

Nigeria Customs Service

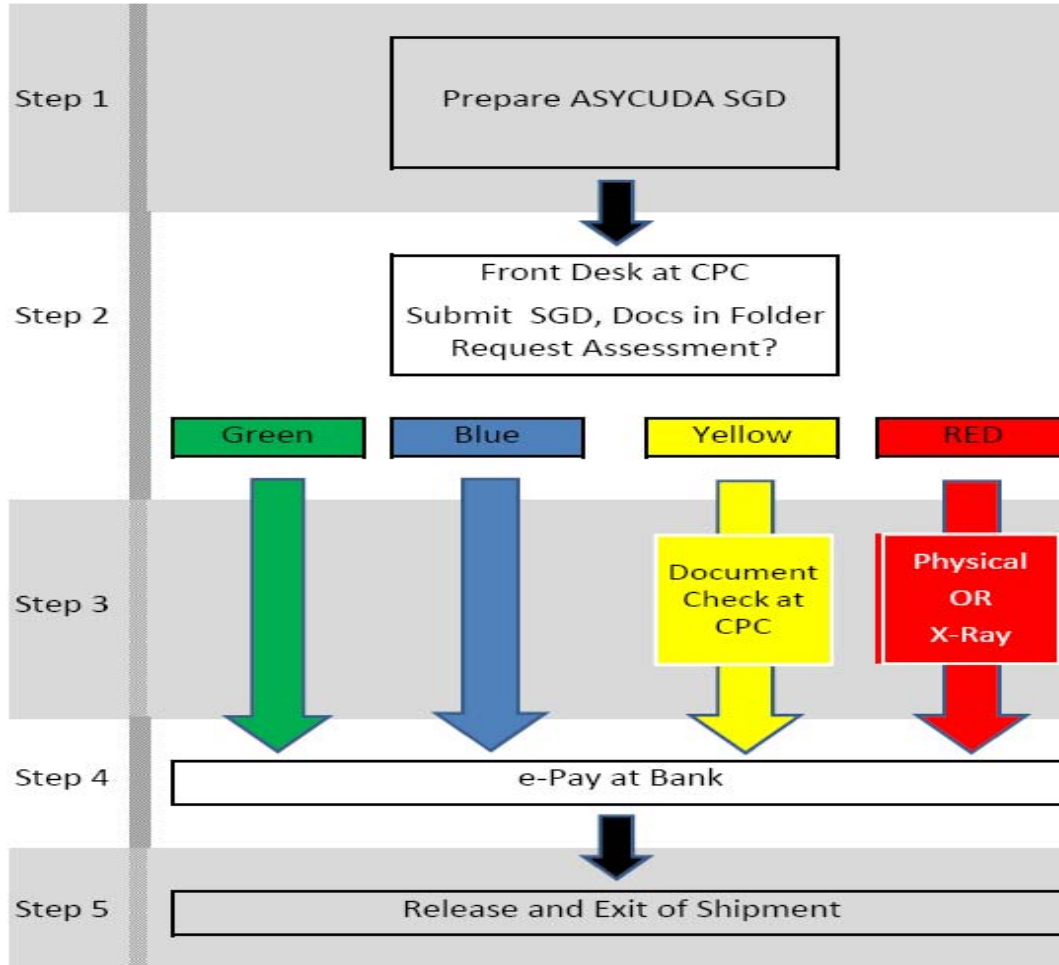
# Apapa Pilot Clearance Process

Guide to Trade and Customs Agents



# APAPA PILOT

SGD Clearance Procedure: The 5 Step process



## Step 1: Preparing ASYCUDA SGD

Declarants prepare the ASYCUDA SGD with information from necessary attached documents (Invoice CCVO, Bill of lading /Air way Bill /Road waybill, Packing List, Permit where necessary, Insurance, Form M, RAR)

Pilot Participant Banks are obliged to release such documents to the Importer for completion of ASYCUDA SGD, as duty and tax payment would be made after assessment by the Customs

How do you as customs agent prepare an ASYCUDA SGD?

There are three ways:

- (1) Private DTI from your own office 😊
- (2) DTI Café 😊
- (3) Data Capture Seat at CPC 😞

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### (1) Private DTI

Preparing an ASYCUDA SGD through your own private DTI connection

You are connected to NCS Customs Server via a PC and a telecom channel (internet, vsat, radio, VPN)

In your own office and based on CCVO, BOL and other documents you will :

Capture SGD information

Register your SGD

Print SGD

Sign SGD and put in special folder with required attached documents (Invoice CCVO, Bill of lading /Air way Bill /Road waybill, Packing List, Permit where necessary, Insurance, Form M, RAR)

## (2) DTI Café

Preparing an ASYCUDA SGD through a DTI Café

NCS have licensed several DTI Cafés

Fill out an SGD Input Form based on CCVO, BOL and other documents

Go to a DTI Café where you will:

- Capture SGD information

- Register your SGD

- Print SGD

- Sign SGD and put in special folder with required attached documents (Invoice CCVO, Bill of lading /Air way Bill /Road waybill, Packing List, Permit where necessary, Insurance, Form M, RAR)

At the DTI cafés you can capture SGD on your own (self service) or through café operators (full service)

This depends on :

- Your SGD data capture skills

- Existing facilities at the Café

## (3) Data Capture Seat at CPC ☹️

NCS currently have data capture seat at CPC

NCS is in the process of phasing out these data capture seat because

SGD data capture is the responsibility of you as customs agent

The responsibility of NCS is to verify correctness of your SGD information

Preparing an ASYCUDA SGD through Data Capture Seat at CPC

Complete an SGD Form based on CCVO, BOL and other documents

Go to a Data capture Seat at CPC where a customs officer will:

Capture SGD information

Register your SGD

Print SGD

Return SGD printout to you for your signature

You should put ASYCUDA SGD in special folder with required attached documents (Invoice CCVO, Bill of lading /Air way Bill /Road waybill, Packing List, Permit where necessary, Insurance, Form M, RAR)

**You as a Customs Agent should move as soon as possible to DTI to avoid delays and help NCS do a better Job**

**PLEASE NOTE THAT NCS IS PHASING OUT DATA CAPTURE SEAT VERY SOON**

**Federal Republic of Nigeria**

**Presidential Committee on 48 Hour Clearance**

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**Short Term Recommendation # 18:**

**" Adopt DTI (Direct Trader Input) as the unique procedure for submitting electronic manifests and SGDs to Customs (Discontinue ata Capture Seat)"**

## Step 2: Front desk at CPC

Every CPC has one or several Front Desk officers

You as a Customs Agent should submit your ASYCUDA SGD Folder to this Front Desk Officer who will:

- Do basic check on completeness of your SGD folder

- Request assessment for your SGD

The Risk Management information at NCS system will then determine your routing.

There are four possible risk routings:

GREEN:	BLUE:	YELLOW:	RED:
You are cleared to release your shipment. The Front Desk Officer will print, sign, give you an assessment note, and mark your SGD with GREEN	You are cleared to release your shipment. NCS might need to do post release check on your SGD. The Front Desk Officer will print, sign, give you an assessment note, and mark your SGD with BLUE. The Customs Post Clearance may request a follow up of your clearance at your premises	Your SGD requires documentary check at CPC. The system assigned your SGD to a Documentary Check officer and a Documentary Check supervisor. The Front Desk officer will write their names on your SGD and mark it YELLOW	Your shipment should be examined physically <u>or</u> through X-Ray. The system determines which method and will assign an examiner and chief examiner. The Front Desk officer will write their names, examination method on your SGD, mark it RED, and give back your SGD folder.
Go Pay at Bank	Go Pay at Bank	Go to Doc Check	Go to Examination

In all cases the Front Desk officer will rout your SGD to its destination and inform you of next step

### Step 3: Document Checking or Examination

Green and Blue SGDs do not require Documentary Checks.  
 You should go straight to pay at the bank.

Yellow SGDs	Red SGDs
<p>Your SGD will be assigned to a Documentary Check Officer to check your SGD. This officer is located at the CPC. This Officer might query you for clarifications, missing documents, discrepancy between documents, etc... Based on this; the Officer can amend your declaration. Finally The Officer will re rout your SGD to Green and will assess, print, sign and give you an assessment note to pay at bank</p> <p>NOTE: In some cases the Documentary Check officer might re rout your SGD to Red for Physical or X-ray examination. In that case the Officer has to provide you and his superiors with justifications on his action.</p>	<p>Your SGD is routed to either :</p> <ul style="list-style-type: none"> <li>(1) X-Ray Examination at Scanning Site</li> <li>OR</li> <li>(2) Physical Examination at Terminal</li> </ul> <p>(1) In case of X-Ray Examination you should go to scanning site. Your shipment will be scanned and images will be checked by the assigned image analyst customs officer.</p> <p>Based on scanned image of your shipment the assigned customs officer can amend your declaration. Finally the image analyst customs officer will re rout your SGD to Green and will assess, print, sign and give you an assessment note to pay at bank</p> <p>NOTE: In some cases the Image Analyst officer might conduct physical examination at X-Ray scanning site.</p>

(2) In case of Physical Examination; the assigned officer will examine your shipment, amend your declaration and report his findings. Finally the officer will re rout your SGD to Green and will assess, print, sign and give you an assessment note to pay at bank



## Step 4: Pay at Bank

When you as Customs Agent submit an SGD; you should specify which bank you want to pay the duties and taxes.

When an SGD is assessed; an electronic message is sent to the designated bank with details of what should be paid as duties and taxes.

At that stage you can go to your designated bank with signed custom's assessment note.

The Bank Teller will match your payment to the electronically received message for your SGD. If the information is matched then the Bank Teller will receive your payments and issue you a signed bank receipt.

The Bank System will then send an e-confirmation message back to NCS to acknowledge that duties and taxes have been paid for your SGD.

The e-confirmation message sent by the Bank will update the status of your SGD at NCS to "Paid".  
This enables you to release your shipment from NCS.

## Step 5: Release of Shipment

After Payment of at Bank you as clearing agent can go to any Front Desk Officer at CPC or any Examiner at Terminal offices, who will print the Exit note, sign and give it for you.

You can now use the signed Customs Exit Note to release your shipment from the Terminal operator

A Customs Gate officer will acknowledge on his Computer terminal when you are about to exit as a confirmation that your shipment have exited the Port

END

Nigeria Customs Service

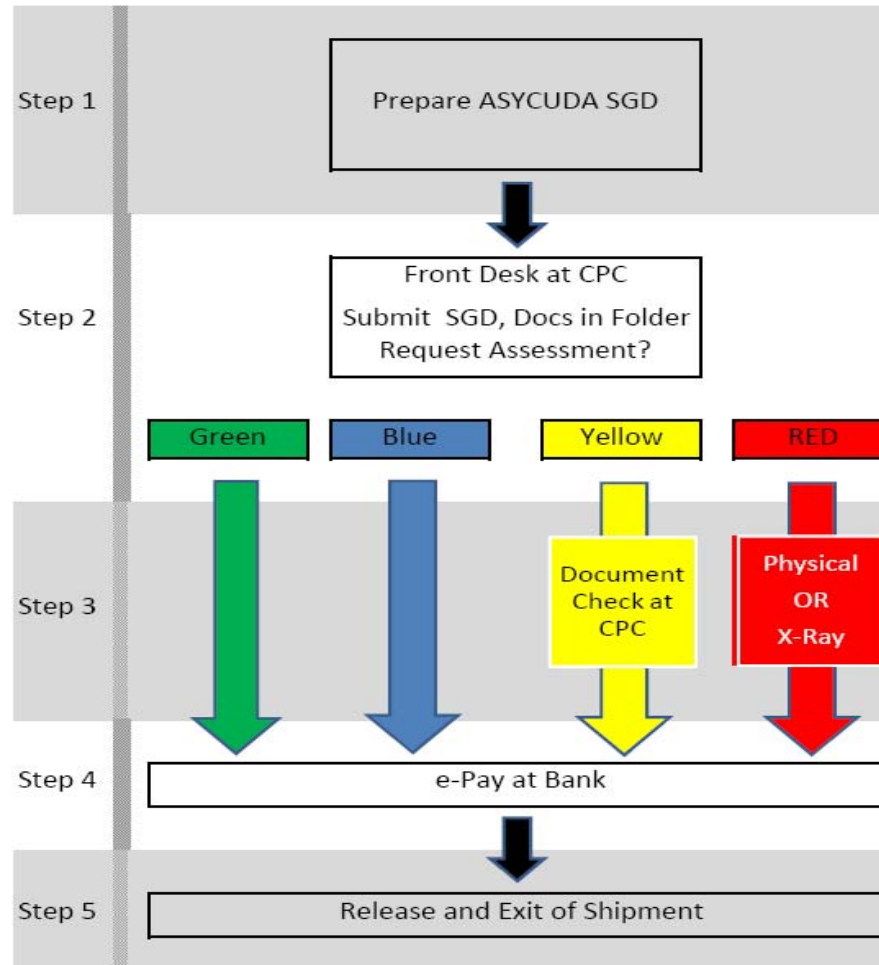
# Apapa Pilot Clearance Process

Guide to Customs Officers



# APAPA PILOT

SGD Clearance Procedure: The 5 Step process



## Step 2: Front desk at CPC

Every CPC has one or several Front Desk officers  
You as a Front Desk Officer have two types of jobs:

- A - Accepting SGDs from Customs Agents
- B - Releasing PAID SGDs

Job A – Accepting SGDs from Customs Agents

The Customs Agent will submit SGD and attached documents in folder (Invoice CCVO, Bill of lading /Air way Bill /Road waybill, Packing List, Permit where necessary, Insurance, Form M, RAR)

You should check the following:

### SGD Document Check List

- ASYCUDA SGD is signed by Customs Agent
- SGD is Registered i.e. Box A has a Registration Number (C number)
- CCVO and BOL are present
- BOL reference is printed on ASYCUDA SGD (Box 40)
- Form-M and RAR are present (If Required)
- Form-M number is correctly filled on ASYCUDA SGD (Box 28)
- RAR number is correctly filled on ASYCUDA SGD (Box 44)

On your Computer Terminal

Access MODCBR (Declaration Processing Module)

Recall SGD

Request Assessment

The Risk Management information at NCS system will then determine SGD routing.

There are four possible risk routings:

GREEN:	BLUE:	YELLOW:	RED:
<p>Inform Customs Agent that SGD is cleared for release. Print, sign, and give assessment note, to Customs Agent. Mark SGD with GREEN. Inform Customs Agent to go pay at designated bank.</p>	<p>Inform Customs Agent that SGD is cleared for release and that Customs might require examination of shipment on importer premises. Print, sign, and give assessment note, to Customs Agent. Mark SGD with BLUE. Inform Customs Agent to go pay at designated bank.</p>	<p>Inform Customs Agent that SGD requires Documentary Check at CPC. The system assigns and displays names of Documentary Check Officer and a Documentary Check Supervisor to SGD. Indicate their names on SGD. Mark SGD with YELLOW.</p>	<p>Inform Customs Agent that SGD requires Physical or X-Ray Examination. The system determines examination method, assigns and displays Names of Examiner and Chief Examiner to SGD. Indicate examination method and Examiner names on SGD. Mark SGD with RED.</p>
<p>Dispatch SGD for Post Clearance Audi (PCA)</p>	<p>Dispatch SGD for Post Clearance Audit (PCA)</p>	<p>Dispatch SGD for assigned Documentary Check officer</p>	<p>Return SGD to Customs Agent for examination.</p>

## Job B – Releasing PAID SGDs

The Customs Agent will submit:

Signed Bank Receipt

Signed Customs Assessment Note

The Assessment Note includes SGD Registration Number (C-Number)

On your Computer Terminal

Access MODSHD (Declaration Release Module)

Recall SGD using Registration Number (C number)

Print and Sign Exit Note

NOTE: ASYCUDA will not print an Exit Note for non PAID SGDs

If Customs Agent has a signed bank receipt refer him to Help Desk / Monitoring Team

### Step 3: Document Checking

Every CPC has one or several Documentary Check Officers and a Documentary Check Supervisor.

All SGDs routed to YELLOW must undergo Documentary Check at CPC

You as a Documentary Check Officer receive SGDs from Front Desk.

Green and Blue SGDs do not require Documentary Checks.

Documentary Check List

- The SGD has a list of all required attached documents (Box 44)

- Check that all required attached documents are present

- If a Preferential Trade Agreement is requested (Box 36) check for valid Certificate of Origin.

- If a Concessional Procedure is requested (Box 37) check for valid Concession documents.

On your Computer Terminal

- Access MODCBR (Declaration Processing Module)

- Recall SGD using Registration Number (C number)

- The Risk Management system routed this SGD to Documentary Check based on set criteria

- View the selection criteria on system

- Check the SGD in view of selection criteria

In order to fulfill your documentary check function you might need to query the Customs Agent for clarifications, missing documents, discrepancy between documents, etc ...

Based on your query you might need to amend the SGD on your computer terminal (MODCBR)

Finally when you are fully satisfied with compliance you will re route SGD to Green and will assess, print, sign and give Customs Agent an assessment note to pay at bank

NOTE: In some cases you as a Documentary Check officer might judge that the SGD requires physical or X-ray examination. In that case you re route the SGD to Red and provide the Customs Agent and your supervisors with justifications (Inspection Act).



### Step 3: Physical or X-Ray Examination

All SGDs routed to RED must undergo

- (1) X-Ray Examination at Scanning Site OR
- (2) Physical Examination at Terminal

The Risk Management system determines Examination Method (X-Ray or Physical) based on criteria

The system assigns an X-Ray Examination Officer or a Physical Examination Officer

The Examination Officers are located at X-Ray Scanning Site or Terminal Operator Premises

(1) What is the function of an X Ray Examination officer?

Receive SGD Folder from Customs Agent

Conduct X-Ray Scanning of shipment jointly with Scanning Service provider

Analyze scanned images of the shipment

On your Computer Terminal

- Access MODCBR (Declaration Processing Module)

- Recall SGD using Registration Number (C number)

- The Risk Management system routed this SGD to X-Ray examination based on set criteria

- View the selection criteria on system

- Check the SGD in view of selection criteria

In order to fulfill your X-Ray Examination function you might need to query the Customs Agent for clarifications on discrepancy between images and declared shipment etc ...

Based on your query you might need to amend the SGD on your computer terminal (MODCBR)

Finally when you fully satisfied with compliance you will re rout SGD to Green and will assess, print, sign and give Customs Agent an assessment note to pay at bank

NOTE: In some cases you as an X-Ray Examination Officer might judge that the SGD requires physical examination. In that case you will request Customs Agent and X Ray Scanning Service Provider to submit shipment for you in order to conduct physical examination. The Physical Examination will be conducted on x ray scanning site

## (2) What is the function of a Physical Examination officer?

Receive SGD Folder from Customs Agent

Conduct physical examination of shipment

On your Computer Terminal

- Access MODCBR (Declaration Processing Module)

- Recall SGD using Registration Number (C number)

- The Risk Management system routed this SGD to physical examination based on set criteria

- View the selection criteria on system

- Check the SGD in view of selection criteria

In order to fulfill your physical examination you might need to query the Customs Agent for clarifications shipment value, quantity, classification etc ...

Based on your query you might need to amend the SGD on your computer terminal (MODCBR)

Finally when you fully satisfied with compliance you will re rout SGD to Green and will assess, print, sign and give Customs Agent an assessment note to pay at bank

## Step 4: Pay at Bank

When you as Customs Agent submit an SGD; you should specify which bank you want to pay the duties and taxes.

When an SGD is assessed; an electronic message is sent to the designated bank with details of what should be paid as duties and taxes.

At that stage you can go to your designated bank with signed custom's assessment note.

The Bank Teller will match your payment to the electronically received message for your SGD. If the information is matched then the Bank Teller will receive your payments and issue you a signed bank receipt.

The Bank System will then send an e-confirmation message back to NCS to acknowledge that duties and taxes have been paid for your SGD.

The e-confirmation message sent by the Bank will update the status of your SGD at NCS to "Paid". This enables you to release your shipment from NCS.

## Step 5: Release of Shipment

After Payment of at Bank you the clearing agent can go to any Front Desk Officer at CPC or any Examiner at Terminal offices, who will print the Exit note, sign and give it for you.

Releasing PAID SGDs

The Customs Agent will submit:

Signed Bank Receipt

Signed Customs Assessment Note

The Assessment Note includes SGD Registration Number (C-Number)

On your Computer Terminal

Access MODSHD (Declaration Release Module)

Recall SGD using Registration Number (C number)

Print and Sign Exit Note

NOTE: ASYCUDA will not print an Exit Note for non PAID SGDs

If Customs Agent has a signed bank receipt refer him to Help Desk / Monitoring Team

The Customs Agent can use the signed Customs Exit Note to release shipment from the Terminal operator

A Customs Gate officer will acknowledge on his Computer terminal shipments as they exit Port

End

Nigeria Customs Service

# Apapa Pilot Clearance Process

## CPC Layout

Customer Counter Area					
New Customer Registration	Data Capture	Front Desk	Doc Check	Front Desk	Account
					e-PAY Support
		Manifest	Help Desk	Doc Check	



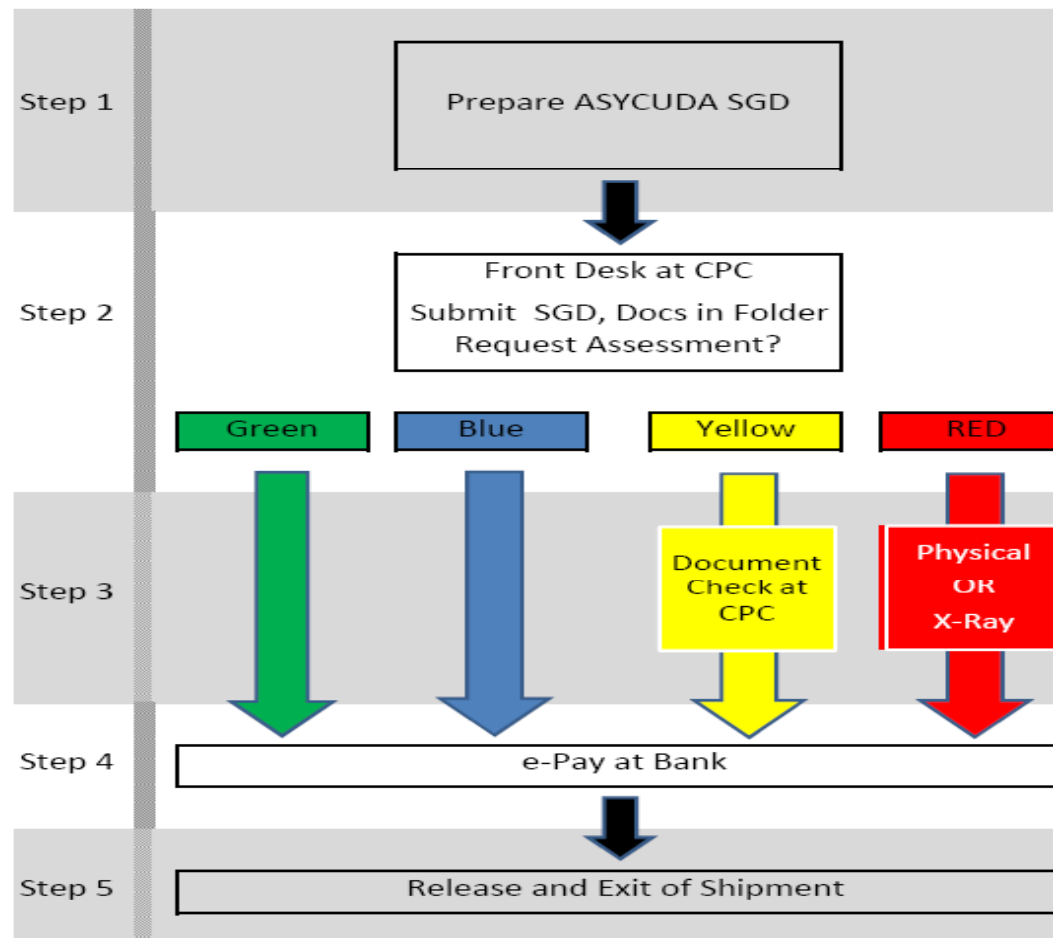
Nigeria Customs Service

# Apapa Pilot Clearance Process

Introductory Presentation

# APAPA PILOT

SGD Clearance Procedure: The 5 Step process



Nigeria Customs Service

# Apapa Pilot Clearance Process

## CPC Layout

Customer Counter Area					
New Customer Registration	Data Capture	Front Desk	Doc Check	Front Desk	Account
					e-PAY Support
Manifest		Help Desk	Doc Check		



# FRONT DESK



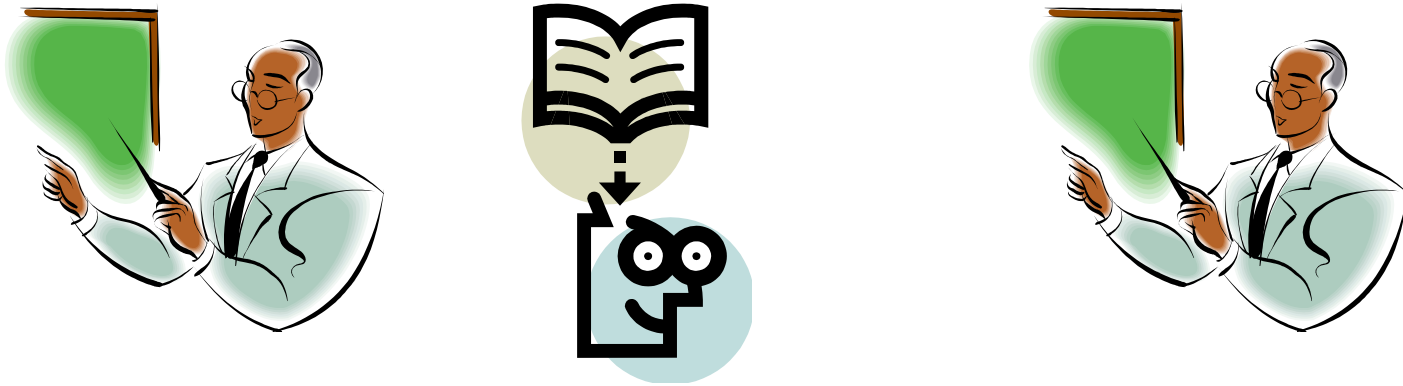
- One NCS officer to create new RC/AGENTS
- Six Data capture officers : SGD ASYCUDA printout to be signed & stamped by agent
- Six NCS Front Desk officers will trigger selectivity & PRINT ASSESSMENT NOTICE IF **GREEN** or **BLUE**

# GREEN LANE / FAST TRACK



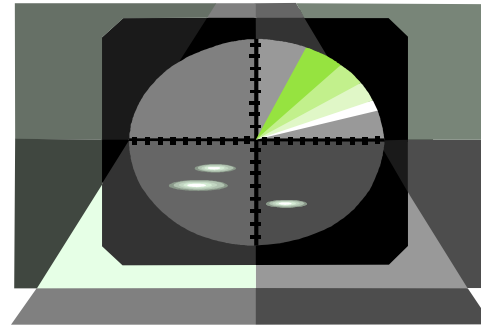
- For SGDS on Blue/Green Lane, Assessment Notice is printed and given to the Agent in order to proceed with the payment at his Bank.

# DOCUMENTARY CHECK



- Three officers for Documentary check
- If discrepancies are found, SGDs can be queried or Rerouted to RED. Re-routing to RED will require filling the Inspection Act with justifications
- If no discrepancies are found, they will assess the SGD, fill Inspection Act, print Assessment Notice and give it to the Agent for payment at Bank

# TERMINAL / SCANNING



- SGD's Selected for Scanning will be sent to the Scanning site for "non-intrusive" examination.
- SGD's selected RED will be sent to the Terminal for physical examination
- SGD's without discrepancies will be assessed (Insp. Act)
- Queried SGD's be amended before assessment (Insp. Act)
- Assessment Notice will be printed and given to the Agent for payment of Duties and Taxes at Bank.
- Unsolved discrepancies will follow discrepancy procedure.

# PAYMENT/ EXIT NOTE



- Customs Agents pay Duties at bank (e-payment)



- Exit Note can be printed :
  - By any Front Desk Officer at CPC
  - By any Examiner at Terminal or Scanning Site



Nigeria Customs Service

# Apapa Pilot Clearance Process

## Licensed DTI Cafés Addresses

<u>BRICKFIELD ROAD ASSOCIATES LIMITED</u>	<u>SPECTRUM ALLIANCE LIMITED</u>	<u>INSTITUTE OF CUSTOMS AGENTS AFFAIRS AND CONFLICT RESOLUTIONS</u>
Apapa (Across from NCS CPC) 27, Wharf Road 1st floor Atlantic House Old UTC Bld. Apapa, Lagos	NCS Apapa Building 33A King George V Road  Apapa, Lagos	9 Rhodes Crescent  Apapa, Lagos
Business +234 1 773 8300 Mobile +234 803 535 2900 Fax +234 1 264 7512 E-mail abbie@bralimited.com	Business +234 1 2636378 Mobile +234 802 290 0216  E-mail helbertltd@yahoo.com	Business +234 1 587 4000 Mobile +234 803 786 7841  E-mail info@goodintentionsltd.com