



CUSTOMS AUTHORITY

Commissioner's Administrative Instruction



Standard Operating Procedure (SOP) for:

“Streamlined Export Clearance Process for Tibar Bay Port, 2022”

(This SOP replaces SOP #20 approved on the 7th June 2021)

SOP Number 119 of 5 / 12 / 2022

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PART A: SOP INTRODUCTION

1. Standard Operating Procedure (SOP) Title
2. Scope
3. Authorization
4. Objectives
5. Compliance with International Standards
6. Applicable Legislation
7. Validity and Changes
8. Procedure Owner
9. Enforcing this Procedure
10. Adherence to this Procedure
11. Minimum Documents and/or Other Requirements

1. STANDARD OPERATING PROCEDURE TITLE

This Standard Operating Procedure (SOP) will be officially known as:

“Streamlined Export Clearance Process for Tibar Bay Port - 2022”.

2. SCOPE

This SOP is limited to the procedural aspects of the streamlined export clearance process applicable to goods departing by sea from Tibar Bay Port Port.

3. AUTHORIZATION

This SOP is authorized by Commissioner of the Customs Authority under the following provisions:

- a) the Customs Organic Law, Decree Law 2/2020 of 8 January 2020, Chapter III Organic Structure, Section 1 Organs, Article 9 (1c) “Commissioner of the Customs Authority”, that allows the Commissioner to: *“approve the administrative rules and/or instructions necessary for the operation of the Customs Authority, including the application of Customs legislation”.*

4. OBJECTIVES

The objectives of this SOP are to provide clear instructions on:

- Electronic submission in AW of Definite Export DAU EX1;
 - Clarification that, in accordance to the Customs Code DL 14/2017, submission of an EX1 Export DAU through AW does not require any prior authorization from Customs or other authorities;
 - Validation of the Export Release flag by officers from the National Directorate of Operations (NDO) Cargo Control team at Tibar Bay Port; and
- a) How officers will perform each task in the export clearance process, from the time of the Goods Declaration is accepted by Customs by issuing a unique registration number, until the goods or cargo unit enters the Customs controlled area, after completing the relevant payment of duties, taxes and/or other charges;
 - b) How the majority of procedural steps must be performed through the Customs system (ASYCUDA World), expressly avoiding external manual recording of any kind;
 - c) How the declarant or his/her representative will interact with Customs during the export clearance process, including his/her obligations to provide additional information, if needed;
 - d) How the payment of duties, taxes, penalties and charges will be paid using the currently available method by cash or internal transfer at designated BNU or BNCTL office; and

- e) How goods will be Released for embarkation by the Export team at Tibar Bay Port;

5. COMPLIANCE WITH NATIONAL AND INTERNATIONAL STANDARDS

Electronic Integration of all export clearance functions will assist Customs and the GoTL to comply with:

a) Decree law 2/2020 (CA Organizational Structure) Article 4, 1 (d) that:

include the organization principles of organizational flexibility;

b) The WCO Revised Kyoto Convention (RKC):

General Annex, Chapter 3, "Clearance and Other Customs Formalities", as applicable to Exports, and Specific Annex C, "Outright Exportation".

c) The WTO Trade Facilitation Agreement (Bali, 2013) in particular in relation to:

Article 7, "Release and Clearance of Goods";

- i.) Electronic payment (implemented);
- ii.) Risk management (*being implemented in accordance to standards*);
- iii.) Post clearance audit (partially implemented, as desk audits);
- iv.) Establishment and publication of Release times (*not yet implemented*);

Article 8. Border Agency Cooperation

- i.) To ensure that Customs and all other agencies responsible for border controls and procedures on imports and exports cooperate with one another and **coordinate their activities to facilitate trade**.

6. APPLICABLE LEGISLATION

The following legislation applies to this procedure.

A. Organic Structure of the Customs Authority, DL 2/2020, 8 January

Article 9, 1c: Power of the Commissioner to "approve administrative rules and/or instructions"

B. Customs Code Decree Law 14/2017 – 5 April 2017

The key provisions for Definitive Exports are contained in:

a) Article 234, paragraphs 1 to 8 (Scope and Definition)

- 1. The customs procedure for definitive export shall consist in the definitive exit of goods by any means from the customs territory through a customs declaration.
- 2. The preceding paragraph shall not apply to goods leaving Timor-Leste under a customs procedure of:

- a) Transshipment;
 - b) External transit, when the foreign goods only pass through the customs territory;
 - c) Internal transit, when domestic goods only temporarily leave the customs territory;
 - d) Outward processing;
 - e) Temporary export.
3. The provisions of this Code governing customs declarations and declarants on importation shall apply to final export.
 4. The customs declaration for the definitive export procedure shall be delivered to the customs office of exit.
 5. Goods declared for export shall be subject to permanent oversight by the customs authorities from the moment the declaration is accepted until the means of transport actually leaves.
 6. The goods shall be subject to payment of customs duties on exports whenever they are legally owed.
 7. If the export of the goods declared for export is cancelled, Customs shall be notified in writing by the exporter.
 8. The exporter who fails to notify Customs of the cancellation of the export under the terms of the previous paragraph shall be subject to an administrative fine.

Other Specific Import provisions applicable to Definite Exports are, as follows:

- a) Article 155, paragraphs 1 to 3.- Specify that:
 - An electronic customs declaration means the electronic transmission to Customs of all details or data needed to apply a Customs regime; and
 - The identification code assigned to a declarant for tax identification purposes is considered as an electronic signature.
- b) Article 156, paragraphs 1 to 5. - Give details of the documents that are necessary to attach to a Customs declaration, being
 - Commercial Invoice with a general description of the goods;
 - Health, phytosanitary certificates and/ or others (if applicable)

Note 1. – Be aware that Article 81 of the Customs Code further indicates that:

“for the purposes of the Customs laws, if a person files or otherwise provides a document or payment in electronic form by means of a Customs Information System in accordance with the prescribed conditions, the document or payment is deemed to be filed or provided in compliance with law in the appropriate date and place”

- c) Article 158, paragraph 1 and 2.- The Customs declaration is binding for the declarant or his/her representative in terms of:

- Accuracy,
 - Authenticity of the attached documents, and
 - Compliance with all obligations associated with placing the goods under the declared regime;
- d) Article 158, paragraph 3.- The Customs declaration made by electronic means is deemed delivered upon receipt by Customs of the message, who shall by the same means, acknowledge receipt;
- e) Article 159, paragraphs 1 to 4.- Acceptance of the Customs declaration if all format and supporting documents requirements are met, time and date of acceptance and issuing of a unique registration number, and legal effects of this acceptance;
- f) Article 160, paragraphs 1 to 3.- Amendment and replacement of the Customs declaration before commencement of the clearance process;
- g) Article 161, paragraphs 1 to 3.- Cancellation of a Customs declaration at the request of the declarant;
- h) Article 162.- Verification and checking of the Customs declaration;
- i) Article 164, paragraphs 1 to 9.- Examination of goods, including sampling and testing, and
- j) Article 165, paragraphs 1 to 4.- Time and place for Customs examinations and coordination with other Government agencies (OGAs) who may need to carry out particular controls on the goods;
- k) Article 385, paragraph 2.- For calculation of time limits in this Code, any mention to days means “working days”.

7. VALIDITY AND CHANGES

This SOP comes into effect on the date the Commissioner signs it in **Section 14** of this SOP. Any changes to this SOP must be approved by the Commissioner, and the SOP properly updated and circulated to relevant staff.

8. PROCEDURE OWNER

The owner of this procedure is the National Director Customs Compliance Management (NDCCM), in close cooperation with the National Director of Operations, (NDO), and Municipal Director Operations (MDO) who will be responsible for:

- a) The implementation and standardized application of all the provisions within this SOP, in all Customs areas under his/her control;

- b) Ensuring that National Director of Operations instructs the Municipal Director of Operations Tibar Bay Port and Export officers to fully adhere to this SOP;
- c) Ensuring that officers in the operational areas under his/her control and Operations staff Tibar Bay Port have access to a written or electronic copy of this SOP;
- d) Ensuring that officers in the operational areas under his/her control – CREP and Officers from the Export team at Tibar Bay Port have received appropriate training in how to apply this SOP;
- e) Obtaining and presenting monthly reports to the Commissioner on:
 - Number of Import EX1 Export DAUs cleared;
 - Number of Export EX1 DAUs routed to,
 - Green lane,
 - Orange Lane (X-Ray),
 - Yellow lane, and,
 - Number of Red and Yellow lane selections resulting in penalties;
 - Average Clearance Time: from DAU Registration to DAU Export Release .

The monthly report must be submitted to Commissioner in first 5 days of each month, for the previous month.
- f) Taking corrective measures in the event that this SOP is not followed; and
- g) Proposing to the Commissioner, any changes or amendments to this SOP when operational circumstances so demand.

9. ENFORCING THIS PROCEDURE

This procedure should be applied and enforced by all Customs staff members, including but not limited to:

- a) All staff working within the Customs Revenue Entry Processing (CREP); and
- b) All staff from the National Directorate of Operations working in Tibar Bay Port.

10. ADHERENCE TO THIS PROCEDURE

This procedure must be strictly adhered to by all parties, and at all times. Failure to follow the provisions contained within this SOP may include, but shall not be limited to:

- a) Customs Staff: Disciplinary action, from suspension without salary payment to dismissal, or other appropriate punitive action being taken against you”;

- b) Customs Brokers: from temporary blockage of your access to ASYCUDAWorld, up to removal of your license to operate as a Customs Broker by the Customs Authority;
- c) Importers/Traders: The application of administrative penalties and/ or commencement of criminal proceedings being taken against you.

11. MINIMUM SUPPORTING DOCUMENTS AND/OR OTHER REQUIREMENTS

Any supporting documents that may be required must be uploaded electronically into AW by the Broker/ declarant. No hard copy DAUs or support documents are required to be submitted.

The following documents, uploaded electronically, must be presented in all cases:

- a) Customs Declaration (DAU) for the Definite Export regime (EX1)
- b) Commercial Invoice (a pro-forma invoice will not be accepted).

In some cases, additional documents may be required to fulfill specific regulatory requirements. This may include, but should not be limited to one electronic copy of:

- a) A permit and/or license from a relevant Government Agency or Ministry.

The container must have seals applied prior to its transfer to Dili Port for completion of the export process. Customs will check the presence of seals when the container comes to the Port and record the seal number in the Export Release screen. If the container does not have seals, then it will be directed to the Export team to affix seals and then record the seal number in the Export Release screen.

PART B: PROCEDURE DETAILS

12. Process Narrative
13. Process Cross Functional Flowchart
14. Commissioner's Approval, Directives and Dissemination
15. SOP Amendments Record

12. PROCESS NARRATIVE

This SOP is broken down into four (4) different key stages, which are described in further detail below.

The CA is committed to applying risk management-based methodology to operational activities. In the event that any discrepancy is identified when undertaking Stage 3 (detailed below), or at any other time during the application of this procedure, then the officer dealing with the case must report their findings to the Risk Management Department. Where appropriate to do so, this should include the officer drafting

STAGE 1: BROKER UPLOADING OF DAU AND SUPPORTING DOCUMENTS, REGISTRATION AND SELF-ASSESSMENT

The broker/declarant is responsible for making and uploading into AW the customs declaration (DAU) and support document, and in doing so he/she should follow the steps outlined below to reach the critical legal point of “Registration”:

1. Accurately input relevant information for the DAU into ASYCUDA World (AW), and then Scan and upload clear and legible copies of all supporting documentation;
2. Press the “Check” function in AW to detect any input, consistency or validation errors, correct where necessary and “Check” again to ensure amendments were saved;
3. Press the “Assessment” option in AW;

AW will respond with a “**Registration Number**” and will trigger selectivity by routing the DAU to one of three different Lanes: Yellow; Orange; or Green. AW will also send an automatic system email to the authorized broker/declarant indicating that the DAU is “**Registered**”.

Critical Stage Tasks	Who is Involved	Impact
1. Uploading of DAU details into AW	<ul style="list-style-type: none">• Broker/declarant• AW electronic process	DAU Data captured in AW
2. Attempt to “Assess” DAU by broker/declarant	<ul style="list-style-type: none">• Broker/declarant• AW electronic process	DAU “ Registration Nr issued. ” AW Selectivity triggered

From here onwards the next stages in the overall process would be slightly different for each lane.

STAGE 2A: GREEN LANE

DAUs routed to the **Green lane** have an immediate short process, as follows (task numbers continue from Stage 1-Nr 3):

- 4a If the DAU is routed to **Green lane**, AW will issue an “**Assessment Number**” and will send an automatic system message to the authorized broker/declarant indicating that the DAU is “**Assessed**”;
- 5a Assessed Green lane DAUs can be released without any further scrutiny;

For GREEN lane DAUs, the Broker/Declarant receives an AW status message **“Assessed”** and a PDF copy of the AW Assessment Notice (AN).

Green lane DAUs are not checked or presented in electronic or hard copy to CREP and can therefore proceed to **Stage 4** in the electronic process: **“Validation of Export Release”**

Critical Stage Tasks	Who is Involved	Impact
1. AW Selectivity triggered- Green lane assessed	<ul style="list-style-type: none"> AW electronic process 	<ul style="list-style-type: none"> • “Assessment Nr” issued; • PDF Assessment Note mailed to broker/declarant; • AW status messages to broker/declarant; • No further checking during clearance; • Can proceed to validation of export release
2. AW Selectivity triggered – Selected for Yellow or Orange lane control	<ul style="list-style-type: none"> • AW electronic process 	<ul style="list-style-type: none"> • Selection for documentary or X-Ray Scanner controls

GREEN LANE DAUs GO TO STAGE 4 – VALIDATION OF EXPORT RELEASE

STAGE 2B: YELLOW LANE - DOCUMENTARY EXAMINATION AT CREP

AW Selectivity – in this case the routing of a DAU to the Yellow lane – will trigger the “Automatic Allocation of Examiner” in AW and the process will be continued at CREP, with the following tasks (task numbers continue from Stage 1-Nr 3):

4b At CREP, the electronically assigned Documentary Check (**Yellow**) officer receives an AW electronic notification of DAU to be checked. Simultaneously, broker/declarant also receives an AW message that the DAU has been allocated to a particular documentary examiner. It is the responsibility of the broker/declarant to check if the DAU is being processed.

5b Documentary check Officer will:

- a) Identify the reason as to why the DAU has been selected (profile or random selection);
- b) Identify and undertake any specific control actions as described within the AW profile “documentation” section;
- c) Confirm that the tariff classification, quantities, weight (if applicable), supplementary units, type of goods and values declared in the DAU are consistent with those in supporting documentation (e.g. Invoice, and/or packing list, other);
- d) Perform a check of the DAU and supporting documents, tariff classification and values, invoiced quantities, and supplementary units (if applicable);

- e) Ensure that authorization or certificates for OGAs requirement – if applicable – are present; and
- f) Write AW Inspection Act, and enter details of the document examination. There are two options:

Option 1. If the DAU “conforms”, (no discrepancies found in the DAU), the examiner completes the following functions in AW:

- i.) Selects the **“conform”** box in the AW Inspection Act,
- ii.) Ticks at least 4 standard checks performed;
- iii.) re-route the DAU to **Green**;
- iv.) **Assess** the DAU. AW issues the **Assessment Notice (AN)** and sends a PDF copy of the AN to broker/declarant. Simultaneously, the broker/declarant receives an AW status message **“Assessed”**.

Option 2. If the DAU does not conform (discrepancies are found between the documents & the DAU) the examiner does the following:

- i.) selects the **“non-conform”** box on the AW Inspection Act;
- ii.) selects the reason for non-conformity from the numeric Error/infringement code & description and Action codes in the Inspection Act;
- iii.) liaise with broker/declarant to amend errors;
- iv.) makes any required amendments, validates any changes and reroutes DAU to **Green lane**;
- v.) **Assesses** the DAU (provided no penalties are identified). This allows the broker/declarant to print the AN;
- vi.) If DAU non-conformity involves the application of penalties, then DAU is sent to NDCCM (*) to calculate any penalties, based on the “error/infringement code” selected by the examiner. Penalties to be added to the AN;
- vii.) Once **“non-conform”** and **“penalties”** are resolved the examiner reroutes the DAU to the **Green lane** and **assess**.

Critical Stage Tasks	Who is Involved	Impact
1. Documentary examination of Yellow lane DAUs conducted	<ul style="list-style-type: none"> • AW electronic process • CREP Yellow lane allocated officer 	<ul style="list-style-type: none"> • Automatic allocation of CREP examiner • AW Status message to broker/declarant
2. Inspection Act – <u>Conform</u> , – Rerouting to Green lane and Assessment	<ul style="list-style-type: none"> • AW electronic process • CREP Yellow lane allocated officer 	<ul style="list-style-type: none"> • Compliance (“Conform”) identified • Assessment Nr. Issued • AW Status message to broker/declarant: “Assessed”
2. Inspection Act – <u>Not Conform</u> , – DAU, rectified as needed – Penalties applied – Rerouting to Green lane and Assess	<ul style="list-style-type: none"> • AW electronic process • CREP Yellow lane allocated officer • Broker/declarant 	<ul style="list-style-type: none"> • Non-compliance (“Not Conform”) identified • Assessment Nr. Issued • AW Status message to broker/declarant: “Assessed”

IF RE-ROUTED GREEN, GO TO STAGE 4 – VALIDATION OF EXPORT RELEASE

STAGE 2c: ORANGE LANE - X-RAY SCANNER

The Orange Lane X-Ray Scanner officer(s) is responsible for conducting an X-Ray scan of the consignment, at Tibar Bay Port or other Customs controlled area. This will include at least the following tasks (task numbers continue from Stage 1 – Nr 3):

- 4c AW automatically allocates DAU to Orange Lane for random Security Check and to confirm consignment conforms with invoice/packing list. Before conducting the X-Ray Scan, the X-Ray machine operator checks the details of the consignment in the DAU to confirm the type and quantity of goods within the container. After this, the examiner conducts the following checks:
- a) Confirms that the consignment is placed in a suitable area that allows him/her to undertake the X-Ray Scanning in accordance with health and safety rules or regulations. In the event that this is not the case, then the examination officer shall inform the broker/declarant accordingly;
 - b) In the event that the consignment is containerized, then confirm that:
 - The container number matches the associated DAU;
 - The seal securing the rear doors is intact and free from signs of tampering or manipulation; and
 - d) Conduct the X-Ray Scanning ensuring that goods and quantities match those declared in the DAU and supporting documents and that there are no anomalies with the scan of the container.

- 5c Upon completing the X-Ray Scanning, the Operator enters the results of the examination in the Inspection Act. Depending on the results of the examination, there are two options:

Option 1: If the X-Ray Scanning “conforms” (no discrepancies in the DAU and/or the goods), the examination officer:

- a) Selects the **“conform”** box in the AW Inspection Act;
- b) DAU is re-routed to **Green Lane**;
- c) **Assess** the DAU. AW issues the **Assessment Notice** (AN) and sends a PDF copy of the AN to broker/declarant. Simultaneously, the broker/declarant receive an AW status message **“Assessed”**.

Option 2: If the X-Ray Scanning “does not conform” (i.e. there are discrepancies between goods & the DAU and the X-Ray Scan), the X-Ray examination officer:

- a) selects the **“non-conform”** box on the AW Inspection Act;
- b) ticks the reason(s) for non-conformity from the numeric Error/ infringement code and Action codes in the Inspection Act;
- c) Updates free text box for specific reasons for physical examination and specific areas within the container that requires physical examination;
- d) DAU is re-routed to **Red Lane**;
- e) DAU is sent to Export Team for physical examination of the container.

Critical Stage Tasks	Who is Involved	Impact
1. X-Ray Scanning of ORANGE lane DAUs conducted	<ul style="list-style-type: none">• AW electronic process• Tibar Bay Port Orange lane X-Ray Scanning examination officer	<ul style="list-style-type: none">• Automatic allocation X-Ray Scanning Team• AW Status message to broker/ declarant
2. Inspection Act – <u>Conform</u> – Rerouting to Green lane and Assessment	<ul style="list-style-type: none">• AW electronic process• Tibar Bay Port X-Ray Scanner Officer	<ul style="list-style-type: none">• Compliance (“Conform”) identified
3. Inspection Act – <u>Not Conform</u> – Reroute to Red Lane	<ul style="list-style-type: none">• AW electronic process• Tibar Bay Port X-Ray Scanner Officer• Broker/declarant	<ul style="list-style-type: none">• Non-compliance (“Not Conform”) identified

IF RE-ROUTED GREEN, GO TO STAGE 4 - VALIDATION OF EXPORT RELEASE

STAGE 2D: RED LANE PHYSICAL EXAMINATION

The Export Team officer(s) is responsible for the physical examination of DAU re-routed **Red lane** for physical examination as a result of X-Ray Scanning of goods that do not conform and are responsible for conducting a physical examination of the consignment, at Tibar Bay Port. This will include at least the following tasks (task numbers continue from Stage 2b – task 5b):

- 4d The Export Team officer(s) will receive the DAU from the X-Ray Scanning team for physical examination. The broker/declarant receives an AW email about the examination when it is rerouted to Red lane.

Before conducting the examination, the Export Officer views in AW any notes or further instructions or reasons the X-Ray Scanning officer has made for physical examination in the Inspection Act to guide the physical examiner to specific areas within the container that requires physical examination. After this, the examiner conducts the following checks:

- Broker/declarant prepares the container ready for examination and arranges inspection time with the examiner;
- Confirms that the consignment is placed in a suitable area that allows him/her to undertake the examination in accordance with health and safety rules or regulations. In the event that this is not the case, then the examination officer shall inform the broker/declarant accordingly;
- Confirm that:
 - The container number matches the associated DAU;
 - The seal securing the rear doors is intact and free from signs of tampering or manipulation; and
- Conduct the examination ensuring that goods examined match those declared in the DAU and supporting documents and check specific areas of concern identified by X-Ray Scanning team. To this effect the examiner will make appropriate notations in an AW connected tablet;

- 5d Upon completing the physical check, the Examiner enters the results of the examination in the Inspection Act. Depending on the results of the examination, there are two options:

Option 1: If the examination “conforms” (no discrepancies in the DAU and/or the goods), the examination officer:

- Applies replacement seals to secure the rear doors of the container
- Selects the **“conform”** box in the AW Inspection Act;
- Ticks standard checks performed and updates free text box with the old seal number, new seal number and any other relevant information;

- DAU is re-routed to **Green Lane and Assess**.

Important Note:

1. If seals are removed from the container doors for physical examination, the Export team must add new seals, record the details and add the seal numbers in to the AW system at **Stage 4: Validation and Export Release**;

Option 2: **If the examination “does not conform”** (i.e. there are discrepancies between goods & the DAU), the Export Team officer:

- selects the **“non-conform”** box on the AW Inspection Act,
- ticks the reason(s) for non-conformity from the numeric Error/ infringement code and Action codes in the Inspection Act;
- **If DAU non conformity involves the application of penalties**, the examiner writes a note in AW Inspection Act for penalties to be applied by NDCCM;
- Prepares a report for the DAU to be transferred to CREP for the correction of all errors and application of all penalties.
- Once “non-conform” and “penalties” are resolved, the CREP officer re-routes the DAU to Green Lane and assess the DAU. This allows the Broker/Declarant to print the AN.

Critical Stage Tasks	Who is Involved	Impact
2. Physical examination of RED lane DAUs conducted	<ul style="list-style-type: none"> • AW electronic process • Tibar Bay Port Red lane physical examination Export Team officer 	AW Status message to broker/ declarant
3. Inspection Act – <u>Conform</u> – Rerouting to Green lane and Assess	<ul style="list-style-type: none"> • AW electronic process • Tibar Bay Port Export Team officer 	<ul style="list-style-type: none"> • Compliance (“Conform”) identified
4. Inspection Act – <u>Not Conform</u> – Return DAU to CREP for finalization – DAU, rectified as needed – Penalties applied – Rerouting to Green lane and Assess	<ul style="list-style-type: none"> • AW electronic process • CREP officer • Broker/declarant 	<ul style="list-style-type: none"> • Non-compliance (“Not Conform”) identified • Assessment Nr. Issued • AW Status message to broker/declarant: “Assessed”

IF RE_ROUTED GREEN, GO TO STAGE 4 - VALIDATION OF EXPORT RELEASE

STAGE 3: PAYMENT OF DUTIES AND TAXES

- a) There is no revenue (Duty or Tax) collected for Exported goods, therefore there is no payment at the bank or need to visit the Customs Cashier to validate the payment in the AW system.
- b) Additionally, there is no longer an ASYCUDAWorld fee to pay for submitting the DAU.
- c) With no Duty or Tax and no AW fee to pay there is no longer a requirement to go to the bank or Customs Cashier and these steps have been removed and the Assessment Notice will generate the “Export Release” window in AW for the Tibar Bay Port Operations staff to complete.

GO TO STAGE 4 - VALIDATION OF EXPORT RELEASE

STAGE 4: VALIDATION OF EXPORT RELEASE.

This is the final stage in the Customs Export clearance process for containerized goods and is performed at Tibar Bay Port premises.

When the Assessment Notice is generated in the AW system, either when selectivity is activated or when the DAU is re-routed to Green lane, it will automatically generate the “Export Release” window within the AW system for the Export Officers to complete when the container arrives at Tibar Bay Port.

The validation of the “**Export Release**” is completed in AW, whereby Customs authorizes the release of the goods (containerized only) on completion of all Export clearance formalities so that the container can be loaded on to the vessel.

In this Process Stage, the broker/declarant is the key actor and is responsible for:

- arranging the validation of the Export Release with Customs;
- clearing and finalizing all other non-Customs related formalities, such as payment of fees and charges to TPSA to Tibar Bay Port for container handling onto the vessel;

The tasks in this Process Stage are as follows (Task numbers continue from Stage 2, Step 5):

- 6. To have the Export Release validated by Customs, the broker/declarant presents the container to Customs staff at Tibar Bay Port, who check in the AW system the status is Green Lane and the “Export Release” window is generated.
- 7. The officer will complete a physical check of the container numbers against the DAU, make a record of any seal numbers attached and ensure they are secure. If there are no seals attached, the Customs Export team will attach seals and make a record.

8. The officer will open the Export DAU in the AW system and select **“Export Release”** from the menu and this will open an Export Release information box. The box will appear on the screen showing Export Release information.
9. The Export officer will enter the seal numbers and associated container number in the comments box so that a record of the seal numbers on the container are recorded in the AW system. If the container entered the Port without seals, the Export team will add seals when completing a physical check of the container number against the DAU
10. The officer will select the **“blue tick”** at the bottom of the window to validate and close the Export DAU in AW system.

Export release information

Declarant reference 2017 DIL01 1020585 17OUTEX01

Customs reference E 1 17/05/2017

Assessment reference L 4939 17/05/2017

Office of exit DIL01 **Dili Seaport**

Actual office of exit

Exit reference

Containers/Seals

Date 28/05/2021

Time (HH:mm format) 19:01

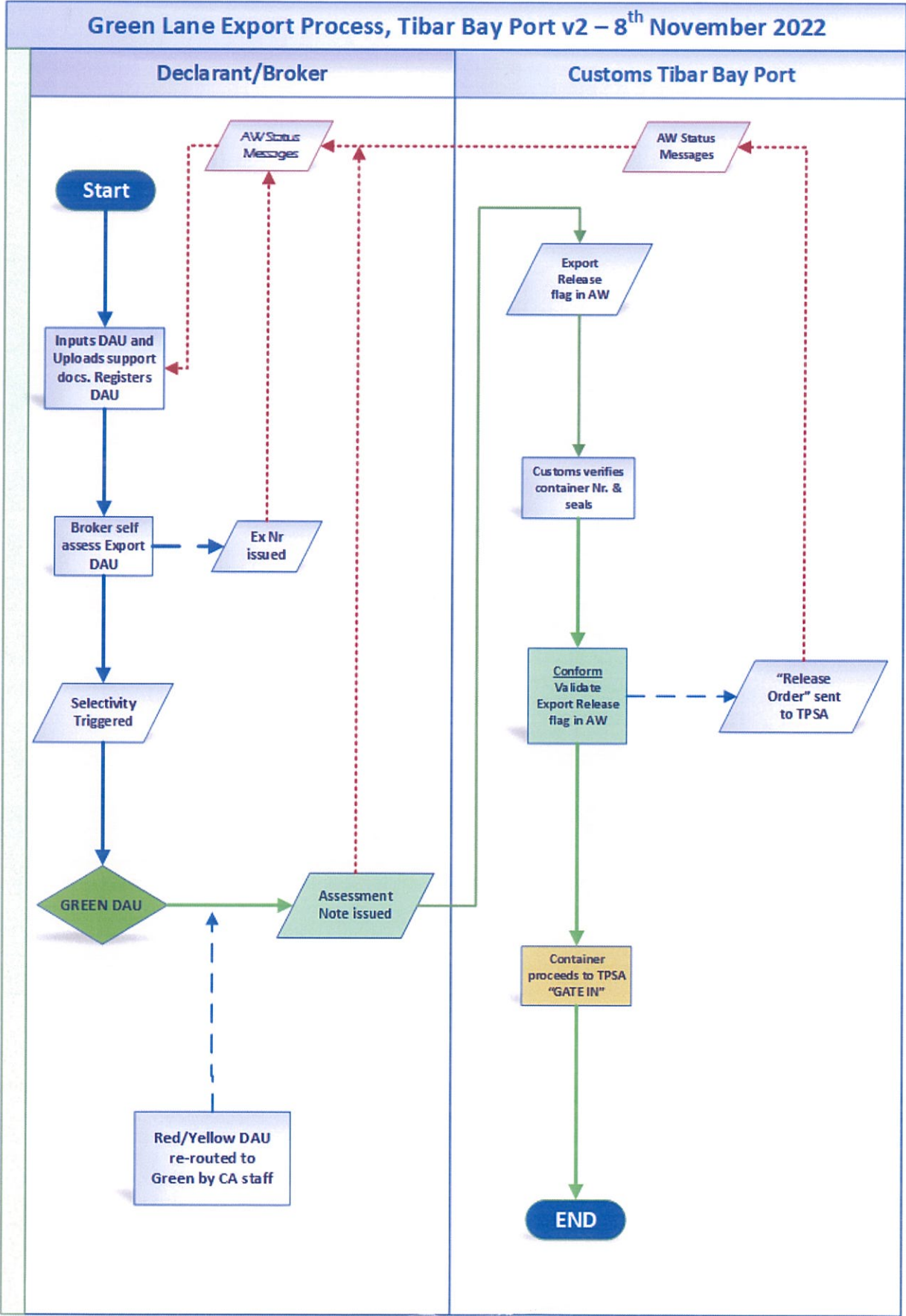
☒ ☐

Validating the **“Export Release”** sends an automated **“Release Order”** message to the TPSA system so they are notified the container has completed all Customs Export formalities and can be issued with a **“GATE IN”** pass ready for loading on to the vessel. This also generates an AW status message to the Broker/Importer. This process is entirely electronic in the AW system.

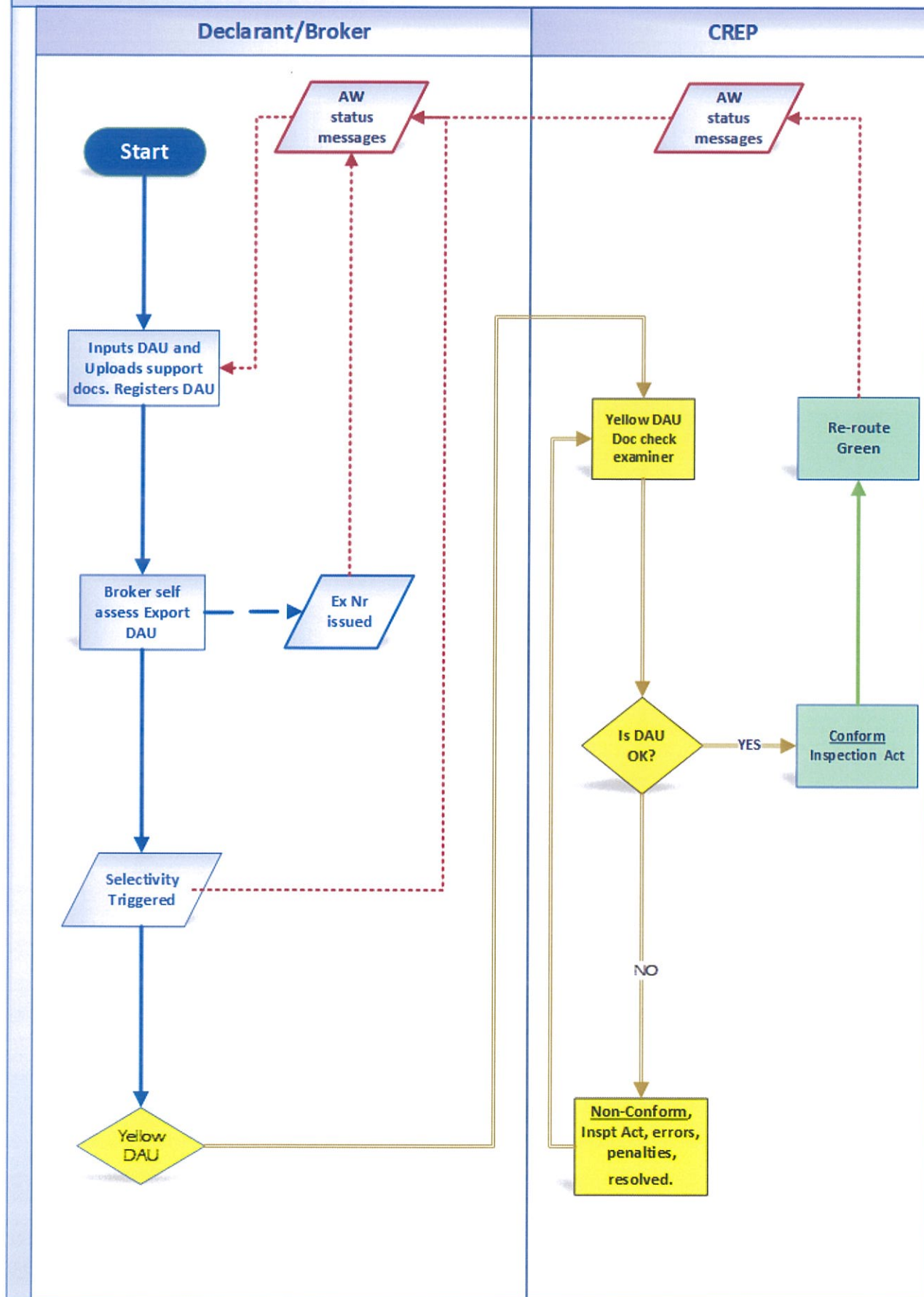
Critical Stage Tasks	Who is Involved	Impact
1. At Broker/declarant request Export Team officer to validate the Export Release	<ul style="list-style-type: none"> Broker/declarant Customs Export team officer (Tibar Bay PortPort) AW electronic process 	<ul style="list-style-type: none"> AW Export Release generated and finalizes DAU AW Release Order automatically generated in system and sent to TPSA

END OF CUSTOMS PROCESS

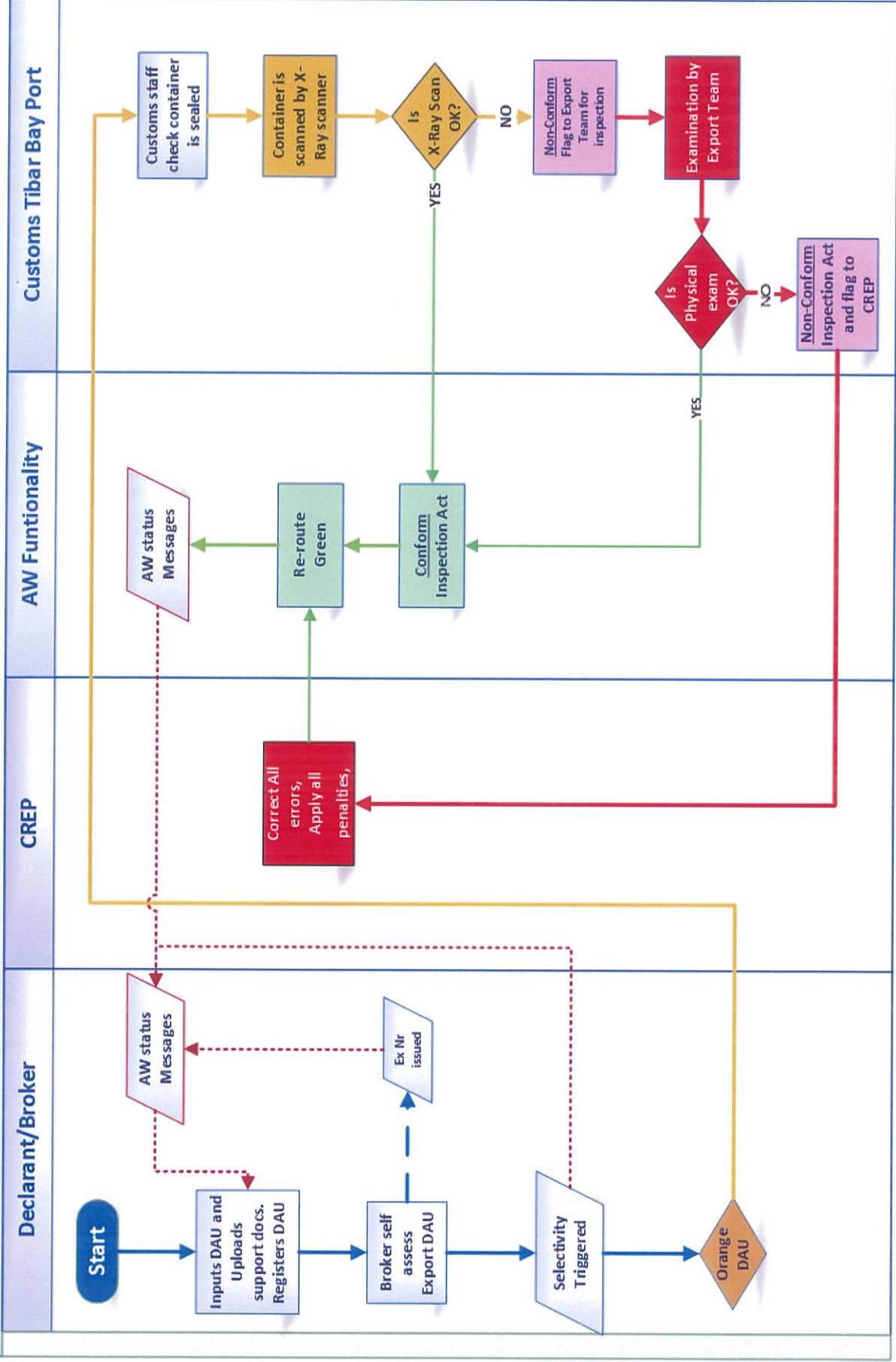
13. PROCESS FLOWCHARTS



Yellow Lane Export Process, Tibar Bay Port v2 – 8th November 2022



Orange Lane Export Process Tibar Bay Port v2 – 8th November 2022

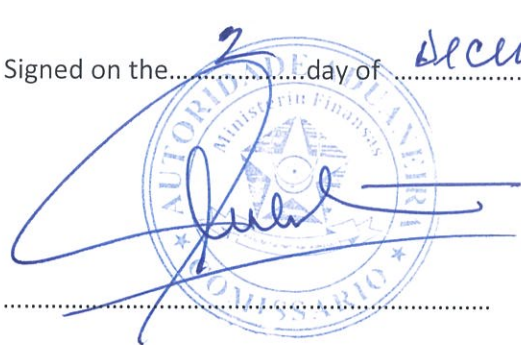


14. COMMISSIONER'S APPROVAL, DIRECTIVES AND DISSEMINATION

By virtue of 9 (1c) of Decree Law 2/2020 that allows the Commissioner 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, "Streamlined Export Clearance Procedure for Tibar Bay Port, 2022";
- b) **Direct** that this SOP be communicated to all relevant CA staff, and for all CA staff to implement, apply and enforce all parts of this SOP as described; and
- c) **Direct** that this SOP shall come into effect the day after the signed date below.

Signed on the 2 day of December 2022

The image shows a handwritten signature in blue ink over a circular official seal. The seal contains the text 'AUTORIDADE DE CUSTOMS' and 'MINISTERIO DA FAZENDA' around a central emblem. The signature is written across the seal and extends to the right.

Jose Antonio Fatima Abilio

Acting Commissioner

Customs Authority

Timor-Leste

(official Customs seal)

15. SOP AMENDMENTS RECORD

Approval Date	Version Number	Developer(s) name	Reviewer(s) name