

## CUSTOMS CLEARANCE PROCEDURE FOR COMMERCIAL CARGO

### Step 1: ASSESSMENT

- Broker prepares and assesses Detailed Declaration using ASYCUDA World
- **Print 1 copy of the Declaration** (first print icon in Declaration or select Print SAD Document- (**NOT harcopy**))
- Print 1 copy of Assessment Notice

### Step 2: PAYMENT

- Broker proceeds to cashier for payment
- Submits all above documents as well as additional /attached documents  
(invoices, certificates of origin, Bureau of Standards documents etc)
- Cashier returns receipt to Importer/Broker
- Cashier submits all other documents to lodgment officer and directs payer to lodgment officer

### Step 3: LODGEMENT OFFICER

- Lodgment officer verifies physical documents against ASYCUDA World attach documents
- Stamp all documents received and returns stamped assessment notice to importer /broker
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### Step 4: RELEASE ORDER (SELECTIVITY)

- Broker request selectivity (release order)
- If Blue / Green, see chief examiner for release order
- If Yellow, monitor Asycuda for results (Color in finder: Green or Blue then see chief examiner for release order)
- If Red, Importer /Broker will be notified by AW email otherwise check with lodgment officer periodically or see chief examiner for advice.