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|  | **CUSTOMS AND EXCISE DEPARTMENT** |  |
|  |  |  |
|  | **Reform & Modernization Project** |  |
|  |  |  |
|  |
|  | **User Policy** |  |
|  | **Direct Trader Input Policy****(DTI)** |  |
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| Description | Responsibility centre | Signature | Date |
| Reviewed by: | M. G. Gibson, Comptroller of CustomsMr. C. Griffith, Coll. CustomsMr. Pete Castillo, Project Director |  | August 10, 2009 |
| Approved by |  |  |  |
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**POLICY FOR THE USE OF ASYCUDAWorld**

**DIRECT TRADER INPUT (DTI)**

**Proposed Version**

1. **INTRODUCTION**

This document sets out the basis under which the trading community will electronically submit documents to the Belize Customs Information System.

The Trading Community will submit customs declarations to the Customs Information System by means of Direct Trader Input (DTI). At the same time Customs, through the system, will provide the trading community with Document Reference Numbers that represent formal and official acceptance of the documents.

Through the DTI Policy Customs will also regulate the use of the system and allow the trading community to take full responsibility for the validity, completeness and integrity of the information they provide to Customs.

1. **OBJECTIVES**

DTI Policy objectives are:

* 1. To define users, regulate and control the access to Customs ASYCUDAWorld system;
	2. To grant users access to Customs Information System to submit declarations;
	3. To assure users have enough skills to use the system;
	4. To harmonize the user registration process country wide.
1. **DEFINITIONS**

**Direct Trader Input** **(DTI)** is the term used in situations where the ***users*** prepare and electronically submit Customs declarations or manifests to the Customs Information System.

 **Users** are Carriers, Traders, Customs Agents and Customs Officers, or anyone authorised to conduct transactions on the ASYCUDAWorld system.

1. **ROLES AND RESPONSIBILITIES OF DTI USERS**

The roles and responsibilities of users are:

* 1. To provide Declarations electronically to Customs;
	2. To follow the Customs Procedures at all times;
	3. To ensure that the information they provide is true, complete and correct;
	4. To be liable for ***all*** transactions processed under user accounts; **NOTE: - PASSWORDS SHOULD NOT BE REVEALED TO ANY ONE**

1. **REGISTRATION**

Users may apply for user accounts by submitting completed Registration Forms (Annex A and B) along with Certificates of Proficiency to the Comptroller of Customs. Application forms will be made available as downloads on the Customs website.

Customs will review the applications and if approved, users shall sign a Memorandum of Understanding (MOU) with Customs.

1. **TECHNICAL REQUIREMENTS**
2. Operating System with standard Internet Browser
3. Process speed of at least 1.7 GHz
4. RAM of at least 1 GB
5. Java 1.5/1.6 Runtime Environment installed (JRE 1.5/1.6)
6. Scanner
7. Printer (Laser or ink-jet)
8. Internet Connection with minimum bandwidth of 128Kbps

**Annex A – Application for DTI Company Account**

**BELIZE CUSTOMS AND EXCISE DEPARTMENT**

**Application for AUTHORISED DTI *COMPANY* ACCOUNT**

**(Form DTI02)**

*Confidential when completed*

**To the Comptroller of Customs & Excise:**

Pursuant to Customs Notification, I hereby apply for an online access account to use the Customs Information System and to this effect I / we provide the following details.

 **(1) Applicant is a:**

Private Individual Company Sole Trader  Bank  Other 

**(2) Business Activity:**

Broker Terminal Operator Carrier/Carrier's Agent Importer/Exporter Consolidator Public Enterprise Governmental Agency  Banking Agency 

**(3) Identification of Applicant:**

Name: 

T.I.N (Not applicable for Government Agencies)

Physical Business Address: 

Business Name: Postal Address: Telephone: (###) (###)-(####) 

Fax: (###) (###)-(####) 

Email: 

 **(4) Technical Requirements For Registration As A User Of Customs ASYCUDAWorld System**

I/we confirm that the personal computers (PCs) that I use with Customs Information System comply with following minimum specifications: (please indicate "Yes" by ticking the box or "No" by leaving the box un-ticked.)

Process speed of at least 1.7 GHz RAM of at least 1 GB Internet Browser 

Scanner, Printer (laser or ink-jet) Java 17.0\_13 Runtime Environment installed 

Internet Connection with at least 512 kbps bandwidth 

Note: These are the Minimum requirement for processing transactions through the system

 **(5) General Conditions Under Which Registration may be revoked**

Failure to inform the Comptroller of Customs within 24 hours of changes to any of the following conditions may result in user registration status being revoked:

* Cease to employ all or any individual registered users nominated in this application form.
* Change the address of company or individual users.
* Change the name of company or individual users.
* Cease to conduct business with Customs.
* Company or individual registered users have become bankrupt.
* Company or individual registered users are convicted of any offence punishable under the Customs, Taxation or criminal legislation.

 **(6) Specific Conditions in respect of the Security of the Customs Information System**

If approved as a registered user of Customs Information System, the applicant and any other individual listed in this application, agrees to:

* Keep secure, and not disclose to another person the unique user identifier allocated ;
* Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to user transmissions;
* Change user password immediately and notify the Customs Department if the security of user Unique Identifier has in any way been compromised;
* Notify the Customs Department if user gains access or otherwise receive data that does not pertain to user’s lawful access to the system;
* Not falsify, damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
* Comply with any further conditions imposed by the Comptroller of Customs and Excise in relation to the security of a unique identifier allocated to user or persons listed in this application or to any other matters related to the access to and use of the Customs Information System.

**PLEASE READ CAREFULLY, THE NOTES BELOW, BEFORE SIGNING THIS APPLICATION**

* All sections of this application form must be completed and all questions answered.
* If the applicant is a company, this form must be signed by the general manager or another authorized person, and include the official company stamp /seal.
* Regardless of individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the requirements / conditions set out for individuals listed in this application.
* By signing this form the applicant agrees to all requirements and conditions set out in this form and any other reasonable conditions that may be imposed by the Comptroller in respect of the registration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Annex B – Application for DTI User Account**

**BELIZE CUSTOMS AND EXCISE DEPARTMENT**

**Application for AUTHORISED DTI *USER* ACCOUNT (Form DTI02)**

*Confidential when completed*

**Name: **

**Physical Address: **

**City: **

**Country: **

**Office/Station where connection is required: **

**Telephone: (###) (###)-(####)** ****

**Mobile: ((###) (###)-(####)** ****

**E-mail address: **

**Desired Username: **

**Declarant Code:  (if applicable)**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**ACCOUNT HOLDER:**

**Importer/Exporter:  Customs Broker:  Company Clerk:  Shipping Agent: **

**Consolidator:  Port Operator:  Government Agent:  Bank** 

**Other: **

 **-------------------------------------------------------------------------**

**If Government Agency, Please Specify below:**

**Ministry of Finance:  General Sales Tax:  Income Tax Department: **

**BELTRAIDE:  Bureau of Standards:  Belize Tourism Board: **

**Belize Agricultural Health Authority:  Department of the Environment: **

**Statistical Institute of Belize:  Accountant General Department: **

**Forest Department:  Health Department:  Department of Transport: **

**Police Department:  National Institute of Culture & History (NICH): **

**Ministry of Public Utilities, Information & Broadcasting: **

**-------------------------------------------------------------------------**

**If Bank, Please Specify below:**

**Atlantic Bank Ltd:  The Belize Bank Ltd:  CIBC FirstCaribbean Bank: **

**Heritage Bank Ltd:  ScotiaBank (BELIZE) Ltd:  Central Bank of Belize: **

**-------------------------------------------------------------------------**

**If Other, Please Specify below:**

**Benque Viejo Free Zone:  Corozal Free Zone:  Web Service Client: **

**Diplomatic Embassy: **

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**DECLARATION**

I understand that any approval may be withdrawn without notice if the DTI facility

is misused. I further undertake that Declarations registered on the computer will be

subsequently submitted to Customs as stipulated in the Customs Act Chapter 49, Section 16.

**Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Official Use Only**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_