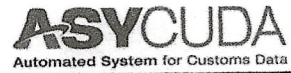




Standard Operating Procedures



Manifest Submission	
For External Use	
Purpose	This SOP ensures that all cargo imported through our seaports and airports is correctly recorded and accounted for and is received in accordance with the FSM Customs and tax laws. It also ensures that all shipping agents are guided by the proper procedures when submitting manifests and bills of lading/airway bills.
Scope	This procedure applies to all shipping agencies and freight forwarders operating within the FSM.
Process Owner	Customs and Tax Administration Customs Manager
Legislation	Customs Act – Title 54, Chapter 2, Sections 238, 239, 249, and 264
Minimum Required Documents	Manifests Bills of Lading Airway bills
Procedure	<ol style="list-style-type: none"> 1. Shipping Agents/Carriers: <ol style="list-style-type: none"> I. Must lodge the general information of the manifest into the ASYCUDA World system. II. Key in Bills of Lading/Airway bills information. III. Register manifests (once you register the manifest, you no longer have the option to delete or modify it). IV. In case you need to modify or delete the manifest after registration, submit an official request by filling the form in Annex A. 2. Shipping Agents/ Freight Forwarders: <ol style="list-style-type: none"> V. Key in House Bills of Lading/Airway Bills (Degroupage). VI. Validate degroupage.
Monitoring	<p>Customs Manager, Field Office Managers, and Customs Officers must ensure that this procedure is acknowledged and followed.</p> <p>If there is a need to update and amend this procedure, the aforementioned are responsible for it.</p>
Corrective Actions	Customs will make necessary changes after consultation with the shipping agents/carriers/freight forwarders if needed.

Manifest Submission – External



ASYCUDA
Automated System for Customs Data

Standard Operating Procedures

	<p>If any discrepancies are found during inspection of the consignment, or of the Customs Controlled Areas, Customs will take the necessary action according to the law.</p> <p>Failure to comply with this procedure, may result in the matter being brought to the Secretary of Finance and Administration to determine whether to involve the Department of Justice (DOJ).</p>
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Date: 1/22/24

A handwritten signature in black ink, appearing to read "Rose N. Nakanaga", written over a horizontal line.

Secretary Mrs. Rose N. Nakanaga

Department of Finance & Administration

Manifest Submission – External

Annex A - Request to Amend a Registered Manifest

PART 1: APPLICATION DETAILS			
Applicant details			
Shipping agency / Freight forwarder		Contact name	
E-mail address		Contact number	
Manifest details			
Customs Office		Date of arrival	
Voyage number		Vessel / Aircraft number	
Reason(s) for change			
<i>You must specify the reason(s) for your request</i>			
Supporting documents			
<i>You must include sufficient information to support your application</i>			
PART 2: CUSTOMS ADMINISTRATION USE ONLY			
This request to amend the manifest has been considered, and is hereby			
Approved <input type="checkbox"/>		Rejected <input type="checkbox"/>	
Reasons for rejection			
<ol style="list-style-type: none"> 1. Not enough supporting documentation <input type="checkbox"/> 2. Manifest not found <input type="checkbox"/> 3. Additional Information: 			
The manifest has been updated in ASYCUDAWorld			
Validated <input type="checkbox"/>			
Name of the officer		Position	
Signature of the FOM		Date	

Manifest Submission – External