

PUBLIC NOTICE

DIRECTIVE ON STANDARD OPERATING PROCEDURES: FOR PAYMENTS AND CANCELLATIONS OF DORMANT ENTRIES ACCRUED FROM 2008 – 2021

1. Reference is made to Public Notice dated 03 August 2022 requesting all Clearing & Forwarding Agents and Direct Trader Inputs (DTI's) to acquit or clear Dormant Entries in accordance with Section 124 of the Customs and Excise Act, 1998 (Act no. 20 of 1998), as amended.
2. As from 01 April 2023 the following measures or guidance shall apply to all registered dormant entries and assessed dormant entries accrued as from 2008 to 2021. In addition, this ruling is valid for six (6) months starting as from 01 April – 01 October 2023.
3. Failure to comply with this directive will result in inability to renew your Clearing Agent Licence for 2024.
4. **Procedures to be followed when submitting: cancellation \ acquitting \ amending \ making payment for Dormant Entries as from 2008 – 2021.**

ITEMS	PROCESS \ ACTIVITY		ACTION	DOCUMENTS REQUIRED
4.1	Cancellation of <u>registered</u> dormant entry.	4.1.1	Complete the cancellation form and submit to NamRA office where the SAD500 was registered \assessed.	a) Cancellation form. b) Replacement copies of assessed SAD500. Or c) Justification letters from the supplier and importer stating that the goods were never delivered. d) Under Oath Statement from the Namibian Police Force.
4.2	Lodging payment for <u>registered</u> dormant entry.	4.2.1	Documents registered from 2008 - 2021 may be assessed and accepted for payment with \ without supporting documents.	a) Submit a written consent letter from both parties. (client\importer & clearing agent). b) In case one party is untraceable; one party must submit a consent letter.
4.3	Cancellation of <u>assessed</u> dormant entry.	4.3.1	Complete the cancellation form and submit to NamRA office where the SAD500 was registered \assessed.	a) Cancellation form b) Replacement copies of assessed SAD500. c) Justification letters from the supplier and importer stating that the goods were never delivered to importer or entered Namibia. d) Statement Under Oath from the Namibian Police. (From both parties clearing Agent & importer.
4.4	Lodging payment for an <u>assessed</u>	4.4.1	Documents registered from 2008 - 2021 may be accepted for payment with \ without supporting	a) Copy of SAD500. b) Supporting documents such invoices, etc. (optional).

	dormant entry.		documents.	
		4.4.2	Dormant entries registered/assessed in ASYCUDA++ (A++) must be paid in ASYCUDAWorld (AW), in other words, the A++ entry must be cancelled and replaced with a new entry in AW.	c) Proof of payment. d) Cancellation form.
4.5	Cancellation \ Acquitting \ payment of <u>transit</u> <u>dormant entry</u> <u>(IM-8 & T1)</u>	4.5.1 4.5.2	Complete the cancelation form and submit. Validation of T1 can only be considered if there is sufficient proofevidence that the goods have been exported.	a) Cancellation form. b) Replacement copies of assessed SAD500 & T1, endorsed and stramped by Customs. c) Or Amendment form (SAD503). d) Proof of payment. e) Proof of assessed stamped EX-1 from A++. f) In case of motor vehicles, a proof of Vehicle Registration Certificate from the country of destination must be submitted from INTERPOL via Namibian Police Force.
4.6	Cancellation \ Acquitting \ payment of <u>Temporary Import</u> <u>dormant entry</u> <u>(IM-5 & IM-7)</u>	4.6.1 4.6.2	Complete the cancelation form and submit. Acquitting of IM-5\IM-7 can only be considered if there is sufficient proofevidence that the goods have been exported.	a) Cancellation form. b) Replacement copies of assessed SAD500 endorsed and stramped by Customs. c) Or Amendment form (SAD503). d) Proof of payment. e) Proof of assessed stamped EX-1 or EX-3 from A++ or AW. f) In case of motor vehicles, a proof of Vehicle Registration Certificate from the country of destination must be submitted from INTERPOL via Namibian Police Force.
4.7	Cancelation of registered dormant entry (EX-1 & EX-3)	4.7.1	Complete the cancelation form and submit to NamRA office where the SAD500 was registered \assessed.	a) If the EX-1 / EX-3 does not duty and tax liabilities, then it is not required to submit proof of replacement\attached documents.

5 Kindly contact the following Officials for any further clarity:

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Issued By:

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