

Instructions for the completion of Simplified Customs Assessment Form

Box 1.0 - Courier or Postal Reference No.	<i>Optional: Insert file reference number as available at courier or postal service.</i>
Box 1.1 - Courier or Postal Service	Insert the name and registration number of the courier or postal service, e.g. of registration numbers are CPSO010 for The Mauritius Post Ltd or CPSO003 for DHL (Mauritius) Ltd.
Box 2 - Exporter Name and Address	Insert the name and address of the exporter.
Box 3.0 - VAT Reg. No/TAN/BRN	<u>EITHER</u> : Insert the VAT Registration Number, Tax Account Number or Business Registration Number of the importer/consignee (if already registered with Customs). Please fill out Box 3.1 if this information is not available.
Box 3.1 - NID/Passport No.	<u>OR</u> : Insert the National Identity Card number or passport number (if not yet registered with Customs).
Box 3.2 - Importer Name and Address	Insert the name of the owner of the goods, who is the person or company or organization to whom the goods are consigned.
Box 3.3 - Consignee Name and Address	<i>Optional: Insert the name of the owner of the goods if different from the importer.</i>
Box 4 - Regime	<i>Optional: Insert the Customs Code to indicate the type of customs transaction, e.g. If goods are imported for home consumption then Regime code "40" is used, if temporary admission then Regime code "50" applies, etc.</i>
Box 5 - Report No.	Insert the number allocated by the Customs Management System (CMS) to identify the aircraft/sea vessel manifest. This information is provided by the courier or postal service.
Box 6 - Airway Bill/Bill of Lading	Insert the Airway Bill/Bill of Lading/any other transport document number associated with the goods.
Box 7 - Flight/Vessel	Insert the flight number or vessel voyage number (as applicable).
Box 8 - Country of Consignment	Insert the country from which the goods are exported.
Box 9 - Weight (KG)	Insert the gross weight (in kg) of the consignment.
Box 10 - Total No. of Packages	Insert the total number of packages being declared.
Box 11 - No. of Items	Insert the total number of items being included on this form.
Box 12 - Incoterm	Insert the applicable incoterm - which represents a universal term that defines a transaction between an importer and exporter - here. E.g. FOB, CNF, CIF, DDP, etc.
Box 13 - Currency	Insert the currency as indicated on the invoice (foreign currency).
Box 14 - Exchange Rate	Insert the exchange rate used from the Notice issued in accordance with Section 7 of Customs Tariff Act.
Box 15 - Total Invoice Fcy	Insert the total invoice value in foreign currency.
Box 16 - Freight Fcy	Insert the freight amount in foreign currency.
Box 17 - Attached Documents	Insert details for which there is no specific box for supporting documents such as licence, permit, certificate, etc.
Box (a) - Description of Goods	Insert the normal trade description of the goods to enable the immediate and unambiguous identification and classification.
Box (b) - Qty	Insert the quantity of the items being imported or exported.
Box (c) - Origin	Insert the name of the country in which the goods have been produced or manufactured.
Box (d) - Declared Value	Insert the value of the goods for Customs purposes.
Box (e) - HS Code	<i>Optional: Insert the Tariff Code applicable to the items in accordance with the Customs Tariff Schedules.</i>
Box (f) - CPC/EXM	<i>Optional: Insert The Customs Procedure Code for particular treatment to be applied to the goods.</i>

Official Use

Box 1.2 - Form No.	Insert the validation number of the Simplified Customs Assessment Form, e.g. 2018000001.
Box 1.3 - Date	Insert the validation date of the assessment in the DD/MM/YYYY format, e.g. 07/11/2018.
Box (g) - Assessed Value	Insert the value as assessed by Customs in the national currency (MUR) prior to computation of duty, excise duty and taxes payable.
Box (h), Box (i), Box (j) -	Insert the Customs duty, Excise Duty and Value Added Tax payable in accordance with Customs Tariff Act and Excise Act in the national currency (MUR) as applicable.
Box (k) - Other Taxes	Insert any other taxes including penalty/interest under Customs laws.