



DIRECÇÃO GERAL DAS ALFÂNDEGAS



"Seja um cidadão, seja um novo héroi para a nossa Nação"

PUBLIC NOTICE- CUSTOMS ADVICE

ORIGINATING OFFICE: Director General of Customs

DGC Notice No 341

DATE: 29 -6 -2015

Subject: - "Instruction for providing a copy of set of import documents"

Purpose:

Measures need to be taken in order to avoid the constant loss of documents (e.g. SAD, invoice, packing list, etc) during the clearance procedure.

Thus, Customs has prepared this instruction to enforce Customs Brokers and Companies' representatives to provide a copy of the set of documents related with the importation of goods

Introduction

Article 70 of Decree-Law 11/2004 provides that the following documents must be added to the Customs Declaration (SAD):

- a) Commercial invoices;
- b) Sanitary and phytosanitary certificates in case of live animals, processed food and vegetables.
- c) Packing list;
- d) Bill of landing;
- e) Documents of transportation;
- f) Other documents needed for the application of provisions governing the-bringing of goods into consumption.
- g) In case of a customs declaration for an economic regime subject to a prior written-authorization, a copy of the authorization shall be attached to the customs-declaration.

Furthermore, the Article 71 of the above law established that the customs declaration must to be provided at the customs office adding the documents already referred

The Process.

Brokers/ Company's responsibilities

Upon the payment of the duties and taxes are made, a copy of set of documents must to provide to the National Director of Administration' secretary, Mrs. Sonia Recardina de Oliveira and the original shall be use for the customs clearance procedure.

National Director of Administration's Secretary's responsibilities

NDA's secretary will make sure that the copy of the set of documents is completed.

Before documents are submitted to the archive, she will register the following information in the excel spreadsheet:

- a) SAD number and its date;
- b) Name of the importer and Customs Broker;
- c) Type of goods;
- d) Value of the goods, and
- e) Total amount of duties and taxes paid

Archive officer' responsibilities

Archive officer will acknowledged of receipt and fill up the format established by the Ministry of Finance.

OPERATIONAL APPLICATION

This policy will take effect on the 30th June 2015.

A handwritten signature in blue ink, appearing to read 'Jose Antonio Fatima', with a long horizontal stroke extending to the right.

Jose Antonia Fatima ABILIO
Director General of Customs