

**FEDERAL REPUBLIC
OF SOMALIA**

MINISTRY OF FINANCE

CUSTOMS DEPARTMENT

**SOMALI SINGLE
ADMINISTRATIVE
DOCUMENT**

(SOMSAD)

COMPLETION INSTRUCTIONS



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1.0 INTRODUCTION

The Somali Single Administrative Document (SOMSAD) is used to control the import and export of goods into and out of the Federal Republic of Somalia. The SOMSAD includes data that will be used as the main source of national trade statistics.

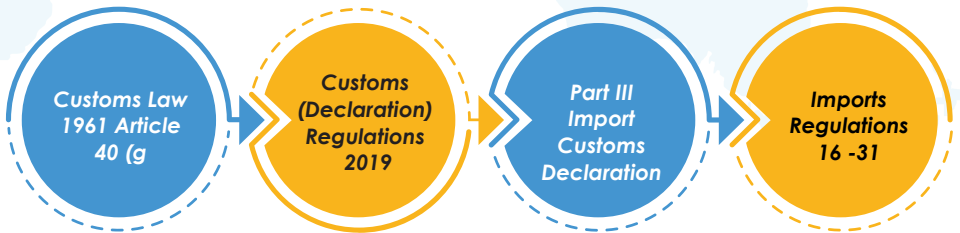
As Customs reform develops, the SOMSAD will include data that will calculate and collect taxes and duties.



2.0 LEGISLATION

2.1 Importation

The legislation relevant to the Import Customs Declaration is contained within Article 40(g) of the Customs Law 1961, Customs (Declaration) Regulations 2019, Part III - Import Customs Declaration, Regulations 16 - 31



2.2 Exportation

The legislation relevant to the Exportation of goods is contained within Article 40(g) of the Customs Law 1961, Customs (Declaration) Regulations 2019, Part IV Exportation, Regulation 32.



2.3 Schedules

The three schedules (A, B and C) attached to the new regulation relate to;

Schedule A: Somali Single Administrative Document.

Schedule B: Instructions to complete the Somali Single Administrative Document (this document).

Schedule C: Codes to be used in the Somali Single Administrative Document.

3.0 SOMSAD - Overview

The SOMSAD covers the customs procedures of Import and Export with the purpose of standardising customs documents, harmonising codification and simplifying procedures in international trade.

As reform develops, the role SOMSAD can be expanded to Transit and other Customs Regimes.

4.0 SOMSAD SINGLE ADMINISTRATIVE DOCUMENT FEDERAL REPUBLIC OF SOMALI

Initial use of the SAD in Somalia will be limited to;

- Import
- Import - Exemption
- Export
- Export - Exemption

5.0 SOMALI SINGLE ADMINISTRATIVE DOCUMENT COMPLETING THE SOMSAD

The declarant is responsible for the completing the SOMSAD. This will be done electronically through the following link; <https://somcustoms.sol>

6.0 RESPONSIBILITY OF THE DECLARANT

The declarant is responsible for completing the SOMSAD and in doing so; the declarant is accepting responsibility under the current legislation for;

- The accuracy of the information given in the declaration
- The authenticity of the documents submitted with the declaration
- The observance of all the obligations necessary under the declared procedure


The action of signing the document, as per the field below, and presenting it to Customs, indicates full responsibility of all responsibilities as per the current legislation.

Place and Date:

Mogadishu

11/03/2019

Signature and name of declarant:



7.0 SOMALI SINGLE ADMINISTRATIVE DOCUMENT - CREATING A USER

This allows the importer / Customs Broker to obtain access to system. Firstly, they must complete the required information fields including the TIN number.

On completion of all fields, the button 'Create User' is pressed. A user is now created.

Somalia Customs Declaration System

[Home](#)[Help](#)[Task List](#)[About](#)

Create a New Account

Use the form below to create a new account.
Passwords are required to be a minimum of 6 characters in length.

Company Name:

Type:



Company Address:

Company Phone No.:

E-mail:

Company TIN:

Contact Person Name:

Contact Person Phone No.:

Login ID:

Password:

Confirm password:

8.0 SOMSAD COMPLETION INSTRUCTIONS

The SOMSAD completion instructions should be read in conjunction with the legislation and in particular 'Schedule C' codes to be used in the completion of the SOMSAD.

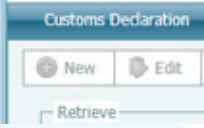

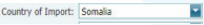
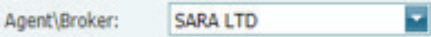
8.1 SOMSAD Header

This refers to the general information about the consignment.

The screenshot shows a software interface for a 'Customs Declaration'. At the top, there is a title bar 'Customs Declaration' and a menu bar with icons for New, Edit, Save, Delete, Clear, Submit, Approve, Reject, and Print. Below the menu bar is a 'Retrieve' section with a 'Find:' text box and a dropdown arrow, followed by a 'Status:' label. The main content area has two tabs: 'Header' (selected) and 'Attachments'. Under the 'Header' tab, there is a 'Clear Mode' button and a grid of input fields for various declaration details.

Clear Mode	
Declaration ID:	<input type="text"/>
Type:	<input type="text"/>
Customs Office:	<input type="text"/>
Vessel No.:	<input type="text"/>
Country of Import:	<input type="text"/>
Agent\Broker:	<input type="text"/>
Date:*	<input type="text"/>
Exporter\Importer:	<input type="text"/>
Registration No.:	<input type="text"/>
Country of Export:	<input type="text"/>
Country of Origin:	<input type="text"/>
Bill of Lading No.:	<input type="text"/>

MADAXA SOMSAD

New	<p>Click new and fill the custom declaration form</p> 
Declaration ID	<p>This is a system sequence number on a declaration assigned according to each Declarant.</p>
Type	<p>Click on type box choose your consignment type either import or export</p> 
Custom office	<p>This is custom office deployed the commodity either seaport or airport</p>
Vessel no	<p>Insert vessel name</p>
Country of import	<p>Consignment imported country click the box and choose Somalia</p> 
Agent/broker	<p>Click the box and choose the broker name</p> 
Date	<p>This field will be filled by the system</p>
Registration no	<p>This field will be filled by the system</p>
Country of export	<p>This is the transit country of the commodity</p>
Country of origin	<p>This field the original country deployed the commodity click the box and choose original country.</p>
Bill of Lading	<p>The Bill of Lading / Airway Bill Number should be inserted in this field.</p>

8.2 SOMSAD Item

This contains all the necessary information for each item.

#	Item No.	Commodity Code	Origin Country Code	Kind of Packages	No. of Packages	Container No.	Gross Mass(kg)	Unit Price	Currency	Net Mass(kg)	Total Price
Update Cancel		040130 Milk and cream of	AE United Arab Emirates	CT Carton	1500	CMU020101	1,100.00	3.00	USD	800.00	0.00

If there is more than one item, another line must be used.

#	Item No.	Commodity Code	Origin Country Code	Kind of Packages	No. of Packages	Container No.	Gross Mass(kg)	Unit Price	Currency	Net Mass(kg)	Total Price
Update Cancel					1		0.00	0.00		0.00	0.00

SOMSAD ITEM

Commodity code (HS)	<p>This field requires the six-digit commodity code of the goods declared for each item.</p> <p>The commodity code can be inserted from the drop-down menu.</p>
Original country code	<p>The country of origin code captures automatically by system using information of original country you filed into custom declaration from.</p>
Kind of packages	<p>Click on the box and choose the model of package you imported into custom.</p>
Total number of packages	<p>The Declarant must state the total number of packages for the each item.</p>
Container no	<p>This indicates whether the goods are transported in a container or not.</p>
Gross mass	<p>Gross mass in kilograms.</p>
Unit price	<p>The completion of this field is optional</p>
Currency	<p>This is purchased money code</p>
Net mass	<p>Weight (mass) of goods without any packaging. Enter the net mass of the goods declared.</p>
Total	<p>This field will be filled by the system automatically.</p>
Save	<p>Click save bottom and save</p>

8.3 SOMSAD Attachments

The following documents should be submitted with all Customs declarations.

Import

No	Documents
1	Bill of lading/ Airway bill
2	Invoice
3	Packing list

Export

No	Documents
1	Certificate of Origin
2	Invoice
3	Packing list
4	Bill of Landing

To attach and submit the documents, the user should follow the instruction below;

SOMSAD ATTACHMENTS

Attachments	Click on attachment and upload all necessary documents
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8.4 SOMSAD Submitting, Printing and Signing

By completing the instructions below, the representative is making a legal declaration to Customs under the Customs

SOMSAD SUBMITTING, PRINTING AND SIGNING	
Submit	Click submit button
Print	Click Print button
Place and Date	To be completed by the representative of the trader indicating the place and date of the declaration, and the name of the representative.

Example below:

Place and Date:

Mogadishu **11/03/2019**

Signature and name of declarant:

ANNEX A

DEFINITIONS

EXW	<i>Ex Works</i>
FCA	<i>Free Carrier</i>
CPT	<i>Carriage Paid To</i>
CIP	<i>Carriage and Insurance Paid To</i>
DAT	<i>Delivered At Terminal</i>
DAP	<i>Delivered at Place</i>
DDP	<i>Delivered Duty Paid</i>
FAS	<i>Free Alongside Ship</i>
FOB	<i>Free on Board</i>
CFR	<i>Cost and Freight</i>
CIF	<i>Cost, Insurance and Freight</i>



EXW

Ex Works

“**Ex Works**” means that the seller delivers when it places the goods at the disposal of the buyer at the seller’s premises or at another named place (i.e., works, factory, warehouse, etc).

The seller does not need to load the goods on any collecting vehicle, nor does it need to clear the goods for export, where such clearance is applicable.

FCA

Free Carrier

“**Free Carrier**” means that the seller delivers the goods to the carrier or another person nominated by the buyer at the seller’s premises or another named place.

The parties are well advised to specify as clearly as possible the point within the named place of delivery, as the risk passes to the buyer at that point.

CPT

Carriage Paid To

“***Carriage Paid To***” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

CIP

Carriage And Insurance Paid To

“***Carriage and Insurance Paid to***” means that the seller delivers the goods to the carrier or another person nominated by the seller at an agreed place (if any such place is agreed between parties) and that the seller must contract for and pay the costs of carriage necessary to bring the goods to the named place of destination.

The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIP the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.

DAT

Delivered At Terminal

“Delivered at Terminal” means that the seller delivers when the goods, once unloaded from the arriving means of transport, are placed at the disposal of the buyer at a named terminal at the named port or place of destination.

“Terminal” includes a place, whether covered or not, such as a quay, warehouse, container yard or road, rail or air cargo terminal. The seller bears all risks involved in bringing the goods to and unloading them at the terminal at the named port or place of destination.

DAP

Delivered At Place

“Delivered at Place” means that the seller delivers when the goods are placed at the disposal of the buyer on the arriving means of transport ready for unloading at the named place of destination. The seller bears all risks involved in bringing the goods to the named place.



DDP

Delivered Duty Paid

“Delivered Duty Paid” means that the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

RULES FOR SEA AND INLAND WATERWAY TRANSPORT

FAS

Free Alongside Ship

“Free Alongside Ship” means that the seller delivers when the goods are placed alongside the vessel (e.g., on a quay or a barge) nominated by the buyer at the named port of shipment. The risk of loss of or damage to the goods passes when the goods are alongside the ship, and the buyer bears all costs from that moment onwards.

FOB

Free On Board

“Free On Board” means that the seller delivers the goods on board the vessel nominated by the buyer at the named port of shipment or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel, and the buyer bears all costs from that moment onwards.



CFR

Cost and Freight

“Cost and Freight” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. the seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

CIF

Cost, Insurance and Freight

“**Cost, Insurance and Freight**” means that the seller delivers the goods on board the vessel or procures the goods already so delivered. The risk of loss of or damage to the goods passes when the goods are on board the vessel. The seller must contract for and pay the costs and freight necessary to bring the goods to the named port of destination.

The seller also contracts for insurance cover against the buyer’s risk of loss of or damage to the goods during the carriage. The buyer should note that under CIF the seller is required to obtain insurance only on minimum cover. Should the buyer wish to have more insurance protection, it will need either to agree as much expressly with the seller or to make its own extra insurance arrangements.





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