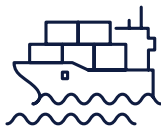




TIMOR-LESTE
Customs
Authority



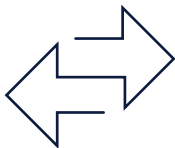
Importing Goods through Tibar Bay Port

A Step-by-step Guide for Importers

English version

This information booklet is made possible by the generous support of the American People through the United States Agency for International Development (USAID). This information booklet's contents were prepared by International Business Initiatives (IBI) for the USAID/Timor-Leste Trade Governance Activity under task order number 72047222F00001. The views expressed herein are the sole responsibility of IBI and do not necessarily reflect USAID or the United States Government's views.

Information provided within this guidance manual is correct at the time of publication, however; rules and regulations may be subject to change. If you are in any doubt, please visit the Customs Trade Portal for further information at: **www.customs.gov.tl**



Why should you read this guide?

The Government of Timor-Leste is committed to supporting the national economy by encouraging and facilitating legitimate commercial trade. As the government agency charged with the movement of goods across our borders, we play a pivotal role in protecting the country from the import and export of illegal or restricted goods, and we help to ensure that we collect the correct duties and taxes on behalf of the government.

This booklet includes the following parts:

Part I – Tibar Bay Port	03
Part II – Import Process	11

This booklet aims to help you understand the procedure for importing your goods through Tibar Bay Port and includes a step-by-step guide describing the process that you or your customs broker must follow. You can find more helpful information about this process and the other changes that we are making by visiting the Customs Trade Portal at: www.customs.gov.tl

PART I

Tibar Bay Port



Tibar Bay Port

On September 30, 2022, Tibar Bay Port commenced operating and is now responsible for processing all containerized traffic arriving or departing by sea in Timor-Leste. The new facility will target productivity and performance levels in line with the world's biggest ports and boasts a modern infrastructure including a 630-meter quay and state-of-the-art equipment, including two Ship-to-Shore gantries, four Rubber-Tyred Gantry cranes, ten terminal tractors, and 16 trailers. Tibar Bay Port will facilitate trade between Timor-Leste and the rest of the world, especially China, North Australia, and Asian countries. The new facility will also operate as a transshipment hub and a maritime gateway to the Asia-Pacific region.

Timor Port S.A.

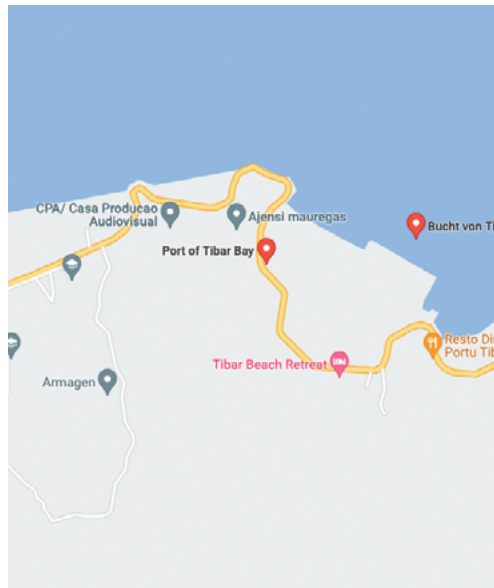
Tibar Bay Port was built based on a Public-Private Partnership (PPP) between the Government of Timor-Leste and Timor Port S.A. (TPSA), a subsidiary of the Bolloré Group. Under this agreement, TPSA will operate and maintain Tibar Bay Port for the next 30 years and will be responsible for loading and unloading vessels, moving containers or other goods within the port area, and ensuring site security.

Fees and Charges

The Government of Timor-Leste established the fees and charges associated with using Tibar Bay Port through the Declaration of Rectification No. 19/2021 (Tariff Regime Associated with the Use of the Port of Tibar). These fees and charges are separate from any customs duties and taxes you may owe and should not be confused. You can find additional information about these port fees and charges by visiting the Customs Trade Portal at: www.customs.gov.tl.

Location

Tibar Bay Port is located on the western side of Tibar Bay, approximately 12 km (7.5 miles) west of Dili.







PART II

Import Process

1 LODGE



Electronically lodge your DAU, along with all necessary supporting documents, within ASYCUDAWorld.



The system will automatically route your consignment to one of four lanes: **Green**; **Blue**; **Yellow** or **Red**.



Review

Our team from the Customs Revenue and Entry Processing unit based in our HQ office (Dili), will review your documents.

We will contact you if we need any further information.



Notify

We will inform Tibar Bay Port to bring your container(s) for inspection.

This is done automatically. There is no need for you to contact Tibar Port directly.



2 PAY



Print the Assessment Notice from ASYCUDAWorld.



Visit the bank and pay the Assessment Notice.



3 VALIDATE



You should bring the proof of payment notice to the Customs Cashier in our HQ office (Dili), and we will validate within ASYCUDAWorld.



4 RELEASE



Pay Fees

Visit the Tibar Bay Port Administration building and pay your fees and charges.



Gate Pass

A member of staff from Tibar Bay Port will issue you with a gate pass.



Load Goods

Your vehicle will now be able to access the port so you can load your goods.



Exit Gate

A member of staff from Tibar Bay Port will validate your gate pass at the exit gate.



This is the end of the process and you can leave the port.



Re-Route

After we have checked your documents and resolved any potential issues, we will reroute your DAU to **Green Lane**.

If we need to examine your goods, we will reroute your DAU to the **Red Lane**.



Examine

Once we have finished our examination and resolved any potential issues, we will reroute your DAU to the **Green Lane**.





Step 1 - LODGE


You must electronically lodge your Declaração Aduaneira Única (DAU) within ASYCUDAWorld (AW), along with copies of relevant documents, including a copy of the packing list and any invoices. The process is entirely electronic, and you do not need to provide us with a hard copy of your documents.


In some cases, you may require additional permits or licenses from other government agencies, but your customs broker can provide more information on this. You can also find further information on the Customs Trade Portal by visiting www.customs.gov.tl

After you have lodged your DAU, the AW system will immediately route your DAU to one of the following lanes:

 **Green Lane:** This means that we do not need to undertake any further checks on your DAU, and you can move to Step 2.

 **Blue Lane:** This means we may undertake checks (known as Post Clearance Audit) on your DAU later. We will contact you if we need further documents from you, but at this stage, your DAU is re-routed to Green Lane, and you can move to Step 2.

 **Yellow Lane:** This means we need to look closely at your paperwork. We will do this by looking at the documents you uploaded to AW. We will contact you or your customs broker if we need further documents. If we need to examine your goods physically, we will re-route your DAU to the red lane (more below). Once we have finished our checks, we will re-route your DAU to Green Lane, and you can move to Step 2.

 **Red Lane:** This means that we need to check your paperwork and physically inspect your goods. We will contact you or your customs broker if we need further documents. We will automatically notify Timor Port S.A. (the port operator) to bring

your goods to the customs area for examination. Once we have finished our checks, we will re-route your DAU to Green Lane, and you can move to Step 2.

Step 2 - PAY

Once your goods are re-routed to Green Lane, you can access AW and print off your Payment Assessment Notice. Once done, you can pay the relevant duties and taxes at the bank.

Step 3 – VALIDATE

After you have paid your duties and taxes, the bank will issue you a payment receipt which you will need to bring to our main office in Dili. After we have validated the payment in AW, the system will automatically notify the TPSA that we have cleared your DAU.

Step 4 – RELEASE

You can now need to head to the TPSA administration building to pay your port handling fees and charges. These are separate from the customs duties and taxes owed and should not be confused. Once paid, the TPSA will issue you a gate pass allowing you to enter the port through the "IN Gate." Once you have collected your goods, TPSA staff will complete their final checks at the exit gate, automatically closing the DAU within AW. This process is fully automated, and you do not need to have any copies of any documents relating to the goods with you as you exit the port.

If any of our staff or any other government official attempts to stop you after you have left the TPSA exit gate, please ask to speak to one of our supervisors immediately. Alternatively, you can report information to us in confidence by calling the **Customs Hotline on 12200.**

Disclaimer: External links provided within this guidance manual are included as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the Customs Authority of any of the products, services, or opinions of the corporation or organization, or individual. The Customs Authority bears no responsibility for the accuracy, legality, or content of the external site or subsequent links. You can find out more information about the Customs Authority by visiting the Customs Trade Portal at: **www.customs.gov.tl** .



USAID
FROM THE AMERICAN PEOPLE

