

OUTLINE OF ACCOUNTING AT THE CUSTOMS BUSINESS CENTRE (June 2004)

AGENTS SUBMIT ALL CUSTOMS DECLARATIONS ELECTRONICALLY

Agent captures and registers a Declaration in ASYCUDA++ at his office or DTI Centre and prints 1 x Original and 2 x copies:

1. Original, with supporting docs, for Customs use;
2. First copy = client's copy (to be returned at end of Customs process);
3. Bank Copy, to be retained by Bank after payment is done. **Note:** This copy need only be the first page of Entry, with details of total Taxes and TAP;

AGENT PAYS DECLARATION AMOUNT AT BANK

- Agent presents at Bank the Original & 2 copies of Registered Declaration and payment for Total Amount.
- Bank receives payment in cash or same bank cheque. If not from same Bank, cheque clearance period applies,
- Bank issues **Original & 1 copy** of Bank Receipt for **each declaration**, duly stamped and signed by cashier,
- Bank retains Bank's copy of Declaration and returns to agent the rest of Declaration package.
- At the end of the day Bank sends a Summary printout of all Customs collection FOR CBC and a single Receipt to URA Revenue Centre in Nakawa.

CUSTOMS BUSINESS CENTRE (CBC)

- Agent lodges the declaration package, including Bank Receipt(s), at the CBC Lodgement window ;
- Lodgement Officer carries out a "face vet" of the Declaration package. If errors/ discrepancies are detected Agent is notified through Queries and Amendments section.
- Lodgement officer enters Bank payment details into ASYCUDA++ Accounting Module (Modacc);
- At close of business, the Lodgement Officer prints the A++ Daybook and attaches a copy of each Bank receipt for this day;
- Lodgment Officer sends Daybook printout and Bank receipts to URA Revenue Centre (Nakawa).

URA REVENUE CENTRE (NAKAWA)

- Matches Summary of daily collection from Bank with A++ Daybook printout and Bank Receipts from CBC.
- Investigates any discrepancies;
- Prints ASY++ plain paper receipt (if required by agents).

IMPORTANT NOTE: In addition to payment of taxes in Declarations, authorized banks must also receive payments for **top up taxes** included in Short Payment Notices (SPNs), and **deposits** into Agents/ Consignees **Credit Accounts**. Procedure for these two documents are in a separate sheet.