the current SAD
6. Once completed, return to the SAD Tab to ‘verify’ the declaration (refer to the “How to process and register (validate) a SAD” functional note)
- a. In addition, at the time of verification, the AW system will cross-check the information between the SAD related to the importation into Duty Free Shop and the current SAD (i.e. the release from the Duty Free Shop). Any mismatch (e.g. different Duty Free Shop, insufficient stock, etc.) will be displayed as an error.



Message		A.I. Code	45 Adjustment	1.00
<div style="border: 2px solid red; padding: 5px;"> <p>Warehouse on previous document is different than warehouse on declaration. (itm. 1)</p> <p style="text-align: center;">✓</p> </div>		46 Statistical value		744.05
		49 Identification of warehouse		

itm. Nb.	SH Code	Origin
2		

Message	
<div style="border: 2px solid red; padding: 5px;"> <p>Item does not exist in current declaration</p> <p style="text-align: center;">✓</p> </div>	

e	Prec	Orig.	
10	00	AU	1

7. Once all the errors have been corrected and the SAD is verified, the reference to the “previous” SAD will be automatically displayed in Box 40 of each item and the Duty and Taxes calculated for payment

40 Bill Of lading / Airway Bill / Previous document POM 2017 I 150 art. 1	
41 Suppl. qty LTR	50.000
42 Item Price FCY	10,000.00

47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred Account No.	49 Warehouse / Days susp.
	IMD	50.00	55.000	2,750.00	1		CLW3POM02
	IXD	50.00	109.330	5,466.50	1		
	GST	18,216.50	10.000	1,821.65	1		
Total				10,038.15	1		

B ACCOUNTING DETAILS	
Mode of payment	CASH
Assessment number	/ Date
Receipt number	Date
Guarantee	0.00 Date
Total fees	30.00 PGK
Total declaration	10,068.15 PGK

8. Once verification has been successfully completed, the SAD should be validated (refer to the “How to Process and Register (Validate) the SAD” functional note)