NamRA
Namibia Revenue Agency

EXTERNAL GUIDELINES ON CUSTOMS

BOND (GUARANTEE) REQUIREMENTS

Purpose

These Guidelines are issued by the Namibia Revenue Agency (NamRA) for bond operators, clearing agents, importers, exporters, traders, banking and non-banking financial institutions, and other interested parties and explain the revised Customs guarantee (bond) requirements that apply from 1 November 2026. They set out how a guarantee amount is determined, how the guarantee operates in ASYCUDAWorld, and what is required of existing and new operators.

Scope

These Guidelines apply to every person registered or licensed to carry out an activity for which security must be furnished under the Customs and Excise Act, 1998, namely:

1. **Customs and Excise warehouse operators,** including ordinary storage, manufacturing, special storage and special manufacturing warehouses, and container depots;
2. **transit operators and temporary import operators;**
3. **dry port operators, transit shed operators and cargo handlers;**
4. **deferment facility operators; and**
5. **clearing agents.**

They also apply to the banking and non-banking financial institutions that issue Customs guarantees.

Legal Basis

- **Customs and Excise Act, 1998 (Act No. 20 of 1998)** – empowers the Commissioner to require security for the removal of goods in bond, warehousing, temporary importation, transit, clearing agent licensing and related Customs activities.
- **Customs and Excise Act, 1998 (Act No. 20 of 1998)** – also empowers the Commissioner to determine the form, nature or amount of a guarantee be altered or renewed.
- **Namibia Revenue Agency Act, 2017 (Act No. 12 of 2017)** – obliges NamRA both to collect duties and taxes on behalf of the State and to provide Customs and excise services that facilitate trade. The requirements in these Guidelines balance these two obligations.

What Is Changing

The requirement to secure **100% of potential duties and taxes in every case** where security is required is replaced by risk-based and simplified guarantee levels determined by the nature of the goods, compliance exposure and transaction risk. Compliant operators may therefore furnish a reduced guarantee.

TREATMENT OF EXISTING BONDS

The following conditions should be complied with by each bond operator, before existing bonds are transitioned. The guarantee amount will only be reduced or suspended if there are no outstanding customs duty, excise duty, or tax liability owed to NamRA. No dormant entries or outstanding T1s exceeding certain periods *(periods are stipulated under heading* **ACQUITTAL PERIODS YOU MUST OBSERVE,** *in this Guidelines).*

TREATMENT OF NEW BONDS

NamRA assesses your potential duty and tax exposure and applies the percentage for your category as stipulated in the tables underneath. Therefore, compliant new bond applicants may furnish a reduced guarantee and in each case the operator lodges a reduced guarantee but continues to trade up to the assessed exposure.

PERCENTAGE-BASED GUARANTEES

The guarantee is a percentage of your assessed potential duty and tax exposure:

Guarantee	Category	Applies to
10%	Authorised Economic Operators	Consignments of operators accredited as an AEO under section 18B of the Customs and Excise Act, 1998.
30%	Extractive minerals	Operators moving minerals such as copper, manganese, sulphur, and other extractive minerals, in transit through Namibia.
50%	Standard bonded operations	Warehouse and manufacturer bonds, transit bonds and temporary import bonds for standard goods, excluding luxury and excisable goods.
75%	Luxury and excisable goods	Luxury goods, and excisable goods such as petroleum, alcohol and tobacco products under HS Chapters 22 and 24.
100%	Deferment facilities	Deferment facility bonds. This level applies at all times.

FIXED GUARANTEES

Amount	License Category	Note
N$ 300,000	Dry port operators	Not subject to deductions. Movement of cargo to or from a dry port is secured separately under a transit bond.
N$ 300,000	Container Depot operators	Not subject to deductions. Movement of cargo to or from a container depot is secured separately under a transit bond.
N$ 200,000	Transit shed operators and cargo handlers	Not subject to deductions. Covers goods entered for clearance that cannot be accounted for.
N$ 20,000	Clearing agents	Not subject to deductions. This guarantee is not capped in ASYCUDAWorld.

MINIMUM GUARANTEE

Where a calculated guarantee amount is less than N$5,000, a minimum guarantee of **N$5,000** applies.

Differentiation of Various Goods/ Categories

Goods should be separated in accordance with the type of warehouse for which a bond operator registered and licensed, i.e., warehouse for excisable goods; warehouse for luxury goods; etc. Such warehouses would be allocated with warehouse codes corresponding with the type of goods being deposited in such a warehouse.

How the Guarantee Operates in ASYCUDAWorld

All approved guarantees are recorded and controlled in ASYCUDAWorld, with the exception of clearing agent, dry port, container depot, and transit shed/ cargo handler guarantees, so that Customs activity cannot be conducted beyond approved coverage.

> **THE MOST IMPORTANT POINT TO UNDERSTAND**
>
> A reduced guarantee reduces the **security you lodge**. It does not reduce what you owe. You remain liable for **100% of all duties and taxes** on every consignment, whatever percentage your guarantee is set at.

EXAMPLES

Operator	Assessed exposure	Level	You lodge	You may trade up to
Standard bonded operator	N$ 1,200,000	50%	N$ 600,000	N$ 1,200,000
AEO accredited operator	N$ 2,000,000	10%	N$ 200,000	N$ 2,000,000
Luxury or excisable goods	N$ 1,000,000	75%	N$ 750,000	N$ 1,000,000
Extractive minerals in transit	N$ 3,000,000	30%	N$ 900,000	N$ 3,000,000

In each case the operator lodges a reduced guarantee but continues to trade up to the assessed exposure. Where cumulative liability would exceed that limit, the system prevents further transactions until the guarantee is increased, guarantee's transactions are acquitted, or liabilities are settled.

How Your Guarantee Amount Is Determined

NamRA assesses your potential duty and tax exposure and applies the percentage for your category. The assessment establishes the maximum potential liability at any given time, taking into account:

- historical movement volumes;
- the frequency of consignments;
- the nature and value of the goods handled; and
- the applicable Customs duties, excise duties and taxes.

The assessment period is a risk-based reference point. It does **not** represent your total turnover or total trade value.

ASSESSMENT REFERENCES BY CATEGORY

Category	Reference period and treatment
Warehouse and transit (50%)	Covers all products except luxury goods, excisable goods and minerals. Where the liability for an excluded category falls within the furnished guarantee, that cargo may still be moved under the same bond.
Extractive minerals (30%)	Assessed on the previous three-month period. General goods may also be facilitated where the potential duties and taxes fall within the furnished guarantee amount. If liabilities exceed it, the operator must register under the 50% category.
Excisable and luxury goods (75%)	Other cargo intended for warehousing or transit may be moved under this category, provided the potential duties and taxes remain within the approved guarantee amount.
Authorised Economic Operators (10%)	For AEO operators engaged in extractive minerals, the preceding twelve-month period is the primary assessment reference. The bond rate applies to all categories, excluding for a Clearing agent bond facility and the Deferment bond facility.

If your business volumes or risk exposure change materially, you may apply for the guarantee amount to be reassessed, supported by the relevant documentation.

IF YOU OPERATE IN MORE THAN ONE CATEGORY

- The applicable category is determined by the nature of the goods, the risk classification and your compliance profile.
- Where you deal in mixed categories, the highest applicable risk category applies, subject to any approved reduction.
- A single guarantee from one approved institution may cover multiple activities, provided the amount is sufficient for each activity.
- More than one financial institution may issue guarantees to the same operator to make up the required cover.

Requirements for a Valid Guarantee

WHO MAY ISSUE YOUR GUARANTEE

- A banking institution licensed under the Banking Institutions Act, 2023 (Act No. 13 of 2023), or a financial institution regulated under the Namibia Financial Institutions Supervisory Authority Act, 2001 (Act No. 3 of 2001), and approved by NamRA.
- Guarantees from foreign registered institutions are not accepted, except for goods moving under the SADC Regional Customs Transit Guarantee scheme.

FORM AND EXECUTION

- The guarantee must state the amount in Namibian dollars and the date on which it becomes effective.
- It must be signed by representatives duly authorised by board resolution or express consent, each signing in their own capacity and not on behalf of another person.
- Two witnesses must sign for each authorised signature.
- The corporate seal or stamp of the issuing institution must be affixed.
- The applicable Namibian revenue stamp must be affixed in accordance with the Stamp Duty Act, 1993 (Act No. 15 of 1993).

- The guarantee must record that the operator and the institution agree, jointly and severally, to pay all duties and taxes on demand, and that this obligation continues even if the guarantee is later withdrawn.

EXPIRY, RENEWAL AND CUSTODY

- A guarantee may be issued with an expiry date or on an open-ended basis, as agreed between you and your guarantor.
- Where there is an expiry date, the issuing institution must notify you and NamRA at least 60 days before expiry.
- You must submit the Bond Renewal Application at least 30 days before the expiry date.
- If a guarantee expires and no indication of renewal or termination has been given, your operations are suspended on expiry.
- Original guarantees accepted as valid are held on file by the Division: Trade Facilitation and Customs Procedures at NamRA Head Office in Windhoek.

New Applications From 1 November 2026

An application received on or after **1 November 2026** is assessed directly against the guarantee levels set out above. The transitional arrangements for existing operators do **not** apply to new applications.

1. **Submit the Bond Application form** to the Division: Trade Facilitation and Customs Procedures, Registration and Licensing Section, for endorsement. Do this **before** approaching your financial institution.
2. **Obtain the endorsement.** An endorsement is valid for 90 days from the date it is given.
3. **Have the Customs General Bond issued** by your approved financial institution and submit it to the same section within that 90-day period.
4. **On approval, your guarantee is recorded and capped** in ASYCUDAWorld, except in the case of clearing agent, dry port, container depot and transit shed/cargo handler guarantees.

What Existing Operators Must Do

> **YOUR DEADLINE IS 31 JANUARY 2027**
>
> If you hold a guarantee on **1 November 2026**, you must complete the three steps below within **90 calendar days** of that date, that is on or before **31 January 2027**.

1. **Submit a reconciled statement** of your outstanding Customs duties and taxes.
2. **Then either increase your guarantee** to the amount required or **settle the excess liability in cash**.
3. **Clear any unacquitted transactions or outstanding liabilities.** A guarantee that carries unacquitted transactions or outstanding liabilities will not be migrated in ASYCUDAWorld until these are cleared.

Failure to regularize within the 90-day period constitutes **non-compliance**, and the measures set out below follow. NamRA will engage operators during this period, but you need not wait to be contacted. Early engagement is strongly encouraged, particularly where increasing a guarantee requires arrangements with your bank.

ACQUITTAL PERIODS YOU MUST OBSERVE

A guarantee is only reduced or suspended where there are no outstanding duties or taxes and where dormant and unacquitted entries do not exceed the following periods:

Operator	Period
Transit bond operator	Pending transit documents (T1s) must not exceed 30 days.
Private bonded warehouse operator	Stored goods must not exceed five years.
Public bonded warehouse operator	Stored goods must not exceed 90 days.
Manufacturing warehouse operator	Stored goods must not exceed five years.
Temporary import operator	Goods imported under IM5 must not exceed the permissible period of six or twelve months granted, unless extended by the Commissioner.
Deferment facility operator	No unsettled or unpaid statement on the deferment facility account.
Dry port operator	Stored goods must not exceed 90 days.

If You Do Not Comply

Where the conditions of a guarantee are not met, or liabilities are not regularized, the following measures are applied in progressive order:

Step	Measure	When
First	A demand for payment of the duties and taxes owed is issued to the operator, with a courtesy notification to the guarantor.	On breach
Second	Suspension of the operator's authority to utilise the guarantee.	After the 90-day period
Third	A formal demand is made on the guarantor for the amount outstanding.	After 60 days
Fourth	Referral to the Department: Legal Services for recovery and, where necessary, to the Attorney-General through the Ministry of Finance.	After a further 30 days

Penalties may also be imposed under the Customs and Excise Act, 1998 and the Customs and Excise Enforcement Penalty Guidelines. Operators and financial institutions remain jointly and severally liable for duties and taxes even where a guarantee is withdrawn.

Where No Guarantee Is Required

- Goods temporarily imported under a valid ATA Carnet or Carnet de Passage en Douane. Where such goods are not accounted for, the duties and taxes become payable.
- Goods imported under rebate items 498.01 and 498.02 of Schedule 4 to the Customs and Excise Act, 1998 for use in an Export Processing Zone, subject to the conditions of the Export Processing Zones Act, 1995 (Act No. 9 of 1995).

Your Right of Appeal

- You may appeal against any decision taken in terms of these requirements. An appeal must be in writing and addressed to the Objections and Control Unit within 30 days of being notified of the decision or of a demand for payment.
- If you remain dissatisfied with that decision, you may lodge an appeal with the Minister responsible for finance, or with a court of competent jurisdiction.

RECORDS YOU MUST KEEP

You and your financial institution must keep proper records for **five years**, including books, accounts, documents and records of all transactions relating to goods covered by a guarantee, together with any such records created by computer. These must be produced on demand by an authorised NamRA officer for the purpose of acquitting a guarantee.

Frequently Asked Questions

Question	Answer
Does this mean I pay less duty?	No. Duties and taxes are unchanged. Only the security you lodge is reduced.
If I lodge 50%, am I liable for only 50%?	No. You remain liable for 100% of all duties and taxes. The percentage applies to the guarantee, not to your liability.
What happens if I reach my limit?	The system prevents further transactions until you increase your guarantee or settle outstanding liabilities. That included acquitting outstanding T1s and/ or transactions.
Can I increase my guarantee later?	Yes. You may apply to increase it at any time to support higher trading volumes, and you may apply for reassessment if your volumes or risk changes materially.
Who qualifies for the 10% level?	Operators accredited as an Authorized Economic Operator under section 18B of the Customs and Excise Act, 1998.
Do the fixed guarantee amounts change?	The fixed amounts are set out above: N$300,000 for dry ports, N$ 300,000 for container depots, N$200,000 for transit sheds and cargo handlers, and N$20,000 for clearing agents. They are not subject to deductions or reductions.
I am a clearing agent. Does capping affect me?	Clearing agent guarantees are not capped in ASYCUDAWorld. Your fixed guarantee of N$20,000 continues to apply.
I hold several bond types. Which level applies?	The highest applicable risk category applies across your mixed operations, subject to any approved reduction.
Can my existing guarantee simply be carried over?	Only if it carries no unacquitted transactions and no outstanding liabilities, and the amount meets the new requirement. Otherwise, it must be regularized first.
What if I cannot arrange a top-up by the deadline?	Contact the Division before the deadline. Settling the excess liability in cash is the alternative route. Do not allow the deadline to pass without engaging NamRA.
Can I use more than one bank?	Yes. Multiple approved institutions may issue guarantees to make up your required cover.

Question	Answer
Are foreign bank guarantees accepted?	No, other than for goods moving under the SADC Regional Customs Transit Guarantee scheme.

Support and Engagement

NamRA will support operators through the transition and BEFORE 31 December 2026. However, the following sessions are also scheduled:

Engagement	Date	Mode	Who should attend
Customs Bonds Framework regional workshops	8 – 19 February 2027	In person, at Regional Offices	Clearing agents, bond operators, banks and guarantors, traders and Customs officials
National sensitisation session	16 March 2027	Virtual	Customs officials, clearing agents, bond operators, banks and guarantors

DO NOT WAIT FOR THE SESSIONS INDICATED ABOVE

Both sessions fall **after** the 31 January 2027 deadline. If you hold a guarantee now, engage the Division well before that date rather than waiting for a workshop.

Enquiries

Channel	Detail
Division	Trade Facilitation and Customs Procedures, Registration and Licensing Section
Email	tradefacilitation@namra.org.na
Telephone	+264 61 433 0121
Office	NamRA Headquarters, Town Square, 1st Floor, Werner List Street, Windhoek

Enquiries

These Guidelines are issued for general information and to assist compliance with the Customs and Excise Act, 1998. They do not replace the Act or any requirement issued under it. Where these Guidelines and the Act differ, the Act prevails.

These Guidelines on Customs Bonds (Guarantee) Requirements are hereby approved and are effective on 1 November 2026.

NAMIBIA REVENUE AGENCY Head: Customs & Excise NamRA Serving with Passion REPUBLIC OF NAMIBIA

30 / 09 / 2026

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Head: Customs and Excise