



Important Notes

- BELTRAIDE serves to process all duty exemption requests within 2-3 working days. For URGENT Requests, BELTRAIDE offers an expedite service within 24 hours, with a fee of BZ\$100 per request. Payments can be deposited via Belize Bank to BELTRAIDE's Account 118-116-010-120-001 or at BELTRAIDE's headquarter in the City of Belmopan
- Via STEP 6, if the broker is unable to locate the duty exemption letter in "view file" contact BELTRAIDE.
- BELTRAIDE completes all "Administration Selectivity" (STEP 11) within the same day, upon receipt of customs entry from the Customs Broker.
- BELTRAIDE has the authority to place items on HOLD if the items requested do not correspond with the approved items on the duty exemption letter (STEP 11). This will be addressed directly with the Company contact person and Broker.
- If the consignment imported is not in the name of the Approved Company, a Certificate of Transfer must be submitted prior to completing Administration Selectivity. The certificate of transfer must include:
 - Consignee name and signature with Company's stamp
 - The Approved Enterprise Order (AEO) name and signature with Company's stamp
 - BELTRAIDE reference number.



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**BELTRAIDE - ASYCUDA
CUSTOM CLEARANCE
FISCAL INCENTIVES**



BELTRAIDE - ASYCUDA Custom Clearance Process Flow

APPROVED COMPANY

BELTRAIDE

THE BROKER

**START
HERE**

STEP 1
The AEO holder requests duty exemptions on items via the online platform.

STEP 2
BELTRAIDE process Duty Exemption Letters for the respective AEO holder through the portal.

STEP 3
Duty Exemption Letters are uploaded by BELTRAIDE via the ASYCUDA Customs World System.

STEP 4
The Broker ensures the Tax Identification Number (TIN) is entered in Single Administrative Document (S.A.D); thereafter proceeds to create the Declaration for approved Goods.

STEP 5
The Broker clicks on "Attached Document" and enters code LE03, then proceeds in uploading declaration documents. *Note that reference number must be entered as per the exemption letter.*

STEP 6
The Broker clicks on the arrow next to the letter's reference number and selects "load file" to allow upload of the declaration documents.

STEP 7
The Broker completes the declaration and payment of applicable duties/fees at the bank as per Customs request.

STEP 10
The Broker notifies BELTRAIDE via email of Administration Selectivity by providing the entry number.

STEP 9
The Broker will be informed of an Administration Selectivity requiring BELTRAIDE's clearance in the system.

STEP 8
The Broker visits the Face Vet Officer to trigger selectivity.

FINAL
BELTRAIDE grants selectivity for the approved goods in ASYCUDA via "Green Light". Thereafter, Customs is to release the goods.

STEP 11
BELTRAIDE logs into the system and confirms that items seeking clearance corresponds to the approved Exemption Letter.



BELTRAIDE - ASYCUDA Customs Clearance is a process which requires that the Approved Company, BELTRAIDE and the Broker, complies with each step outlined in the clearance process. **No steps can be omitted in the process.**

WHAT IS ASYCUDA?

ASYCUDA is a computerised customs management system which covers most foreign trade procedures. The system handles manifests and customs declarations, accounting procedures, transit and suspense procedures.

ASYCUDA generates trade data that can be used for statistical economic analysis.

The ASYCUDA software is developed in Geneva by UNCTAD. It operates on micro in a client server environment under UNIX and DOS operating systems and RDBMS Software.

ASYCUDA takes into account the international codes and standards developed by ISO (International Organisation for Standardisation), WCO (World Customs Organization) and the United Nations.

ASYCUDA provides for Electronic Data Interchange (EDI) between traders and Customs using EDIFACT (Electronic Data Interchange for Administration, Commerce and Transport) rules.

