



CUSTOMS AUTHORITY

Commissioner's Administrative Instruction



Standard Operating Procedure (SOP) for: “Licensing for Private Declarants 2023”

SOP Number 01 of 08 / 03 / 2023

Table of Contents

| | |
|---|----|
| SOP INTRODUCTION | 3 |
| 1. Standard Operating Procedure Title..... | 4 |
| 2. Scope | 4 |
| 3. Authorization | 4 |
| 4. Objectives | 4 |
| 5. Applicable Legislation | 5 |
| 6. Procedure Owner | 6 |
| 7. Enforcing this Procedure | 6 |
| 8. Adherence to this Procedure..... | 7 |
| 9. Submission of Application | 7 |
| 10. Declarant's Personnel..... | 7 |
| 11. Infrastructure..... | 8 |
| 12. Guarantee Arrangements..... | 8 |
| 13. Document Requirements for importers, exporters, and consignees..... | 9 |
| 14. Document Requirements for accredited diplomatic missions | 9 |
| 15. Customs Assessment of the Application | 10 |
| 16. Training | 10 |
| 17. Approval and issuing of a license | 10 |
| 18. Commissioner's Approval, Directives, and Dissemination | 11 |
| 19. SOP Amendments Record | 12 |
| annex 1 | 13 |
| annex 2 | 22 |
| annex 3 | 29 |

SOP INTRODUCTION

1. Standard Operating Procedure Title
2. Scope
3. Authorization
4. Objectives
5. Applicable Legislation
6. Procedure Owner
7. Enforcing this Procedure
8. Adherence to this Procedure
9. Submission of Application
10. Declarants Personnel
11. Infrastructure
12. Guarantee Arrangements
13. Document Requirements for Importers, Exporters and Consignees
14. Document Requirements for Accredited Diplomatic Missions
15. Customs Assessment of Application
16. Training
17. Approval and Issuing of License
18. Commissioners Approval, Directives and Dissemination
19. SOP Amendments Record

ANNEX 1

ANNEX 2

ANNEX 3

1. STANDARD OPERATING PROCEDURE TITLE

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

“Licensing for Private Declarants – 2023”

2. SCOPE

This SOP is limited to the formalities to be followed by Customs staff for the requirements of Importers or Exporters or their nominated person(s) to be licensed to enable them to submit a Customs goods declaration (DAU) without the need of a Customs Broker, in relation to:

- Application
- Suitability Assessment of Applicant
- Skills and Knowledge requirements
- Licensing
- Record Keeping
- Customs Procedures

The formalities described above represent the “licensing rules” provided as guidance to potential self-declarants.

3. AUTHORIZATION

This SOP is authorized by the 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 to Customs Officials on how to:

- a) Evaluate and process applications for obtaining or renewing a License to be a self-declarant to submit Customs Declarations as an Importer, Exporter, or nominated representative without the need for a Customs Broker;
- b) Completion of training provided by Customs and issuing of license to practice.
- c) Describe in detail the requirements for the licensing and operation as a private self-declarant.

- d) Describe the variety of controls that Customs may exercise on a licensed self-declarant for non-compliance with the Customs Codes and any additional requirements imposed under the terms of the license.

5. 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 main legal provisions applicable are contained in the Customs Code Decree Law 14/2017 Section I - Power to Declare (Articles 30 and 31) Section II Official Broker (Articles 32 to 42).

Article 30 (1) - Entities Qualified to act as brokers or declarants.

- a) owners or consignees of the goods or an intermediary or qualified employee to submit declarations to the Customs Service.

Article 31 - Bond

The requirement for all persons intending to make declarations to the Customs service provides a bond.

Article 32 (2) – License Requirement.

Requirement of a valid official license issued by the Commissioner to make a Customs Declaration. A Brokers license not required for self-declarant or owner, consignee.

Heading XIX Customs Offences

Article 334 to Article 363

Heading XVI – Incurrence of the Customs Debt

Article 306 (1a) - The introduction of goods into free circulation

Article 307 - Timing of the Customs debt

Chapter IV – Guarantee of the Customs Debt.

Article 323(1) – Guarantee required to ensure payment of the Customs debt

Article 325 – Customs may determine the form, type, and amount for the guarantee in accordance with article 31 of the Customs Code.

6. PROCEDURE OWNER

The owner of this procedure is the National Director Customs Compliance Management (NDCCM), who is responsible for:

- a) The implementation and standardized application of all the provisions in this procedure, in all Customs areas under his/her control;
- b) Ensuring that officers in the operational areas under his/her control have access to a written copy and training on this procedure;
- c) Ensuring that the ASYCUDA World (AW) is available for this process at the locations where it is required;
- d) Ensuring that any alternative manual process is only used where AW is not available, or when there has been a power failure, or other reason for the temporary interruption of the system;
- e) Taking corrective measures in case this procedure is not followed strictly, as described in this SOP;
- f) Obtain monthly statistics, and submit them with his/her comments and/or recommendations to the Director General, on the following matters:
 - Any declarant that tried to mislead, deceive or threaten a client with the objective of defrauding that client;
 - The professional performance of the declarant has been considered unsatisfactory based on mistakes committed in the Customs Declarations;
 - The declarant was not actively exercising his or her activity.
- g) Proposing to the Commissioner, any changes or amendments to this SOP when operational circumstances so demand.

7. ENFORCING THIS PROCEDURE

This procedure should be enforced by Customs Officers:

- a) Customs officers assessing Applications for a License as a private Declarant;
- b) Customs officers performing checks and other duties at authorized Importers or Exporters' premises; and
- c) Customs internal auditors verify procedures followed by officers in the process of administering applications and granting approvals to successful candidates.

8. 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) Entities qualified to act as declarants: from temporary blockage of your access to ASYCUDAWorld, up to removal of your license to operate as a declarant by the Customs Authority;
- c) The application of administrative penalties and/ or commencement of criminal proceedings being taken against you.

9. SUBMISSION OF APPLICATION

To be licensed as a private declarant, the nominated person must complete the application form and attach all the necessary supporting documentation to enable the Customs Authority to process your application.

Application forms for this process for Importers or Exporters are attached at **ANNEX 1**

Application forms for Accredited Diplomatic Missions and International Donor Organizations are attached at **ANNEX 2**

10. DECLARANT’S PERSONNEL

If you wish to use an employee on your behalf as the Importer or Consignee, there is a provision for this within the Customs Code Art. 30 (1a):

- To the owners or consignees of the goods, whether they appear personally or through the intermediary of their duly qualified employees with the associated power of attorney or private broker identity document;

Therefore, the person you nominate or appoint to act on your behalf as the declarant must have a power of attorney from you. This does not have to be notarized and an example of a power of attorney template is attached at **ANNEX 3**.

For mission staff members nominated from an accredited Diplomatic Mission, the requirement is only a letter of appointment and must be signed by an appropriate ranking official within the mission.

The nominated person must have a good personal record of honesty, respect, and compliance with TL laws, particularly with Customs and Taxation laws.

If you are issued with a license, you will be fully responsible for the performance and conduct of that person(s).

11. INFRASTRUCTURE

Suitable IT infrastructure and internet connectivity are required in order to use the Customs system ASYCUDAWorld (AW).

AW system, being web-based, enables Customs Administrations and traders to conduct a wide range of transactions online, specifically submitting Customs Declarations.

If your application is successful, the Customs Authority will provide you with access to the AW.

12. GUARANTEE ARRANGEMENTS

1. The Importer or Exporter shall execute a bond in the amount set by Customs to cover the liability for any duties or taxes on goods they are importing or exporting. (Customs Code Art. 31 – Bond)
 - a) The Commissioner requires all persons intending to make declarations to the Customs Service to provide a bond of no less than USD 10,000. The Commissioner may determine that the Bond can be greater up to a maximum of USD 40,000 depending on:
 - The type of goods;
 - The sums involved;
 - The number of declarations presented to Customs;
 - As well as cases of repeated breaches of Customs Legislation.
 - b) Deputies for the persons who are required to provide a bond for making declarations to the Customs Authority must also be covered by this bond.
2. The Commissioner can stipulate the type of guarantee that is required to cover the amount of the bond to cover liability for duties and taxes. (Customs Code Art. 325)

The Guarantee may be posted in the form of a:

- Cash deposit;
- Bank Guarantee;
- Bond;
- Surety;
- Mortgage surety or;
- any other form stipulated by the Customs Authority.

3. For the purpose of this procedure, the Commissioner has decided that the guarantee will be in the form of a Bank Guarantee for the amount set as per Customs Code Art. 31. This will be indicated in the approval license.
4. Accredited Diplomatic Missions covered under the Vienna Convention, and organizations covered under :
 - Convention on the Privileges and Immunities of the United Nations, and;
 - Convention on the Privileges and Immunities of the Specialized Agencies

In the case of Accredited Diplomatic Missions and International Donors who claim relief from Customs duties and tax on their goods when imported into the territory, the guarantee will be in the form of a formal promissory note or letter of commitment signed by the appropriate ranking official within the mission for the amount set as per Customs Code Art. 31. This will be indicated in the approved license.

13. DOCUMENT REQUIREMENTS FOR IMPORTERS, EXPORTERS, AND CONSIGNEES

The following documents will be required for this procedure.

For application purposes:

- a) Completed Application form (see **ANNEX 1**)
- b) copy of Personal Identification document,
- c) Power of attorney (if an employee is acting on behalf of the importer/consignee)
(see **ANNEX 3**)
- d) copy of Tax Identification Number,
- e) copy of Business Registration,
- f) copy of Tax Clearance Certificate (DIVIDAS),
- g) banking details, including recent statements,
- h) details of the proposed Bank Guarantee,
- i) Details of the office where you intend to operate.

14. DOCUMENT REQUIREMENTS FOR ACCREDITED DIPLOMATIC MISSIONS

Accredited Diplomatic Missions, UN bodies, and International Donor agencies:

- a) Completed Application form (see **ANNEX 2**),

- b) Copy of Official Mission Identification document,
- c) Letter of Appointment for nominated Mission personnel appointed for this process,
- d) Copy of Tax Identification Number,
- e) Copy of Tax Clearance Certificate,

15. CUSTOMS ASSESSMENT OF THE APPLICATION

Customs officials when assessing an Application, will check all the necessary supporting documentation has been provided and is in date where applicable.

If the application conforms with the requirements for being licensed as a private declarant and the assessment has been completed, you will be notified and the nominated person(s) will be put forward to attend the next available training course.

16. TRAINING

To be qualified to act as a declarant, the applicant must complete a training course in the ASYCUDAWorld system to enable the use of the AW system and functionality to fulfill the Customs requirements for declaring goods. Training courses will be provided by the Customs Authority.

17. APPROVAL AND ISSUING OF A LICENSE

When the applicant or nominated employee has provided all the necessary supporting documents, completed the training courses, and posted the bank guarantee, he/she will be approved and licensed by the Commissioner as a declarant and considered qualified to make goods declarations to the Customs Authority without the need of an Official Customs Broker.

18. 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, **"Licensing for Private Declarants - 2023"**;
- 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.....0.....day of 03.....2023



Jose Antonio Fatima Abilio

Commissioner
Customs Authority
Timor-Leste

(official Customs seal)

19. SOP AMENDMENTS RECORD

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

ANNEX 1

CUSTOMS AUTHORITY



APPLICATION FOR IMPORTER/CONSIGNEE TO BE LICENSED AS DECLARANT - COMMERCIAL

Customs Code DL 14/2017, Articles 30 (a), 31 (1) and (2), and 32 (1)

Submit to National Director Customs Compliance Management (NDCCM), Dili

Part A: APPLICANT IDENTIFICATION AND CONTACT DETAILS – COMMERCIAL (USE SEPARATE FORM FOR EMBASSIES, ETC)

1. **Applicant's Name:** (Company or Individual) – Attach a photocopy of your Passport or National Identification card.

2. **Designation:**

3. **Business Registration Nr:**

4. **Tax Identification Nr:**

5. **Tax Clearance Certificate Nr (Dividas)**

6. **Postal Address:**

7. **Telephone Nr (obligatory):**

8. **Fax Nr .**

9. **Email address (obligatory):**

10. **After hours contact name and position** (if same, write "as 1 above"):

11. **Employees working for you who may represent you in Customs Clearance formalities**

| | |
|-------|-----------|
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |
| Name: | Position: |

PART B: APPLICANT'S FITNESS TO BE A LICENSEE

12. **Please answer the following questions** by marking **YES** or **NO** in the relevant boxes below:

- a) Have you ever been convicted for a criminal offense in East Timor: YES ☐ NO ☐
- b) Have you ever been convicted for a breach of the Tax Laws of East Timor: YES ☐ NO ☐
- c) Have you ever been convicted for Customs infringement in East Timor: YES ☐ NO ☐

13. **If you have answered YES** to any of the questions in 12 - a), b), or c) above, please **give details** in the space below.

Note: If your answers to the questions in Nr 12 above are found to be false or untrue, **you will be immediately disqualified** for holding a License as a Declarant.

14. Prior Experience:

Does the applicant or any of the people nominated in Nr 11 above, have any prior experience in the preparation of Import or Export Goods Declarations (DAU)? YES ☐ NO ☐ If YES, please provide a brief outline:

PART C: OFFICE FROM WHERE YOU INTEND TO OPERATE - FACILITIES

15. Proposed Office address:

16. Storage of Import/Export related documents *(The Customs Code Article 18, requires you to maintain records for 5 years):*

17. Computer / Printer and Internet facilities. *(Please mark the appropriate box below);*

- ☐ I/ we have the latest desktop computer(s) able to upload Java to operate ASYCUDA World
- ☐ I/we have a modern printer.
- ☐ I/we have an Internet connection (please mention provider _____)

PART D: NUMBER, TYPE, AND ORIGIN OF IMPORT/ EXPORT CONSIGNMENTS PER YEAR

18. **Import Consignments per year.** (Please mark the appropriate box below);

- ☐ 1 to 5
☐ 6 to 15
☐ Over 15

19. **Export Consignments per year.** (Please mark the appropriate box below);

- ☐ 1 to 5
☐ 6 to 15
☐ Over 15

20. **Type of Import Goods.** (Please describe below);

1.

2.

3.

4.

5.

6.

21. **Type of Export Goods.** (Please describe below);

1.

2.

3.

22. **Country of Origin of Import Goods.** (Please describe below);

1.

2.

3.

PART E: GUARANTEE (SECURITY BOND) ARRANGEMENTS

23. **Bank Details for Guarantee:** (Provide details of the proposed banking guarantee. Also, attach past 6 months bank statements):

PART F: ATTACHED DOCUMENTS

24. **Check List of Attached Documents for this Application.** (This checklist is for the applicant to verify that he/she has attached all relevant documents required to process this application. Copies of valid documents are accepted)

| | |
|--|---|
| <input type="checkbox"/> Passport or National Identity Card of main applicant. <input type="checkbox"/> Tax Identification (TIN) <input type="checkbox"/> Up-to-date Tax Clearance (Dividas) | <input type="checkbox"/> Copy of Bank Statements (past 6 months) <input type="checkbox"/> Other documents (describe below) |
| PART G: APPLICANT'S DECLARATION, SIGNATURE AND DATE | |
| <p>25. Applicant's declaration</p> <p>a) By signing and dating this form in boxes 26 and 27 below, I/we declare that all information provided hereby and in any additional supporting material of any kind, shape, or form provided by me/us are, to the best of my/our knowledge, true and correct.</p> <p>b) I/we understand that providing false, untrue, or misleading information in this application and/or supporting material may result in this application being rejected by Customs</p> | |
| 26. Signature, name and position: | 27. Date: |

FOR Customs use only

A. APPLICATION RECEIPT

| | | | | |
|---|--|-------------------------|----------------------------|------------|
| Date Application received: | Name and signature of NDCCM Secretary receiving: | NDCCM Reference Number: | | |
| To NDCCM for nomination of Evaluation Officer | Evaluation Officer Nominated: | Name: | Evaluation Officer Receipt | Date: |
| | | Date | | Signature: |

B. APPLICATION EVALUATION

Documentary Verification

Is the application and supporting documentation complete and correct? YES ☐ NO ☐ If NO, give details below

(if necessary, contact the applicant to obtain additional information and/or missing documents)

b) **Field Visit**

Are the Results of the Field Visit Satisfactory? YES ☐ NO ☐ Give details below for YES or NO

(if necessary, contact the applicant to obtain additional information and/or missing documents. If space not sufficient, attach additional pages)

C. EVALUATOR RECOMMENDATION

Are requirements met for granting a Declarant License?

YES ☐ requirements **are** met.

NO ☐ requirements **are NOT** met. (Give details below)

Details of requirements **not** being met:

Application granted/rejected

I recommend a license be: **GRANTED** ☐ **REJECTED** ☐ (Give details for rejection below)

Evaluator's Name, Signature and Date

Name:

Signature:

Date:

D. NATIONAL DIRECTOR CUSTOMS COMPLIANCE MANAGEMENT APPROVAL / REJECTION

Based on the recommendation of the Customs Evaluator I hereby:

☐ Approve the granting of a Declarant License for a period of two (3) years, from the date of this approval.

This approval is subject to any special conditions set out in **SECTION E** "Additional License Conditions", below

☐ Reject the granting of a Declarant License. (See reasons below)

Reasons for rejection:

Ivo Manuel da
Ressurreicao F. Gomes
National Director Customs
Compliance Management

Signature and Stamp

Date:

E. APPLICANT INFORMED OF RESULT

NDCCM Secretary:

To inform Applicant of the
Application Result

Applicant informed:

- by email to (name) _____
- by phone to (name) _____
- by post to (address) _____

Date:

Date:

F. ADDITIONAL LICENSE CONDITIONS

Are there any Additional License Conditions?

- ☐ NO.
- ☐ YES. (See details below)

Additional Conditions:


Ivo Manuel da
Ressurreicao F. Gomes
National Director Customs
Compliance Management

Signature and Stamp

Date:

Private Declarant Application Form [English], version 1 - 24 February 2023

ANNEX 2

| | | | | | | | |
|---|---|-------|-----------|-------|-----------|-------|-----------|
| <p>CUSTOMS AUTHORITY</p>  | <p>APPLICATION FOR IMPORTER/CONSIGNEE TO BE LICENSED AS DECLARANT</p> <p>(ACCREDITED DIPLOMATIC MISSION, UN BODY OR SPECIALIZED AGENCY)</p> <p>Customs Code DL 14/2017, Articles 30 (a), 31 (1) and (2), and 32 (1)</p> <p>Submit to National Director Customs Compliance Management (NDCCM), Dili</p> | | | | | | |
| <p>PART A: APPLICANT IDENTIFICATION AND CONTACT DETAILS – DIPLOMATIC</p> | | | | | | | |
| <p>21. Applicant's Name: (Authorized person from Embassy, or UN Body or Specialized Agency) – Attach a photocopy of your Passport or National Identification card.</p> | | | | | | | |
| <p>22. Designation:</p> | <p>23. Accredited Embassy of: (country):</p> | | | | | | |
| <p>24. Tax Identification Nr:</p> | <p>25. UN Body or Specialized Agency: (full name of UN body or Specialized Agency)</p> | | | | | | |
| <p>26. Postal Address:</p> | | | | | | | |
| <p>27. Telephone Nr (obligatory):</p> | <p>28. Fax Nr:</p> | | | | | | |
| <p>29. Email address (obligatory):</p> | | | | | | | |
| <p>30. After hours contact name and position (if same, write "as 1 above"):</p> | | | | | | | |
| <p>31. Employees of the Embassy, UN Body or Specialized Agency who may represent you in Customs Clearance formalities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Name:</td> <td>Position:</td> </tr> <tr> <td>Name:</td> <td>Position:</td> </tr> <tr> <td>Name:</td> <td>Position:</td> </tr> </table> | | Name: | Position: | Name: | Position: | Name: | Position: |
| Name: | Position: | | | | | | |
| Name: | Position: | | | | | | |
| Name: | Position: | | | | | | |
| <p>PART B: APPLICANT'S EXPERIENCE TO BE A LICENSEE</p> | | | | | | | |
| <p>32. Prior Experience: Does the applicant or any of the people nominated in Nr 11 above, have any prior experience in the preparation of Import or Export Goods Declarations (DAU)? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please provide a brief outline:</p> | | | | | | | |

PART C: OFFICE FROM WHERE YOU INTEND TO OPERATE - FACILITIES

33. **Proposed Office address:**

34. **Storage of Import/Export related documents** *(The Customs Code Article 18, requires you to maintain records for 5 years):*

35. **Computer / Printer and Internet facilities.** *(Please mark the appropriate box below);*

- ☐ I/ we have the latest desktop computer(s) able to upload Java and operate ASYCUDA World
- ☐ I/we have a modern printer.
- ☐ I/we have an Internet connection (please mention provider _____)

PART D: NUMBER, TYPE, AND ORIGIN OF IMPORT/ EXPORT CONSIGNMENTS PER YEAR

36. **Import Consignments per year.** *(Please mark the appropriate box below);*

- ☐ 1 to 5
- ☐ 6 to 15
- ☐ Over 15

37. **Export Consignments per year.** *(Please mark the appropriate box below);*

- ☐ 1 to 5
- ☐ 6 to 15
- ☐ Over 15

38. **Type of Import Goods.** *(Please describe below);*

7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

22. **Type of Export Goods.** *(Please describe below);*

4. _____
5. _____
6. _____

23. **Country of Origin of Import Goods.** *(Please describe below);*

4. _____
5. _____
6. _____

PART E: SECURITY (BOND) ARRANGEMENTS

28. **Commitment letter or Promissory Note:** Important Note: *Your Mission, or UN Body, Specialized Agency are not required to provide a Bank Guarantee, but a Commitment letter or Promissory Note is required to cover any duties/taxes levied on goods not subject to Exemptions or compliance with clearance formalities required by law):*

PART F: ATTACHED DOCUMENTS

29. **Check List of Attached Documents for this Application.** *(This checklist is for the applicant to verify that he/she has attached all relevant documents required to process this application. Copies of valid documents are accepted)*

- ☐ Passport or National Identity Card of main applicant.
- ☐ Tax Identification (TIN)

- ☐ Commitment letter/ Promissory Note
- ☐ Other documents (describe below)

PART G: APPLICANT'S DECLARATION, SIGNATURE AND DATE

30. **Applicant's declaration**

- c) By signing and dating this form in **boxes 26 and 27 below**, I/we declare that all information provided hereby and in any additional supporting material of any kind, shape, or form provided by me/us are, to the best of my/our knowledge, true and correct.
- d) I/we understand that providing false, untrue, or misleading information in this application and/or supporting material may result in this application being rejected by Customs

31. Signature, name and position:

32. Date:

FOR Customs use only

A. APPLICATION RECEIPT

| | | | | |
|---|--|-------------------------|----------------------------|------------|
| Date Application received: | Name and signature of NDCCM Secretary receiving: | NDCCM Reference Number: | | |
| To NDCCM for nomination of Evaluation Officer | Evaluation Officer Nominated: | Name: | Evaluation Officer Receipt | Date: |
| | | Date | | Signature: |

B. APPLICATION EVALUATION

Documentary Verification

Is the application and supporting documentation complete, and correct?
details below

YES ☐ NO ☐ If NO, give

(if necessary, contact the applicant to obtain additional information and/or missing documents)

C. EVALUATOR RECOMMENDATION

Are requirements met for granting a Declarant License?

YES ☐ requirements **are** met.

NO ☐ requirements **are NOT** met. *(Give details below)*

*Details of requirements **not** being met:*

Application granted/rejected

I recommend a license be: GRANTED ☐ REJECTED ☐ *(Give details for rejection below)*

Evaluator's Name, Signature, and Date

Name:

Signature:

Date:

D. NATIONAL DIRECTOR CUSTOMS COMPLIANCE MANAGEMENT APPROVAL / REJECTION

Based on the recommendation of the Customs Evaluator I hereby:

☐ Approve the granting of a Declarant License for a period of two (3) years, from the date of this approval.

This approval is subject to any special conditions set out in **SECTION E** "Additional License Conditions", below

☐ Reject the granting of a Declarant License. (See reasons below)

Reasons for rejection:

**Ivo Manuel da
Ressurreicao F. Gomes**
National Director Customs
Compliance Management

Signature and Stamp

Date:

E. APPLICANT INFORMED OF RESULT

NDCCM Secretary:

To inform Applicant of the
Application Result

Applicant informed:

- by email to (name) _____
- by phone to (name) _____
- by post to (address) _____

Date:

Date:

F. ADDITIONAL LICENSE CONDITIONS

Are there any Additional License Conditions?

- ☐ NO.
- ☐ YES. (See details below)

Additional Conditions:

Ivo Manuel da
Ressurreicao F. Gomes
National Director Customs
Compliance Management

Signature and Stamp

Date:

Private Declarant (Embassies, UN Bodies/Agencies) Application Form [English], version 1 - 26 February 2023

EXAMPLE

Power of Attorney

For the Purposes of Article 30, no. 1 a() and (b) of Decree Law 14/2017 (Customs Code)

[Full name of Principal / Owner or Consignee of the Goods], with address at [...], holder of identification card or company registration number [...], issued by [...], hereby grants power of attorney to [...], with address at [...], holder of identification card [...], issued by [...]

For the purposes of requesting any customs or tax declaration for goods before the Customs Authority of Timor-Leste, as well as the provision of any documents regarding these, as well as applications for tax exemption or benefit, all under the terms and for the purposes of Article 30, no. 1 (a) and (b) and no. 4 of Decree Law 14/2017.

This Power of Attorney is valid only for the acts contained herein, from the date of its execution until the termination date set below.

Valid until [...]

Signed on [...] of [...year...]

The Principal

[Press name and signature]