

POSTAL PROCEDURES

The postal operations enforce the same controls on imported goods by air or sea.

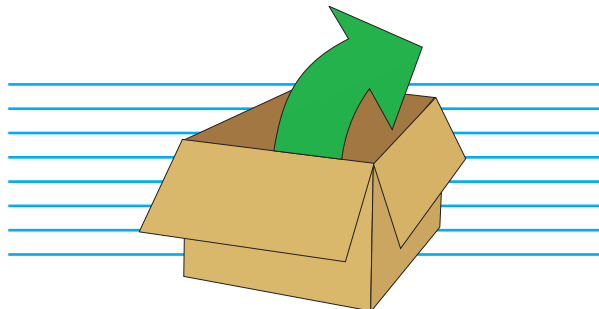
DO YOU NEED A BILL OF ENTRY FOR CLEARING GOODS AT THE POST OFFICE?

✓ Commercial Importation

Require an Import Permit (for restricted goods) and a Bill of Entry, except in cases where the CIF value of the imported goods is less than SR4000 then a credit Receipt is used.

✓ Non commercial / Private importation

The tax is payable is more than SR500, then an Import Permit and Bill of Entry as required



SRC

"Ensuring efficient collection of your Revenue."



SEYCHELLES REVENUE COMMISSION

INFORMATION BROCHURE

PROCEDURES FOR CLEARANCE OF GOODS



This brochure is not intended as an exhaustive explanation of the law. If you require detailed information about your tax obligations you should visit the SRC advisory center or write to us.

Visit:
Room 2 (Ground Floor)
Ocean Gate House
Victoria, Mahé, Seychelles

Write to:
P.O. Box 50
Orion Mall Building
Victoria, Mahé, Seychelles

Phone:
(+248) 293737

E-mail / Web:
commissioner@src.gov.sc
www.src.gov.sc



SEYCHELLES REVENUE COMMISSION

PROCEDURES FOR CLEARANCE OF GOODS



AN EXPLANATION ABOUT

PROCEDURES FOR CLEARANCE OF GOODS

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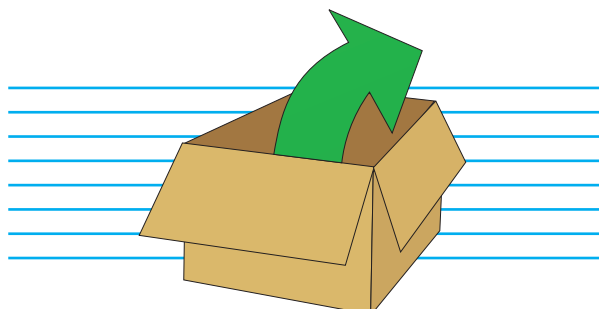
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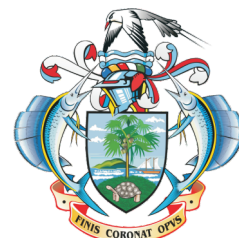
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PROCEDURES FOR CLEARANCE OF GOODS



AN EXPLANATION ABOUT

PROCEDURES FOR CLEARANCE OF GOODS

IMPORTING GOODS

There are certain procedures that need to be followed by an importer or agent before any goods can be cleared by Customs.

WHAT ARE THE DOCUMENTS REQUIRED TO CLEAR GOODS AT CUSTOMS?

Imported goods must be entered into the **ASYUDA Bill of Entry System** for either:

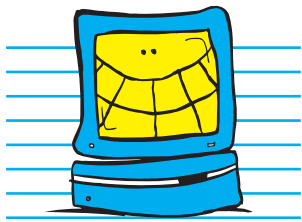
- ✓ Home Consumption
- ✓ Warehousing
- ✓ Transhipment



WHAT ARE THE DOCUMENTS THAT ARE REQUIRED WITH THE BILL OF ENTRY?

Goods either imported for commercial or personal use require a Bill of Entry and it must be accompanied with the following documents:

- ✓ Original Invoices or Receipts for the price paid or payable;
- ✓ Packing List
- ✓ Evident of Freight and Insurance paid or payable
- ✓ Import Permit (Applicable to Restricted goods)
- ✓ Airway Bill (Airport Cargo transaction only)

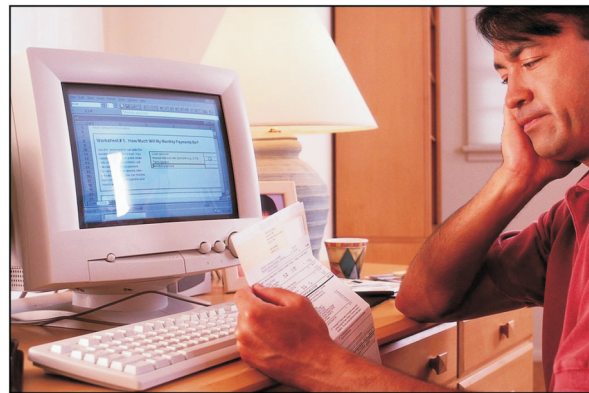


The importer must lodge copies of the **Bill of Entry** and **Bill of Export** including all the associated documents as follows:

- ✓ Bill of Entry for Home Use and Documents
Original plus 3 copies
- ✓ Bill of Entry for Warehouse
Original plus 4 copies
- ✓ Transhipment Entry
Original plus 3 copies
- ✓ Bill of Export
Original plus 2 copies

CAN AMENDMENTS BE MADE TO THE BILL OF ENTRY THAT HAS BEEN LODGED?

When there is a need to amend particulars on a Bill of Entry before it is finalized for payment, the importer or agent must report in person to the Query and Amendment Unit, where an officer will help you in making the amendment required.



It is important to note that any goods not accounted for in the Bill of Entry but found during examination will be dealt with according to the regulations in force.

WHAT NEEDS TO BE DONE AFTER THE BILL OF ENTRY HAS BEEN FINALIZED

Once the bill of entry has been finalized, payment of the appropriate taxes and levy can be made at the Cashier. Thereafter, the importer or agent can proceed to the appropriate location for the collection of the goods



POINT OF COLLECTION FOR GOODS

Seaport:

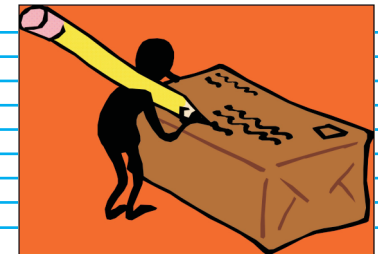
An Appointment with Examination Unit and Gate Pass is required.

Airport:

Air Seychelles Cargo Office for Formalities. Then to proceed to Customs Cargo Office for collection /payment

Postal office:

Produce Parcel slip and ID



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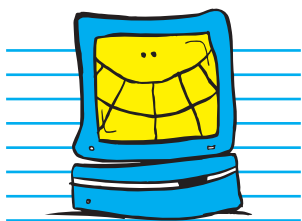
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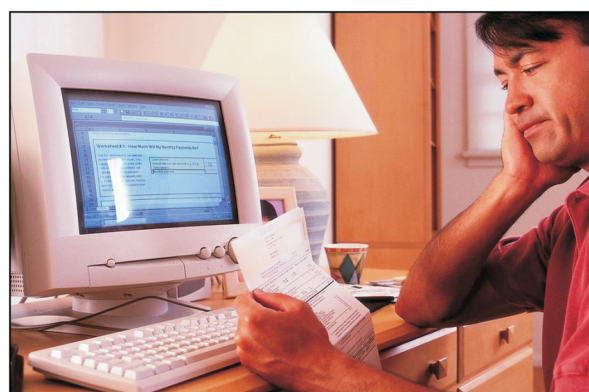


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