



Republic of Somaliland
Ministry of Finance Development
Customs Department

Guide for Completion of the Goods Declaration

Background

This Guide has been completed to provide the Trader or their Representative with the necessary information to be able to complete the new Goods Declaration Form.

The Goods Declaration Form is designed to introduce a self-declaration system by the trade; in line with the requirements of the Customs Act 73/2016.

The Goods Declaration Form has been designed on the format of the current 'Goods Declaration Form' completed by Customs during the examination of goods as they are first presented to Customs. This is intended to keep the process as simple as possible to ensure the implementation is achieved with the minimum disruption as possible.

The important change is that the responsibility for the completion of the form lies with the trader; and not Customs.

Responsibility of the Trader	
The Declarant/Representative shall complete the following data fields on the Goods Declaration Form.	
Customs Station	Enter the Customs Station where the declaration is being made.
Date	Enter the date of the declaration
4. Delivery Order	Enter the number of the Delivery Order document received from the transporter of the goods.
44. MoT Licence	Enter the number of the MoT Licence held by the consignee/importer.
Consignee	Enter the full name of the consignee/importer
9. TIN	If the consignee/importer 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 Flight Number/Ship Registration etc.
34. Origin	Enter the Country where the goods were exported from.



Republic of Somaliland
Ministry of Finance Development
Customs Department

40. BL/AWB	Enter the number of the transport document (Bill of Lading/Air Waybill etc).
Customs may request some, or all, of the following documents to be attached to the GDF. Contact your local station to confirm which document is required:	
Original final invoice (a pro-forma invoice is not acceptable)	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.
Freight Invoice (unless freight cost is shown on the invoice)	Freight invoice or other evidence of freight cost if it not shown on final invoice
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.
<p>The declarant/representative shall tick the relevant box on the Goods Declaration Form confirming the document is attached.</p> <p>The declarant /representative shall then complete a fully itemised list of goods on the Goods Declaration Form. Each type of goods must be listed separately; showing the full description, units, quantity of each unit and total quantity. If required, use the Goods Declaration Form Continuation Sheet to complete the full list of goods. Write the number of pages used in the box in the bottom right of the Goods Declaration Form; for example, if three pages are used, the forms should be marked 1 / 3, 2 / 3 and 3 / 3.</p> <p>The declarant/representative shall then sign the Goods Declaration Form (and each continuation sheet) confirming that it is a true account of the goods declared and present the form and supporting documents to Customs.</p>	



Republic of Somaliland
Ministry of Finance Development
Customs Department

Simplified Goods Declaration

The following Guidance Notes are for the completion of the Simplified Goods Declaration Form, designed for non-commercial goods liable to duties, and commercial goods arriving as passenger baggage through the airport (known commonly as 'tag bags').

Responsibility of the Trader	
The Owner/Representative shall complete the following data fields on the Goods Declaration Form.	
Customs Station	Enter the Customs Station where the declaration is being made.
Date	Enter the date of the declaration
4. Delivery Order	Enter the number of the Delivery Order document received from the transporter of the goods.
44. MoT Licence	Enter the number of the MoT Licence held by the consignee/importer (for commercial goods).
Consignee	Enter the full name of the consignee/importer
9. TIN	If the consignee/importer has a Tax Identification Number (TIN), enter the number in this box (for commercial goods).
14. Declarant / Representative	Enter the full name of the person representing the trader in the completion of the declaration.
18. Flight Number	Enter the flight number that the goods arrived on.
34. Origin	Enter the Country where the goods were exported from.
Customs may request one, or all, of the following documents to be attached to the GDF.	
Delivery Order	For 'tag bags' containing commercial goods.
Original final invoice (a pro-forma invoice is not acceptable)	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;



Republic of Somaliland
Ministry of Finance Development
Customs Department

	<ul style="list-style-type: none"> Type of goods; quantity and list of prices for each type of goods. <p>For non-commercial goods liable to duties, a signed declaration of value is acceptable.</p>
MoT Licence	Ministry of Trade Licence held by the consignee (for commercial goods).
<p>The declarant/representative shall tick the relevant box on the Goods Declaration Form confirming the document is attached.</p> <p>The declarant /representative shall then complete a fully itemised list of goods on the Goods Declaration Form. Each type of goods must be listed separately; showing the full description, units, quantity of each unit and total quantity. If required, use the Goods Declaration Form Continuation Sheet to complete the full list of goods. Write the number of pages used in the box in the bottom right of the Goods Declaration Form; for example, if three pages are used, the forms should be marked 1 / 3, 2 / 3 and 3 / 3.</p> <p>The declarant/representative shall then sign the Goods Declaration Form (and each continuation sheet) confirming that it is a true account of the goods declared and present the form and supporting documents to Customs.</p>	

Responsibility of Customs	
Customs shall complete the following tasks in the completion of the Goods Declaration Form.	
Reception of Declaration	<p>The Customs shall verify that the 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; D.O. number; Name of importer; Name of declarant; Name of Examination Officer assigned to the inspection.
Goods Examination	<p>An Examination Officer shall be assigned to complete an examination of the goods to confirm the accuracy of the declaration.</p> <p>Any excess goods found will be listed separately on the form and penalties may be applied.</p> <p>On completion of the examination, the Examination Officer shall sign the Goods Declaration Form.</p>



Republic of Somaliland
Ministry of Finance Development
Customs Department

	<p>In cases where excess goods are identified, the Examination Officer shall immediately advise the Customs Station Manager.</p>
Classification / Valuation	<p>The Valuation Officer shall consult the Customs Valuation Book to confirm the classification and value of the goods.</p>
Goods Entry	<p>The completed Goods Declaration Form and all supporting documents shall be submitted for completion of the calculation of duties and taxes on the Goods Entry Form/SAD.</p>
Archiving of Documents	<p>The Goods Declaration Form, and supporting documents, will be attached to the copy of the Goods Entry Form/SAD and archived at the Customs Manifest Office.</p> <p>A copy of the invoice will be sent to the Customs Valuation Section at Hargeisa Headquarters for use in the Customs Valuation Database.</p>