

PROCEDURES CIRCULAR NO. (10) FOR THE YEAR 2021

With reference to:

- ❖ The Customs Law No. 207 for the year 2020.
- ❖ The executive regulations of the Customs Law issued by Ministerial decree No. 10 for the year 2006.
- ❖ Decree of the Minister of Finance No. (38) for the year 2021.
- ❖ Decree of the Minister of Finance No. (222) for the year 2021.
- ❖ International Standards issued by WCO, WTO regarding the international agreements on Customs work.
- ❖ Customs instructions of the Director General of the Customs Authority No. 41 for the year 2020.

The following shall be complied to:

The following relates to the Customs Procedures Cycle to operation with the Advance Cargo Information system “ACI”:

First: Registering the data of the importer as follows:

The importer, concerned party or his customs clearance agent shall create an electronic account on Nafeza website: WWW.NAFEZA.GOV.EG to obtain his user name and password (from his detailed data). An Electronic Signature “E-token” should be obtained as well to deal with the system.

Second: Enrolling the data and documents of the imported shipment:

The importer, owner of the cargo or customs clearance agent shall carry out the following:

- (a) Log into Nafeza using his username and password where all of his data as an importer shall appear from the data previously saved on the database.
- (b) Enroll the data of the foreign exporter and it is:
 - (1) The country the exporter is registered with and the foreign exporter’s registration number.
 - (2) The commercial name of the exporter
 - (3) Type of export (product – branch of the company – distribution center – trade mark – other)
 - (4) Trademark (if any)
 - (5) Actual name of the exporter
 - (6) Detailed address
 - (7) Telephone, fax and e-mail
 - (8) Nationality of the foreign exporter

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(c) Enroll the basic data of the shipment which is:

- (1) The foreign exporter's registration number.
- (2) The export country code
- (3) The purchase order number and date (if any).
- (4) Export port code
- (5) Description of the shipment
- (6) 10-digit integrated customs tariff item
- (7) Value of the shipment
- (8) Import system (Submission System)
- (9) Customs system
- (10) Item GSI – optional
- (11) Data of the invoice:
 - a- Invoice / purchase order
 - b- Date of the invoice
 - c- Type of contract
 - d- Value of the invoice
 - e- Currency of the invoice
 - f- Items of the invoice (tariff item / description of the tariff item / gross and net weight / weigh unit / statistical customs quantity / item price)

Third: Obtaining an ACID for the Advance Cargo Information:

- (1) After enrolling all of the preliminary basic data of the shipment via Nafeza platform, the system electronically carries out an assessment of the basic risks of the elements of the shipments according to the appendices of the Integrated Customs Tariff to check the validity of the import of the item – further to learning the position of the importer and exporter regarding any decisions related to ban or cease of dealing through the regulations of the data available at the risks department of the Customs Authority, the General Organization For Export & Import Control, the Control authorities and other competent authorities pursuant to the Central Risk Department System to check the validity of the import of the item.
- (2) The Customs Authority via Nafeza platform shall reply with the acceptance and providing an ACID or rejection by determining the reason within a maximum of 48 hours of the time of accepting the application until completion and reply automatically. The data of the shipment shall be available once the ACID is issued to all competent control authorities (pursuant to the provision and the item) to act accordingly.
- (3) A letter shall be issued to the importer and foreign exporter via e-mail indicating the ACID. The validity of the ACID shall extend for three months of the date of registration provided that the importer shall commit to notify the carrier with same to be enrolled on the shipping documents (cargo manifest – bill of lading) of the shipment.
- (4) The importer or carrier shall commit, pursuant to the terms of contract, to sending the ACID to the carrier or maritime agent so that they would enroll the ACID on the shipping documents of the cargo.

(Carried forward)

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- (5) It shall be allowed to amend the data of the shipment after issuance of the ACID for the commodity's data only, except for the parties of the commercial transaction (the importer – or owner of the cargo and the foreign exporter) that is before the loading of the shipment bearing in mind that a full re-assessment of the data of the file shall be made according to the standards of the preliminary risk system of the elements of the shipment (as indicated above) – the same ACID shall be given characterized with the letter (M) indicative of the amendment of the number. It shall be complied to place the new number on all the shipping documents. In case of rejection of the shipment, the previously issued ACID shall be characterized by the letter (c) and the old ACID shall be characterized by the letter (o) which shall be banned to use.

Fourth: Receipt of the cargo documents electronically via Nafeza:

- 1- The exporter shall send the detailed data of the commercial invoice and the loading list electronically to Nafeza platform via the secured and ratified platform by the competent authorities BLOCK CHAIN that includes all detailed data as previously indicated in addition to:
 - (1) The Advance Cargo Information Declaration “ACID”
 - (2) Data of the product / exporter (name – address – phone number – etc ...)
 - (3) Type of the exporter (product – company branch – distribution center – trademark owner – other)
 - (4) GSI (standard numbering system or any other global standard numbering system and in case of non-presence of global code number for any GSI item, a part number shall be assigned to it).
- 2- The carrier or the maritime agent shall check the cargo manifest to be loaded to Egypt before the vessel sails by at least 24 hours by uploading the basic data of the shipment electronically that includes (ACID – number of the shipper (foreign exporter) – number of the Egyptian importer) on Nafeza platform via the secured and ratified platform by the competent authorities BLOCK CHAIN and checking the validity of the basic data for each shipment.
- 3- The exporter, producer, carrier or maritime agent shall, pursuant to the terms of the contract, send the data of the bill of lading including the ACID electronically to Nafeza platform via the secured and ratified platform by the competent authorities BLOCK CHAIN provided that the data of the bill of lading shall include the following data:
 - (1) ACID
 - (2) The Egyptian importer identification number – the foreign exporter identification number.
 - (3) Number and date of the bill of lading
 - (4) Type of bill of lading
 - (5) Name and address of the carrier
 - (6) Type of carrier
 - (7) Name and address of the shipper
 - (8) Name and address of the notify party
 - (9) Voyage number and name of the means of transport
 - (10) Port of arrival
 - (11) Port of delivery / final destination

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- (12) Route of the means of transport and transit ports
 - (13) Containers’ numbers and seals’ numbers
 - (14) Markings, numbers and description of the cargo
 - (15) Gross and net weight
 - (16) Value of the freight and type of currency (if any).
- 4- The ACI platform shall connect all relevant electronic data to the shipment with the ACID inside Nafeza platform and shall notify the importer or his agent electronically via Nafeza platform of receipt of the data and documents of the shipment via BLOCK CHAIN platform.
 - 5- The importer shall enter the shipment file with the ACID via Nafeza platform and use his E-TOKEN to ratify all documents related to the shipment and his responsibility for the validity of the data therein.
 - 6- The ACI platform, following the ratification of the importer of the cargo documents, shall send the entire file to the competent authorities to act accordingly towards the inbound shipment as follows:
 - (a) The Customs: the risk department shall target the shipment and assess the possible risks while blocking the release
 - (b) The banks: the banks shall prepare to issue form (4) form for financing imports in foreign currency pursuant to the release system (import)
 - (c) The General Organization for Export & Import Control, the Egyptian Food Safety Authority and other concerned control authorities to act accordingly.

Fifth: Advance clearance procedures (If the concerned party desires so):

- The importer may, at this stage, – if he desires so – carry out the advance clearance procedures for the inbound shipment by submitting the shipment identification file for registration in the customs record book 46 at the competent logistical center or MTS Nafeza platform where the competent customs shall summon the electronic file for the inbound shipment that has an ACID on all of its documents, after ratification by the concerned party, so that the customs proceeds in carrying out all of the documents procedures of the advance clearance system, payment of taxes and customs fees and issuance of the release order pursuant to the customs law and applicable executive procedures – the remaining procedures shall be resumed after the arrival of the shipment at the arrival customs where the inspection, conformity check and payments shall be made pursuant to what is applicable in that regard.

Sixth: Receipt of the shipping documents electronically:

- (1) The shipping line / maritime agent shall load the manifest data electronically including the ACID and send it electronically to the Customs Authority via Nafeza platform before the arrival of the means of transport by at least 48 hours provided that the data of the master bill of lading includes all ACID of the house bills of lading in that master bill of lading – with confirmation on the necessity that the maritime lines and agents shall include the ACID in the manifest – the identification number of the Egyptian importer – the identification number of the foreign exporter, that is for each bill of the manifest’s bills.

(Carried forward)

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- Bearing in mind the application of the provisions of the instructions of the Director General of the Customs Authority No.41 for the year 2020 regarding submitting the shipping manifests for feeder vessels before the means of transport leaves the country she is coming from or within 24 hours of the date of arrival of the means of transport.
 - The freight forwarders practicing the activity of combining shall be granted 24 hours after the main agent presents the Master B/L to enroll the house B/L.
- (2) Nafeza platform shall send the manifest electronically on immediate basis to the customs database without carrying any amendment procedures or deletion. It shall be verified that the ACID is listed on each bill of the bills of lading.

Seventh: customs clearance after the arrival of the cargo:

- (1) The importer or his customs clearance agent shall commence the customs clearance procedures for the shipment whether through advance clearance of the customs procedures under the advance clearance system or through one of the followed clearance systems after arrival.
- (2) The customs authority shall enter the Nafeza platform and withdraw the file together with all of its attachments by the ACID and provide the file with a number 46 k.m. under the normal inbound system where the number 46 shall be connected to the entire shipment documents.
- (3) The remaining usual shipment clearance procedures shall be carried out pursuant to the provisions of the customs law and its executive regulations to be issued.

Eighth: the binding implementation of the ACI system shall commence as of 1/7/2021 over what shall be shipped of all inbound shipments to the country through marine ports on that date.

The above has been sent for your kind knowledge and to be thoroughly implemented.

Senior Researcher
Head of Procedures Review
Department

Signature
Hany Osman

General Manager
General Administration of
Customs Policies and
Procedures

Signature

Head of the Central
Administration for policies
and procedures

Signature
Nagwa Gaber Shehata

Alexandria on 2/6/2021