

# Time Release Study

## Import Procedures – Central Asia

Your co-operation in accurately completing this questionnaire is appreciated. The data collection will be used to assist in improving the efficiency of the Port / Airport / Land Border/train

Using the Methodology of the World Customs Organization, this Time Release Study is a joint study conducted by Customs, Other Government Agencies and the Private Sector supply chain in order to identify bottlenecks from the arrival to release of goods in customs clearance process.

### Section A – Cargo Information

|     |                                   |  |
|-----|-----------------------------------|--|
| 1.  | Name of Importer                  |  |
| 2.  | Tax Payer Number (TPN)/CID        |  |
| 3.  | Declaration Number                |  |
| 4.  | Clearance done by                 | Self <input type="checkbox"/> Customs Broker <input type="checkbox"/>  |
| 5.  | Type of declaration               | Electronic <input type="checkbox"/> Manual <input type="checkbox"/> Pre-Lodged <input type="checkbox"/>  |
| 6.  | Advanced Manifest                 | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| 7.  | Transport Documents               | Delivery Note <input type="checkbox"/> Consignment Note <input type="checkbox"/><br>B/L No. <input type="checkbox"/> Manifest <input type="checkbox"/>     |
| 8.  | Type of container                 | FCL <input type="checkbox"/> LCL <input type="checkbox"/> Others <input type="checkbox"/><br>40 ft <input type="checkbox"/> 20 ft <input type="checkbox"/> |
| 9.  | Applicability of tax/duty/non-tax | Exempted <input type="checkbox"/> Duty/Tax <input type="checkbox"/> N/Tax <input type="checkbox"/>   |
| 10. | Type of product                   |  |

### Section B – Customs Broker (CB)

|     |   |  |
|-----|---|--|
| 11. | Arrival of Vessel at the Port / Airport | ..... Day ..... Mth ..... Hr ..... Min |
| 12. | Arrival of the cargo at the Port area   | ..... Day ..... Mth ..... Hr ..... Min |

## Section B – Customs Broker (CB)

|     |   |  |
|-----|---|--|
| 13. | Date and Time clearing document received by Broker  | ..... Day ..... Mth ..... Hr ..... Min   |
| 14. | Date and Time data stored in the ASYCUDA IT system  | ..... Day ..... Mth ..... Hr ..... Min   |
| 15. | OGA Permit required – When supplied by consignee  | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| 16. | Date and Time Permit Application lodged   | ..... Day ..... Mth ..... Hr ..... Min   |
| 17. | Date and Time Declaration registered in the ASYCUDA IT system   | ..... Day ..... Mth ..... Hr ..... Min   |
| 18. | Documents required to be lodged manually with Declaration (if so time and date lodged) – <b>If applicable</b> | Yes <input type="checkbox"/> No <input type="checkbox"/><br>..... Day ..... Mth ..... Hr ..... Min |
| 19. | Note any extraordinary circumstances  |  |

## Section C – Arrival Details

|     |   |  |
|-----|---|--|
| 20. | Ship arrives at anchor  | ..... Day ..... Mth ..... Hr ..... Min |
| 21. | Vessel Name and Voyage Number   | .....                                  |
| 22. | Ship / Cargo at Berth   | ..... Day ..... Mth ..... Hr ..... Min |
| 23. | Off Load Commences  | ..... Day ..... Mth ..... Hr ..... Min |
|     | Off Load Complete   | ..... Day ..... Mth ..... Hr ..... Min |
| 24. | Note any extraordinary circumstances that affect the time taken under Section C |  |

## Section D – Physical Examination

|     |  |  |
|-----|--|--|
| 25. | Declaration along with Documents with remarks of OIC submitted to CO by CB | ..... Day ..... Mth ..... Hr ..... Min |
| 26. | Checking of Seal and Container Number                                      | ..... Day ..... Mth ..... Hr ..... Min |

|     |   |   |
|-----|---|---|
| 27. | Unloading of goods / transhipment (start)                                   | ..... Day ..... Mth ..... Hr ..... Min                                |
| 28. | Unloading of goods / transhipment (end)                                     | ..... Day ..... Mth ..... Hr ..... Min                                |
| 29. | Place of Examination  | CFS <input type="checkbox"/> Owners Premises <input type="checkbox"/> |
| 30. | Type of Cargo   | FCL <input type="checkbox"/> Loose Cargo <input type="checkbox"/>     |
| 31. | Start Examination of the goods  | ..... Day ..... Mth ..... Hr ..... Min                                |
| 32. | Finish Examination of goods   | ..... Day ..... Mth ..... Hr ..... Min                                |
| 33. | Note any extraordinary circumstances (e.g Use of Scanner note waiting time) |   |

### Section E – Other Government Agencies - Quarantine

|     |                                      |  |
|-----|--------------------------------------|--|
| 34. | Name of Agency                       |  |
| 35. | Broker Submits SAD                   | ..... Day ..... Mth ..... Hr ..... Min   |
| 36. | SAD Number                           | .....  |
| 37. | Broker Picks Up Quarantine Inspector | ..... Day ..... Mth ..... Hr ..... Min   |
| 38. | Inspection Commences                 | ..... Day ..... Mth ..... Hr ..... Min   |
| 39. | Inspection Completed                 | ..... Day ..... Mth ..... Hr ..... Min   |
| 40. | Goods Released                       | ..... Day ..... Mth ..... Hr ..... Min   |
| 41. | Inspection conducted                 | ..... Day ..... Mth ..... Hr ..... Min   |
| 42. | Type of Inspection                   | Open container <input type="checkbox"/> Treatment <input type="checkbox"/><br>Release to premises <input type="checkbox"/> |

### Section F – Customs Revenue Entry Processing (CREP)

|     |                                      |       |
|-----|--------------------------------------|-------|
| 43. | Broker Name                          | ..... |
| 44. | Importer Name                        | ..... |
| 45. | Container Number                     | ..... |
| 46. | Note any extraordinary circumstances |       |

## Section G – Customs Front Counter for Green / Blue

|     |   |  |
|-----|---|--|
| 47. | Broker submits SAD  | ..... Day ..... Mth ..... Hr ..... Min |
| 48. | SAD number  | .....                                  |
| 49. | Broker Submits Completed Assessment Notice and Bank Receipt | ..... Day ..... Mth ..... Hr ..... Min |
| 50. | Send Copy 2 / 3 to Sea Port Office                          | ..... Day ..... Mth ..... Hr ..... Min |
| 51. | Note any extraordinary circumstances                        |  |

## Section H – Customs Front Counter for Red / Yellow

|     |                                  |  |
|-----|----------------------------------|--|
| 52. | Broker submits SAD               | ..... Day ..... Mth ..... Hr ..... Min |
| 53. | SAD number                       | .....                                  |
| 54. | Print Assessment Number          | ..... Day ..... Mth ..... Hr ..... Min |
| 55. | Broker Submits Bank Receipt      | ..... Day ..... Mth ..... Hr ..... Min |
| 56. | SAD Liquidated                   | ..... Day ..... Mth ..... Hr ..... Min |
| 57. | Send Copy 2/3 to Sea Port Office | ..... Day ..... Mth ..... Hr ..... Min |

## Section I – Sea Port Office

|      |   |  |
|------|---|--|
| 58.  | Record Receipt of Copy 2/3 from CREP              | ..... Day ..... Mth ..... Hr ..... Min                   |
| 59.  | Record Receipt of copy 3/3 from Broker / Importer | ..... Day ..... Mth ..... Hr<br>.....Min.                |
| 60.. | Send copy 2 / 3 to X-Ray Section                  | ..... Day ..... Mth ..... Hr ..... Min                   |
| 61.  | Inspection Required                               | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 62.  | Inspection Commences                              | ..... Day ..... Mth ..... Hr ..... Min                   |
| 63.  | Inspection Completed                              | ..... Day ..... Mth ..... Hr ..... Min                   |
| 64.  | Scan Required?                                    | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 65.  | Container Released (No                            | ..... Day ..... Mth ..... Hr ..... Min                   |

|  |   |  |
|--|---|--|
|  | Further Interest by Customs   |  |
| 66.  | Container Leaves Port   | ..... Day ..... Mth ..... Hr ..... Min   |
| <b>Section J – Revenue Desk / Payment (RO)</b>       |   |  |
| 67.  | Method of Payment   | Bank <input type="checkbox"/> Cash <input type="checkbox"/> EFT <input type="checkbox"/> |
| 68.  | Submit approved Tax Invoice to RO by CB / importer for payment                  | ..... Day ..... Mth ..... Hr ..... Min   |
| 69.  | Collection and issue of receipt from ASYCUDA IT system                          | ..... Day ..... Mth ..... Hr ..... Min   |
| 70..   | Note any extraordinary circumstances that affect the time taken under Section G |  |
| <b>Section K – Release Desk (AO)</b>                 |   |  |
| 71.  | Present Financial Receipt to AO by CB   | ..... Day ..... Mth ..... Hr ..... Min   |
| 72.  | AO enters in ASYCUDA and do Release Note  | ..... Day ..... Mth ..... Hr ..... Min   |
| 73.  | AO generate a Release Note  | ..... Day ..... Mth ..... Hr ..... Min   |
| 74.  | Note any extraordinary circumstances that affect the time taken under Section I |  |
| <b>Section L – OIC Desk</b>                          |   |  |
| 75.  | Submission of Release Note to OIC by CA (if applicable)                         | ..... Day ..... Mth ..... Hr ..... Min   |
| 76.  | OIC signs and approves the release of goods (if applicable)                     | ..... Day ..... Mth ..... Hr ..... Min   |
| <b>Section M – Shipping / Airline Company / Port</b> |   |  |
| 77.  | Release Note / Movement Documents received                                      | ..... Day ..... Mth ..... Hr ..... Min   |
| 78.  | Port handling fees and stevedoring charges and paid                             | ..... Day ..... Mth ..... Hr ..... Min   |
| 79.  | Other Terminal fees paid  | ..... Day ..... Mth ..... Hr ..... Min   |

|     |   |  |
|-----|---|--|
| 80. | Release of cargo given by Port and Terminal                                     | ..... Day ..... Mth ..... Hr ..... Min |
| 81. | Cargo Removed from Port / Airport Area  | ..... Day ..... Mth ..... Hr ..... Min |
| 82. | Note any extraordinary circumstances that affect the time taken under Section L |  |

**NOTE: CB means Customs Broker; OIC means Officer-in-Charge, Customs; CO means Customs Officer; AO means Assessing Officer, Customs; RO means Revenue Officer, Customs**

Any other observations:

Name of Data Collector: .....