

Standard Procedure

SOP Number: GRA-CB-001
Title: Obtaining an ASYCUDA World Certification
Version: 1.0
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Purpose

This Standard Procedure provides a standardized, step-by-step guide for individuals or business entities to obtain a certification for authorized access to the ASYCUDA World system in The Gambia. The procedure ensures compliance with Gambia Revenue Authority (GRA) regulations, promotes efficient trade facilitation, and maintains transparency in customs operations. ASYCUDA World is the GRA's web-based customs management system for electronic declarations, payments, and clearances.

Scope

This Standard Procedure applies to all prospective customs brokers, including Gambian citizens, registered businesses, and their staff, seeking initial ASYCUDA World certification. It covers eligibility, application, training, registration, and ongoing compliance.

Definitions

ASYCUDA World: The Gambia Revenue Authority's electronic customs system for processing declarations, managed by the Technical Support & Monitoring Unit (TSMU).

GRA: Gambia Revenue Authority, the overseeing body for customs and revenue.

TIN: Tax Identification Number, required for all business entities.

Bond: A financial guarantee to cover potential duties, taxes, or penalties.

Responsibilities

Applicant: Ensure all eligibility criteria are met, submit accurate documentation, complete training, and maintain compliance.

GRA Customs & Excise Department: Review applications, conduct assessments, provide training, issue licenses and system access, and enforce compliance.

TSMU: Administer ASYCUDA World training, exams, and user registration.

Customs Brokers Association/Gambia Chamber of Commerce and Industry (GCCCI): Provide support, endorsements, and professional development resources.

Materials and Requirements

Application form: Application available at GRA offices or website: www.gra.gm)

Supporting documents: Business registration certificate, TIN proof, academic qualifications, bank statements, police clearance, and letter of good standing.

Fees: Application fee (D5,000–D10,000), training fee (D10,000–D20,000), annual license fee (D20,000–D50,000), bond (D100,000–D500,000 based on business scale).

Equipment: Internet-enabled device for ASYCUDA World access at the portal: asycuda.gra.gm

Contact: GRA Headquarters (78/79 Anderson Street, Banjul; Phone: +220 4374399; info@gra.gm)

Procedure

Step 1: Verify Eligibility

1.1 Confirm you meet the prerequisites:

- Gambian citizenship or registered business entity with a valid TIN.
- Minimum high school diploma; preferred qualifications in logistics, international trade, or related fields.
- Financial stability (proof via bank statements).
- No criminal record related to fraud, smuggling, or tax evasion.
- Qualified staff capable of using electronic systems.

1.2 If ineligible, address deficiencies (e.g., obtain TIN from GRA) before proceeding.

Step 2: Prepare and Submit License Application

2.1 Obtain and complete the application form from GRA offices or download from www.gra.gm

2.2 Gather required documents:

- Completed application form.
- Business registration certificate (from Ministry of Trade, Industry, Regional Integration, and Employment).
- TIN proof.
- Certified copies of qualifications for key staff.
- Bank guarantee or financial proof.
- Letter of good standing from GCCl or Customs Brokers Association.
- Police clearance certificate.
- Application fee payment receipt.

2.3 Submit the application package to the Commissioner of Customs at GRA Headquarters or via TSMU.

2.4 Await review: GRA will process within 30–60 days, potentially including interviews or site visits.

Step 3: Complete Mandatory Training and Assessment

3.1 Upon provisional approval, enrol in GRA-provided training on customs procedures and ASYCUDA World.

3.2 Attend training sessions:

- Duration: 1–2 weeks (or up to 6 weeks for advanced modules).
- Content: System navigation, declaration filing (import/export/transit), tariff classification, risk management, electronic payments, and compliance with customs laws (e.g., WTO valuation, ECOWAS schemes).
- Cost: Pay applicable fee; may be subsidized for initial applicants.

3.3 Undergo assessment:

- Complete a competency exam (written and practical).
- Achieve a minimum score of 70% to pass.

3.4 If failed, retake after additional preparation (additional fees may apply).

Step 4: Execute Bond and Pay Fees

4.1 Sign a performance bond with GRA to guarantee compliance (amount based on risk assessment).

4.2 Pay the annual license fee.

4.3 Receive official license from the Commissioner General (valid for one year, renewable by December 31).

Step 5: Register for ASYCUDA World Access

5.1 Apply for system credentials via the ASYCUDA portal (asycuda.gra.gm) or TSMU.

5.2 Submit:

- Copy of license.
- TIN.
- Signed user agreement.

5.3 Receive username, password, and digital certificate for secure login.

5.4 Test system access in a sandbox environment to ensure familiarity.

5.5 Verify listing in the public "Find Clearing Agents" directory on the ASYCUDA site.

Step 6: Maintain Ongoing Compliance

6.1 Adhere to broker obligations: Accurate documentation, timely payments, record-keeping for 5 years, and cooperation with GRA audits.

6.2 Report any system issues to GRA immediately.

6.3 For renewal: Submit updated documents, proof of refresher training, and fees by October 31 annually.

6.4 Non-compliance may result in fines (up to D500,000), suspension, or revocation under the Customs Act.

Timeline

Total process: 2–4 months from application to full certification.

Key milestones: Application review (30–60 days), training (1–6 weeks), registration (1–2 weeks).

References

- Customs and Excise Act 2010
- Customs Brokers Policy 2021
- GRA Website: www.gra.gm
- ASYCUDA Portal: asycuda.gra.gm
- UNCTAD ASYCUDA Programme Guidelines

SOP Approval

SOP Prepared by: GRA Customs & Excise Department.

SOP Approved by: Commissioner General, GRA.

For questions or updates, contact the GRA Customs Help Desk. This SOP will be reviewed regularly or as regulations change.