



Public Notice

Public Notice No. 13

Date: 09 April 2025

INVITATION TO INTERESTED APPLICANTS TO BECOME A REGISTERED USER OF THE ASYCUDA WORLD SYSTEM

The Support & Reform Unit will be conducting four (4) series of the Manifest and Seven (7) series of the Single Administration Document (SAD) trainings as per schedule attached (Annex 1).

To be considered for either of the trainings, candidate to meet the following mandatory requirements;

1. Is a full time employee of a Company (nature of business – Importer, Exporter, Licensed Customs Clearing Agent, Shipping, Airline Agent or a Government Agency).
2. The Company/Applicant have already register more than 5 importation and exportation entries or declarant in AW system before time of application.
3. Registered Company to have a valid TIN number.

MANIFEST TRAINING OVERVIEW

- Customs & Excise Legislation
- Overview of Document Submission in ASYCUDA
- Manifest Submission on; Creating the General Segment, Correcting Errors, Finalize and Complete the General Segment, Add a Bill to the Manifest, The Summary of Bills, Add Container Details to the Bill, Splitting The Bill, Removing / Deleting Bills
- Five Practical Activities.
- A Final Theory & Practical Assessments with a pass mark of 80 percent and above.

SINGLE ADMINISTRATION DOCUMENT (SAD) TRAINING OVERVIEW

- Customs & Excise Legislation
- How to search for a specific Bill
- Steps to; Access AW system login, New SAD Declaration, Processing, Add New Items, Valuation Note, Attaching of Documents, Upload SAD Documents, Verification and Registration of SAD.
- Four Practical Activities
- A Final Theory & Practical Assessments with a pass mark of 80 percent and above.



Public Notice

TRAINING DURATION: 2.5 Days (2 days training plus 1 day assessment/2 hours)

BEFORE THE TRAINING

- i. Each training can accommodate up to 6 people only.
- ii. Final listing of Applicants to be approved by the Comptroller of Customs & Excise.
- iii. Both Accepted and Unsuccessful applicant(s) to be notified via email by the Support & Reform team.

AT THE END OF EACH TRAINING:

- iv. A Practical & Theory assessment will be conducted.
- v. End of Training Evaluation Form to be completed.
- vi. Candidate to have a pass mark of 80 points and above in order to be awarded a certificate for ASYCUDA Access privilege.
- vii. Complete the Registration form for APPLICANTS TO BECOME A REGISTERED USER OF THE ASYCUDA WORLD SYSTEM.

HOW TO APPLY:

Address your cover letter to:

Comptroller of Customs & Excise

PO Box G26, Honiara

Attention: Support & Reform Unit (ASYCUDA Training)

Sincerely,

Peter Hughes

Comptroller of Customs & Excise





Public Notice

ANNEX 1: ASYCUDA TRAINING TIME TABLE (Schedule is subject to change without notice). Also, due to the low number of applications receive for the Manifest Training, SICED will conduct four trainings only.

Trainer:		ASYCUDA IT Officers			
Venue:		ASYCUDA Training Room, SICED Head Office			
Telephone:		+677 20039 or 22359			
Email:		awhelpdesk@customs.gov.lk			
Date/Week	Monday	Tuesday	Wednesday	Thursday	Friday
	Manifest	Manifest	SAD	SAD	
26 May to 30 May 2025	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	Assessment
	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	
	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	
23 Jun to 27 Jun 2025					Assessment
	No Manifest Training	No Manifest Training	9:00am – 12:00pm	9:00am – 12:00pm	
			12:00pm – 1:00pm	12:00pm – 1:00pm	
28 Jul to 1 Aug 2025					Assessment
	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	
	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	
25 Aug to 29 Aug 2025	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	Assessment
	No Manifest Training	No Manifest Training	9:00am – 12:00pm	9:00am – 12:00pm	
			12:00pm – 1:00pm	12:00pm – 1:00pm	
			1:00pm – 4:00pm	1:00pm – 4:00pm	



Public Notice

22 Sep to 26 Sep 2025	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	Assessment
	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	
	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	
27 Oct to 31 Oct 2025			9:00am – 12:00pm	9:00am – 12:00pm	Assessment
	No Manifest Training	No Manifest Training	12:00pm – 1:00pm	12:00pm – 1:00pm	
			1:00pm – 4:00pm	1:00pm – 4:00pm	
24 Nov to 28 Nov 2025	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	9:00am – 12:00pm	Assessment
	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	12:00pm – 1:00pm	
	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	1:00pm – 4:00pm	