



CUSTOMS AUTHORITY



Director General Administrative Instruction



Standard Operating Procedure (SOP):

“Temporary Admission of Goods Using a Carnet”

SOP Number _____ of ____/____/ 2019

1. Standard Operating Procedure (SOP) Title

This SOP will be officially known as:

“Temporary Admission of Goods Using a Carnet”

2. Scope

This SOP is limited to requesting the manual procedure of goods eligible for temporary admission into Timor Leste using a Carnet.

3. Applicable Legislation

The Director General of the Customs Authority issues this SOP in accordance to the following provisions:

- a) the Customs Organic Law, Decree Law 9/2017, Chapter V, (Powers of Management and Leadership Positions), Article 59 (1c) “Powers of the Director General”, that allows the DG to: *“approve the administrative rules and/or instructions necessary for the operation of the Customs Authority, including the application of Customs legislation”*

4. Validity and Changes

This SOP enters into force on the date the Director General signs and dates it in **Section 12** of the SOP. Any changes to this SOP must be approved and implemented by the Director General, and the SOP updated and circulated to relevant Customs personnel.

5. Objectives of this SOP

The objectives of this Standard Operating Procedure are to provide clear instructions on:

- a) Who is responsible for submitting the carnet;
- b) Supporting documentation;
- c) Process completed by the Customs Authority;
- d) Removal of goods or vehicles from CA control at the point of entry into Timor Leste in an authorised and transparent manner;
- e) Removal of the container numbers used to ship the goods or vehicles from the manifest in the Asycuda World system in an authorised and transparent manner; and
- f) Minimalize opportunities for procedural abuse or malfeasance.

6. When this Procedure Applies

This procedure applies to:

- a) This streamlined temporary import procedure only applies to the inward and outward processing of goods or vehicles that arrive in containers for temporary admission (TA) into Timor Leste, eligible under the terms and conditions of the Carnet, the guarantee it provides and do not remain on a permanent basis.
- b) Carnets are issued to 'goods' such as items for exhibitions or trade fairs that will leave the Customs territory in the same condition as when they arrived and also for vehicles, such as cars or motorbikes, that are only passing through the Customs territory.

7. When this Procedure Does Not Apply

This procedure does not apply to goods or vehicles that arrive in containers for permanent admission into Timor Leste.

8. Procedure Owner

The owner of this procedure is the **National Director Operations** (NDO), who is responsible for:

- a) The implementation and standardized application of all the provisions in this SOP, in all Customs areas under his/her control;
- b) Ensuring that all relevant officers have access to a written copy and training on this procedure;
- c) Ensuring that the ASYCUDA World (AW) is available to support this procedure;
- d) Ensuring the manual Carnet procedure is only completed for the clearance of relevant goods eligible for temporary admission using a Carnet and not through the submission of a DAU;
- e) The completion of a "T1C" Transit document to accompany the Carnet to regulate and control the movement of the goods or vehicles within the AW system whilst in transit within the Customs territory;
- f) Ensuring AW Manifest Acquittal is completed for containers in which the goods or vehicles arrive through the creation of a 'T1C' transit document to accompany the Carnet;
- g) Applying remedial measures should the provisions of this procedure not be followed;
- h) Proposing to the Director General, any changes or amendments to this SOP when operational circumstances so demand.

9. Enforcement and compliance with this Procedure

All relevant staff shall apply and enforce this procedure, as per the following laws:

- a) Customs Organic Decree Law No. 9/2017;
- b) Customs Code Decree Law No. 14/2017.
- c) Public Service Statute Law No. 8/2004, article 40 (c);
- d) Public Service Statute Law No. 8/2004, article 43;
- e) WCO Istanbul Convention on Temporary Admission 1990.

10. Minimum Documents and other Requirements

The following documents will be required in all cases:

- a) Submission of the Carnet for the goods or vehicles being admitted;
- b) Completion of a 'T1C' transit document for the goods or vehicle.
- c) Passport of the owner of the goods or vehicle.

11. SOP Narrative Process Description

1. Necessity for the Request

This is a streamlined customs procedure which applies to goods or vehicles accompanied by a Carnet which allows relief from duty and tax, on condition that the goods or vehicle are re-exported and replaces the process of submitting a DAU.

2. Responsibility to Submit the Carnet to the CA

- a) When a Carnet is issued, the person who can use it will be named on the vouchers. This person is the **"holder"**. The carnet can be used by the holder or a representative that has been given the authority to act on behalf of the 'holder'.
- b) The Importer, owner or Clearing Agent will present the goods (such as a motorbike or vehicle) and the Carnet for control action by the CA to verify the goods are eligible for temporary admission into Timor Leste using the streamlined customs procedure.
- c) For goods using this process, the CA should create a 'T1C' transit document to accompany the Carnet whilst in transit through the Customs territory, which will acquit the AW Manifest so that the container (where relevant) used to bring the goods is cleared from the manifest in the AW system in a timely manner shortly after the goods have left the Port. The 'T1C' will also provide the ability for the goods or vehicles to be tracked within the AW system from the place of import to the place of export.

3. Supporting Documentation

It is not necessary to provide any additional documentation to Customs when presenting the Carnet as documentation such as commercial invoice, packing list, vehicle registration document and driving license etc. were provided as supporting documents as part of the application process to issue the Carnet to enable a simplified Customs process.

A copy of the Carnet owners Passport is required to support the T1C process so that there is a permanent record of photo ID in the AW system.

- a) No supporting documentation is needed for processing the Carnet itself;
- b) Carnets have a specific period of validity;
- c) This is to make the Customs process simpler so that only the Carnet is presented and endorsed by the Customs Authority at the point of entry and/or exit;
- d) Vehicles admitted on a Carnet will have the supporting documentation available, which is necessary for complying with driving laws in foreign countries, however they are not needed by the CA to process the Carnet;
- e) The Passport of the owner of the goods or vehicle who is presenting the Carnet is required for scanning and uploading to the T1C document.

4. Acceptance

A valid Carnet and accompanying goods or vehicle should be presented to Customs for endorsement each time the goods enter or leave a country or customs territory.

5. Carnet assessment process at the Departure Office.

The Departure Office is the place the goods or vehicle will enter Timor Leste prior to their transit through the Customs territory to the place they will exit.

The Operational staff at the place of entry should give appropriate consideration to the document and whether the goods or vehicle meet the criteria for temporary admission and the Carnet is valid and legitimate.

The description on the Carnet should be comprehensive enough for the CA to identify the goods.

The assessing officer should check the Carnet has:

- Not expired;
- Details of the 'holder';
- All the information boxes are completed for Entry;
- The relevant vouchers are present to allow the inward and outward processing of the goods.

6. Carnet validation process at the Departure Office

To confirm the goods or vehicle is correct for the Carnet that has been presented, the CA assessment officer must complete the following steps:

STEP 1 – Carnet control action at the Departure Office

Check the information contained within the carnet vouchers against the goods or vehicle presented for inspection.

If the Carnet is for goods - the assessment officer should check:

- The name of the 'holder' is the person with the goods;
- Packing list;
- Description of the goods;
- Commercial value;
- Quantity;
- Serial numbers where applicable.

If the Carnet is for a vehicle - the assessment officer should check:

- The name of the 'holder' is the person with the vehicle;
- Make and model of the vehicle;
- Year of manufacture;
- Registration number;
- Chassis number;
- Engine number;
- Engine size;
- Colour;
- Any additional equipment listed with the vehicle such as tools, spares and trailer.

STEP 2 – Endorsement of the Carnet at the Departure Office.

The assessing officer must complete the 'import' voucher sections that will show:

- Date of entry;
- Place of entry;
- Customs Officers signature;
- Customs stamp.

The assessing officer must also complete the 'counterfoil' which permanently remains in the Carnet. This section will also show:

- Date of entry;
- Place of entry;
- Customs Officers signature;
- Customs stamp.

The 'Importation' voucher is removed from the Carnet by the assessing officer and scanned into the AW system ready for attaching to the T1C transit document. The voucher can then be kept on file at the Customs office.

STEP 3 - Creating a Bill of Lading in the AW Manifest.

If the goods or vehicles have arrived in a container and a Bill of Lading is already in existence, go directly to step 4.

If the goods or vehicles have arrived at a land border or Customs office where the goods or vehicle are not already subject to a Bill of Lading within the AW system, then the CA staff will need to create a Bill of Lading in AW for the process to proceed:

- Login to Asycuda World;
- Complete B/L for the goods or vehicle;
- Add to the registered manifest.

STEP 4 - Creating a T1C at the Departure Office.

The 'T1C' transit document has been created specifically to be used only for goods that will be in transit through Timor Leste using a Carnet. A copy of the 'Importation' voucher is required to be scanned in to AW to be attached to the 'T1C'. Additionally a copy of the passport for the owner of the Carnet is also required to be scanned and attached to the 'T1C' so there is a permanent record within the AW system.

Transit time should be set at 60 days.

- Scan the Import voucher and Passport of the owner into ordinary MS Windows files and save in an appropriate location;
- Login to Asycuda World;
- Generate a new T1C document;
- Complete the mandatory fields;
- Upload and attach a scanned copy of the owner's passport and Import voucher from the Carnet to the T1C;

- Validate the T1C document;
- The T1C cannot be validated unless the Passport and Import voucher have been uploaded to the document and all the mandatory fields have been completed;
- Print two paper copies of the T1C;
- Issue one paper copy of the T1C for the Carnet owner to be used as a travel copy;
- The Departure Office retains one paper copy of the T1C and attaches the Importation voucher.

The Carnet and T1C transit document are returned to the Carnet owner and the goods or vehicle are released from Customs Control.

7. Carnet assessment process when arriving at the Destination Office.

The Destination Office is the place the goods or vehicle will exit Timor Leste after their transit through the Customs territory from the place they entered.

The Operational staff at the place of exit should give appropriate consideration to the document and whether the Carnet is still valid and legitimate.

The assessing officer should check the Carnet has:

- Not expired;
- Details of the 'holder';
- All the information boxes are completed for exit;
- The relevant vouchers are present to allow the outward processing of the goods.

8. Carnet validation process at the Destination Office.

To confirm the goods or vehicle is correct for the Carnet that has been presented, the CA assessment officer must complete the following steps:

STEP 1 – Carnet control action at the Destination Office.

Check the information contained within the carnet vouchers against the goods or vehicle presented for inspection. The assessing officer must also assess if the goods or vehicle has been altered or changed since it left the place of entry.

If the Carnet is for goods - the assessment officer should check:

- The name of the 'holder' is the person with the goods;
- Packing list;
- Description of the goods;
- Commercial value;

- Quantity;
- Serial numbers where applicable.

If the Carnet is for a vehicle - the assessment officer should check:

- The name of the 'holder' is the person with the vehicle;
- Make and model of the vehicle;
- Year of manufacture;
- Registration number;
- Chassis number;
- Engine number;
- Engine size;
- Colour;
- Any additional equipment listed with the vehicle such as tools, spares and trailer.

STEP 2 – Endorsement of the Carnet at the Destination Office.

The assessing officer must complete the 'export' voucher sections that will show:

- Date of exit;
- Place of exit;
- Customs Officers signature;
- Customs stamp.

The assessing officer must also complete the 'counterfoil' which permanently remains in the Carnet. This section will also show:

- Date of exit;
- Place of exit;
- Customs Officers signature;
- Customs stamp.

The 'export' voucher is removed from the Carnet by the assessing officer and is required to be scanned in to AW to be attached to the 'T1C' before it can be closed in the AW system. The voucher can then be kept on file at the Customs office.

STEP 3 – Validation of T1C at the Destination Office.

The T1C will be closed within the AW system when the goods or vehicle leaves the Customs territory. A scan of the Exportation voucher will need to be uploaded and attached before the T1C can be closed so there is a permanent record within the AW system.

- Scan the Export voucher into ordinary MS Windows files and save in an appropriate location;
- Login to Asycuda World;
- Open the T1C document using the 'validate arrival' option;
- Enter the time and date of arrival at the place of exit from the Customs territory;
- Complete all the mandatory fields;
- Upload and attach the scanned copy of the Exportation voucher to the T1C;
- Validate the document;
- The T1C cannot be validated unless the Exportation voucher has been uploaded to the document and all the mandatory fields have been completed.

The Carnet is returned to the Carnet owner and the goods or vehicle are released from Customs Control.

END OF PROCCSS

12. Director General Approval, Directives and Dissemination

By virtue of Article 59 (1c) of Decree Law 9/2017 that allows the DG to: “approve the administrative rules and/or instructions necessary for the operation of the Customs Authority, including the application of Customs legislation”.

I hereby:

- a) **Approve** this Standard Operating Procedure (SOP) known as, *“Temporary admission of goods using a Carnet”*; and
- b) **Direct** that this SOP be communicated to all CA staff, and for all relevant CA staff to implement, apply and enforce all parts of this SOP, as described;
- c) **Direct** that this SOP is implemented in its entirety.

Signed on the day of 2019

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(official Customs seal)

Jose Abilio

Director General
Customs Authority
Timor Leste

13. SOP Amendments Record

1. Original Development and Approval

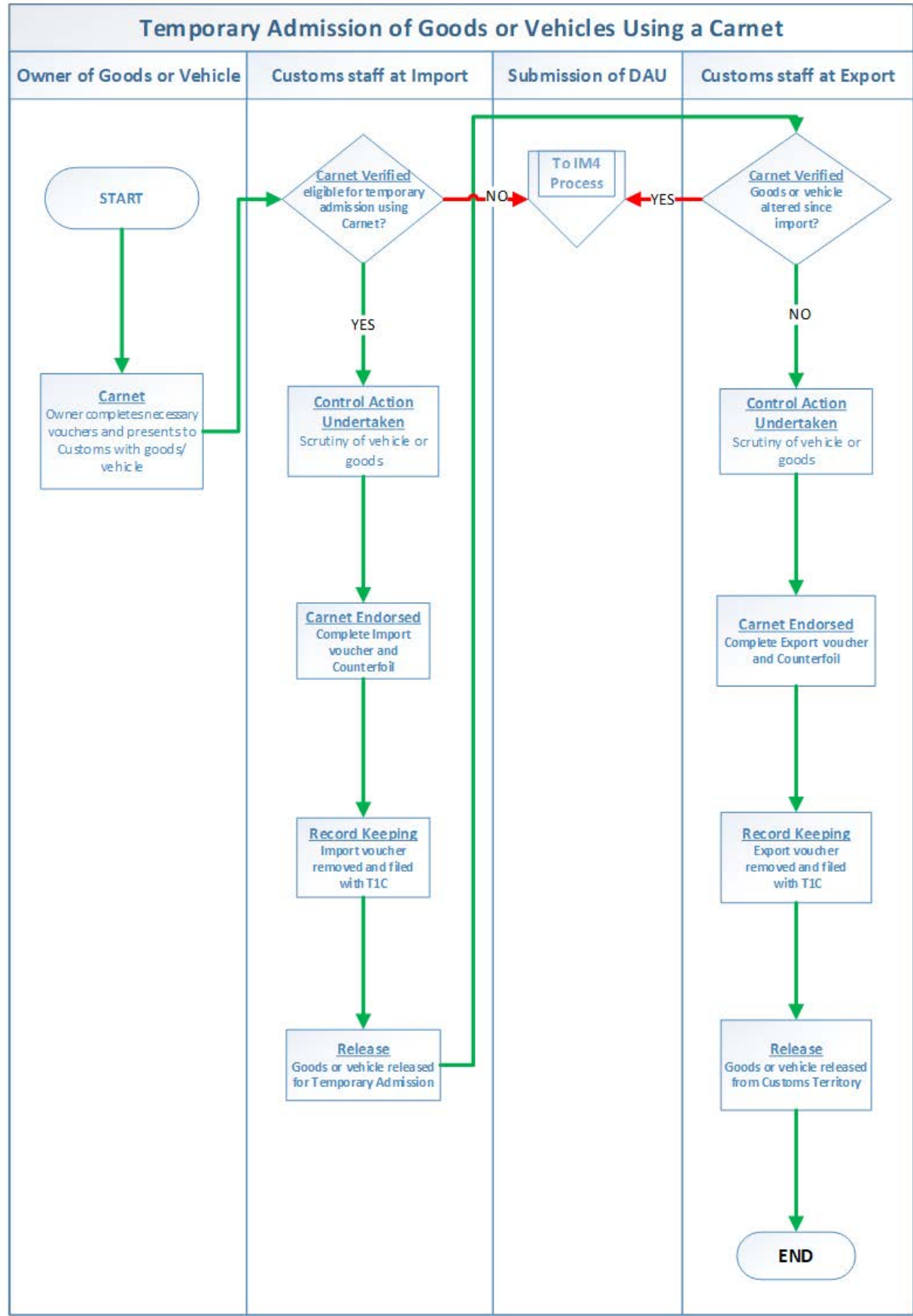
Original SOP Approval Date	Version Number	Developer (s) Name
	v.1 (version one)	

2. Amendments

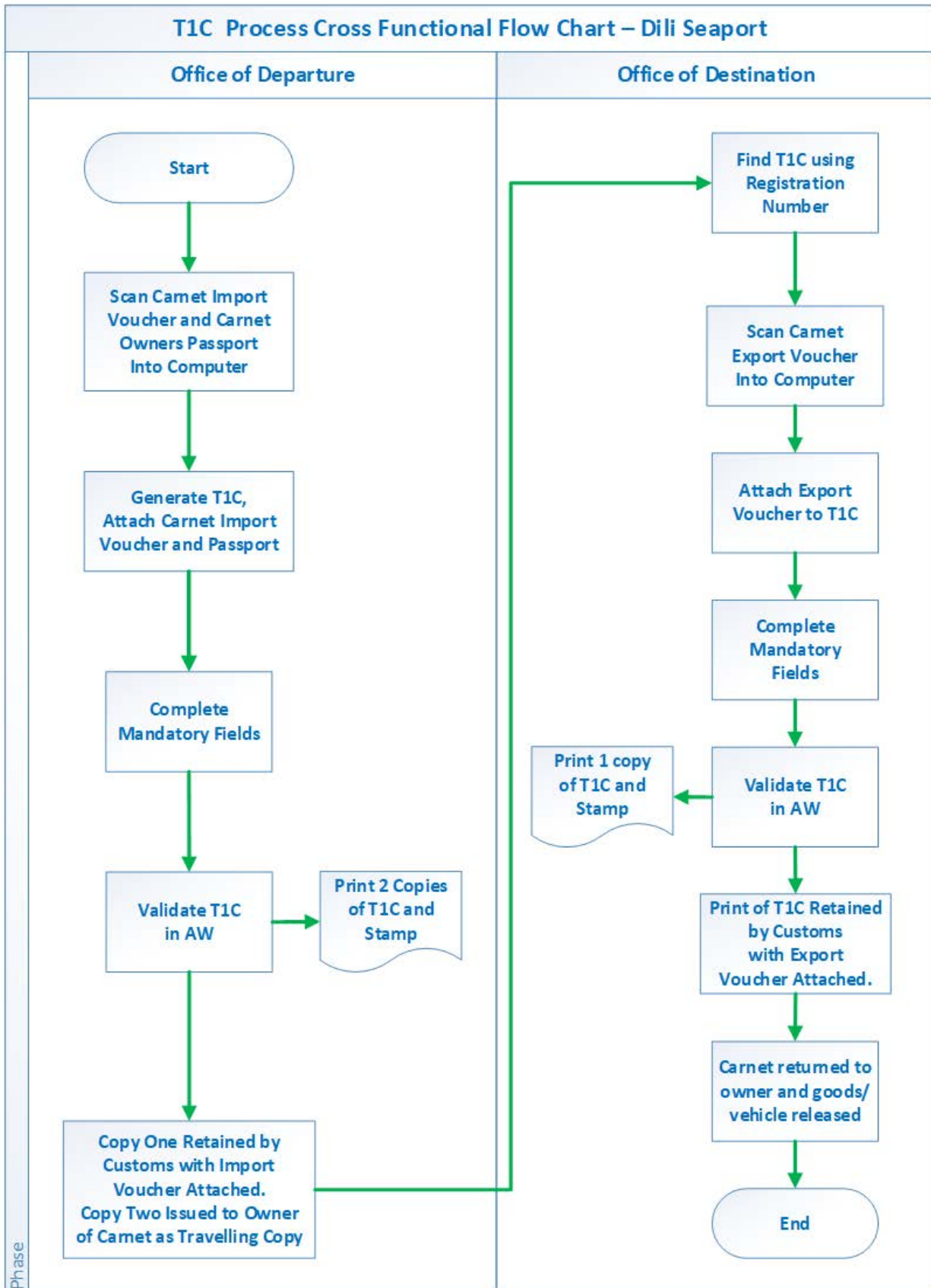
Date Approved by DG	Version Number	Developer (s) name	Reviewer(s) name

END OF SOP

ANNEX 1 – Process Map



ANNEX 2 - Process Map for T1C procedure Dili Seaport



ANNEX 3 - Process Map for T1C procedure Land Borders

