



Republic of Somaliland
Ministry of Finance Development
Customs Department

Guide for Completion of the Export Declaration Process

Background

This Guide has been completed to provide Customs and the trade with the necessary information to be able to complete the new Standardised Export Declaration Process.

The standardised procedure has been approved by the Ministry of Finance Development to provide transparency and uniformity in the export process in Somaliland Customs. The use of the Export Goods Declaration Form (EGDF) within the process also introduces a self-declaration system by the trade for exported goods; in line with the requirements of the Customs Act 73/2016.

The procedure also requires the export to be completed in the Customs Management System (CMS) at all Customs Stations where the CMS has been implemented.

Step 1.

Completion of the Export Goods Declaration Form (EGDF)

The Declarant/Representative shall complete the following data fields on the EGDF.

Customs Station	Enter the Customs Station where the declaration is being made.
Date	Enter the date of the declaration
44. MoT Licence	Enter the number of the MoT Licence held by the exporter.
Exporter	Enter the full name of the exporter in the consignee box
9. TIN	If the exporter has a Tax Identification Number (TIN), enter the number in this box.
14. Declarant / Representative	Enter the full name of the person representing the trader in the completion of the declaration.
18. Transport	Enter the transport details for mode of transport of the goods; i.e. the Vehicle Registration Number/Flight Number/Ship Registration etc.
Destination	Enter the Country of Destination of the goods
40. BL/AWB	Enter the number of the transport document (Bill of Lading/Air Waybill etc).



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The following documents **must** be attached to the EGDF when presented to Customs:

Original final invoice	The invoice must show the following details: <ul style="list-style-type: none">• Full name and address of seller;• Full name and address of buyer;• Invoice number and date of issue;• Number of packages, marks and numbers;• Gross weight;• Type of goods; quantity and list of prices for each type of goods.
Packing List	List showing the distribution of the contents of all packages.
BL/AWB	Transport document relating to the mode of transport.
MoT Licence	Ministry of Trade Licence held by the consignee.

Depending on the type of goods, a licence/letter of approval may be required from the appropriate Ministry.

The declarant/representative shall tick the relevant box on the EGDF confirming the document is attached.

The declarant /representative shall then complete a fully itemised list of goods on the EGDF. Each type of goods must be listed separately; showing the full description, units, quantity of each unit and total quantity. If required, use the EGDF Continuation Sheet to complete the full list of goods. Write the number of pages used in the box in the bottom right of the EGDF; for example, if three pages are used, the forms should be marked 1 / 3, 2 / 3 and 3 / 3.

The declarant/representative shall then sign the EGDF (and each continuation sheet) confirming that it is a true account of the goods declared and present the form and supporting documents to Customs.



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Completion of the Export Process through Customs

Customs shall complete the following tasks in the completion of the Export Process.

Step 2. Reception of Declaration	<p>The Customs shall verify that the Export Goods Declaration Form has been completed correctly and confirm that all the supporting documents are attached.</p> <p>Customs shall enter the following data in the 'Reception Register':</p> <ul style="list-style-type: none">• Date of registration;• Time of registration;• Name of exporter;• Name of declarant;• Name of Examination Officer assigned to the inspection.
Step 3. Goods Examination	<p>The Examination Officer will complete an examination of the goods to confirm the accuracy of the declaration.</p> <p>On completion of the examination, the Examination Officer shall sign the EGDF.</p>
Step 4. Classification / Valuation	<p>The Valuation Officer shall consult the Customs Valuation Book. The officer will add the correct HS Code and Value of goods to the EGDF.</p>
Step 5. Goods Entry	<p>The completed EGDF and all supporting documents shall be submitted for completion of the calculation of duties and taxes on the Export Entry Form/SAD.</p>
Step 6. Customs Cashier	<p>The declarant shall take their copy of the Export Entry Form/SAD to the Customs Cashier and pay the applicable duties and taxes.</p> <p>The Cashier shall provide a signed/stamped receipt to the declarant.</p>
Step 7. Release of Goods	<p>The declarant shall take the signed/stamped receipt for the payment of duties and taxes to the Customs Release officer to authorise the release of goods from Customs control.</p> <p>The Release office shall release the goods in the CMS (where applicable), and sign/stamp the Export Entry Form/SAD to confirm release and approval for export.</p>
Archiving of Documents	<p>The EGDF, and supporting documents, will be attached to the copy of the Export Entry Form/SAD and archived locally.</p>