



## IMPORT CUSTOMS CLEARANCE STANDARD OPERATING PROCEDURES

### Authorisation

Prior to arranging clearance for a client for the first time, the client signs an authorisation permitting KS Shipping Limited to act as their agent to clear imports with Revenue on their behalf.

### Documents

In order to obtain an import clearance, documents containing the necessary information should be provided in good time prior to the arrival of the shipment into Ireland. The information should be provided on a combination of some or all of the following documents:

- Commercial Invoice
  - Bill of Lading (if container by sea)
  - Airway Bill (if by air)
  - Advice of Arrival (except for pre-lodged entries)
  - Packing List
  - Instruction from client or logistics/transport company
- } **NB Always required**

The above documents should contain the following information:

- Name and address of the consignor (seller)
- Name, address and EORI number of the consignee (buyer)
- Invoice date and invoice number
- Country of Origin
- Tariff code(s) and/or exact description of the goods so that the tariff code(s) can be identified
- Number of units and type of packaging unit (case, box, pallet etc.)
- Purchase price of the goods or value for customs purposes if purchase price is zero (samples etc.)
- Gross weight and net weight of each category of product
- Freight costs and incoterms in order to include correct amounts in VAT/Duty calculation
- Expected date and time of arrival
- Port of entry
- Container number and seal number (if container by sea)
- Vessel IMO (if by sea)/Flight number (if by air)/Trailer number (if by road)

The following documents may also be required in some cases:

- Product specific certification (VI form for wine, health certificate, etc.)
- EUR form/ATR form if claiming preference in relation to import duty
- T1 form if Ireland was not the first point of entry into the EU
- Import Advance Notification form if goods are to be stored in a bonded warehouse
- Bond letter if goods are to be stored in a bonded warehouse
- Common Health Entry Document (CHED) depending on the nature of the goods
- Phytosanitary certificate depending on the nature of the goods
- Certificate of Origin depending on the nature of the goods
- Export Document for goods arriving from GB
- Entry Summary Declaration (ENS) for goods arriving from GB
- VAT56B form if the client has VAT free authorisation
- Revenue confirmation of Postponed Accounting for VAT





## Application for Customs Clearance

KS Shipping prepares a Single Administrative Document (SAD) which is submitted using Revenue's Automated Import System (AIS) which handles the validation, processing, duty accounting and clearance of customs declarations. When Revenue have been notified that the shipment has arrived at an Irish port of entry, the SAD is submitted to Revenue through AIS along with the appropriate documents. Once submitted, a unique Movement Reference Number (MRN) is generated by AIS.

In the case of goods arriving by trailer on a ferry from GB, KS Shipping prepares a *Pre-Lodged* SAD prior to the trailer boarding the ship. The haulier requires the MRN in order to prepare a Pre-Boarding Notification (PBN) for Revenue.





## VAT Duty and Excise

The VAT, Import Duty, and Excise Duty if applicable are calculated based on the tariff codes and country of origin and declared on the SAD. In certain cases, the import duty is reduced, or the import is exempt from duty entirely based on the country of origin and/or the trader status. In these instances, an EUR form/ATR form or appropriate invoice endorsement is required.

Generally, Import Duty, VAT and Excise are payable from the client's Revenue Trader Account Number (TAN) before goods are released. In some cases, the client has a deferred arrangement with Revenue, either a VAT Free Authorisation, in which case a VAT56B form is required, or the client has Postponed Accounting for VAT in which case a copy of a confirmation letter from Revenue is required.

If the goods are destined for a bonded warehouse, Import Duty is payable immediately, but VAT and Excise will only become payable when the goods are no longer under Custom's control and enter free circulation.

The customs entry is routed green, orange, yellow or red by Revenue.

-  Green - A copy of the green routed SAD and clearance slip is forwarded to the client and the goods are free to leave the port.
-  Orange - In some cases Revenue require sight of certain documents or may seek clarifications or TAN lodgement in order for the shipment to be green routed.
-  Yellow - Certain tariff codes are of interest to various Government departments and the consignment may require an inspection before being routed green. A Common Health Entry Document (CHED)/Phytosanitary Certificate/Certificate of Origin may be required.
-  Red - a physical examination of the consignment is carried out before the shipment is given a green routing.

## Goods Remaining under Customs Control

In the case of goods that are to be stored in a bonded warehouse, an Import Advance Notification form is either provided to KS Shipping by the client/haulier or prepared by KS Shipping based on information provided by the client and submitted to Revenue. Revenue then issue a Compound Release Notification with a unique reference number specific to the container, seal number and collection date allowing the client to collect the goods from the port and deliver them to the bonded warehouse.

## Document Retention

KS Shipping retains a copy of all green routed entries and accompanying documents for inspection in the event of the client being selected for a Revenue audit.

