

**SEYCHELLES REVENUE COMMISSION
CUSTOMS DIVISION
ADVICE TO AGENTS / IMPORTERS**



Advice Number 01 of 2009

Procedures for processing Bills of Entry with concessions

The following procedures relate to both Sea and Airport and have been formalised to ensure all parties are aware of the correct procedure to be followed when Bills of Entry are created for items which attract a concession.

NOTE: this relates ONLY to customs procedures.

- Agent / Importer applies for concession
- Agent / Importer registers Bill of Entry (BoE) into Asycuda based on approved concession documents
- Agent / Importer presents BoE to Orion Mall, concessions unit, with relevant concession approvals granted by relevant authority
- Orion Mall confirms if concession applicable
- Orion Mall endorses (stamps, initials and signs) BoE if concession is applicable and what the concession is
- Agent / Importer presents BoE to Customs with relevant endorsement from Orion Mall
- Customs will assess and process BoE according to the endorsements
- Changes will be made if required and a new version printed
- If no changes are required the BoE will be processed in the usual manner

Further information on Customs and relevant legislation can be found at www.src.gov.sc as updated from time to time

Customs General Switch – Ph 293737

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