

## Standard Operating Procedure

# Cargo Clearance – Transfer

<b>(For External Use)</b>			
<b>Purpose:</b>	To transfer cargo under the Customs clearance procedure.		
<b>Scope:</b>	This procedure applies to Freight Forwarders and Cargo Handlers involved with the transfer of cargo between cargo depot and Customs Bonded Area.		
<b>Process Owner:</b>	ACEO Border Protection & Enforcement		
<b>Key Words:</b>	Transfer cargo, Freight Forwarders. Exit Note, CRA		
<b>Minimum required documents</b>	Transfer Manifest, House bills		
<b>Legislation:</b>	<p><b><u>Customs Act 1977</u></b>  <b>Sec 54 Removal of goods from wharf, airport, etc</b> – (1) Except as provided by this Act, no goods that are subject to the control of the Customs shall be removed from any wharf, Customs airport, Customs container base, or examining place except –</p> <p style="padding-left: 40px;">(a) With the permission of the proper officer of Customs after entry has been made and passed in respect thereof; or</p> <p style="padding-left: 40px;">(b) In pursuance of a written permit granted by the Collector in respect thereof.</p> <p>(2) Subsection (1) of this section shall not apply to any pallet that a value of less than twenty tala and is imported laden.</p> <p>(3) Every person who acts in contravention of any provision of this section commits an offence and shall be liable to a fine not exceeding four hundred tala, and the goods in respect of which the offence is committed shall be forfeited.</p>		
<b>Procedure:</b>	<b>Person Responsible</b>	Freight Forwarder & Cargo Handler	<b>Section Responsible</b>

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	<p><b><u>Freight Forwarder</u></b></p> <ol style="list-style-type: none"> <li>1. Submit a written request to Customs for transfer of Cargo</li> <li>2. Receive Exit Note and CRA from Border and Cargo division</li> <li>3. Submit the CRA with the Exit Note to Cargo Depot for transfer of cargo</li> <li>4. Transfer cargo to Customs approved warehouse using a secure mode of transport as approved by Customs</li> <li>5. Unload cargo in the presence of Customs Officer and prepare, sign and submit the outturn report to Customs</li> </ol> <p><b><u>Cargo Handler</u></b></p> <ol style="list-style-type: none"> <li>1. Verify and release cargo against approved CRA presented by the freight forwarder</li> <li>2. Endorse, sign and file the CRA and Exit Note</li> </ol>			
<b>Monitoring:</b>	<b>Person Responsible</b>	Freight Forwarder & Cargo Handler	<b>Section Responsible</b>	
	<ol style="list-style-type: none"> <li>1. The Freight Forwarder and Cargo handler holds the responsibility for any loss or damage to cargo.</li> <li>2. Responsible to keep all records of clearance documents for up to 7 years.</li> </ol>			
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. If the manifest is not submitted to Customs, Freight Forwarder must submit the manifest to Customs before making the transfer request.</li> <li>2. The Freight Forwarder <b>MUST</b> report any surpluses, short-landed cargo or any unusual activities to the Customs Duty Officer.</li> </ol>			

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### VERIFICATION AND RECORD KEEPING

Date Written : 23/09/2013 By: Alama Mose

Date Reviewed : 09/10/2013 By: CMP Team

Date Endorsed : 10/10/2013 By: AG

Date Revised : By:

Date Authorized : 10/10/2013 By: AG

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