Declaration User Guide

Using Internet Explorer, go to http://login.bdnsw.gov.bn.

Click setting on the right corner to set the Compatibility View Setting



Click Add.



Click Close.



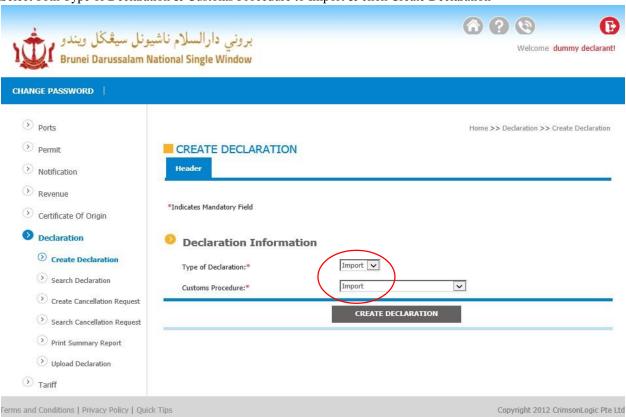
Login using IC number and password given via email. (Default Password – Pass1234)



Click Declaration => Create Declaration



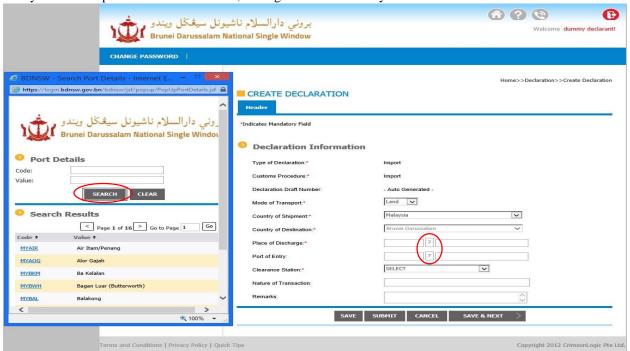
Select both Type of Declaration & Customs Procedure to Import & click Create Declaration



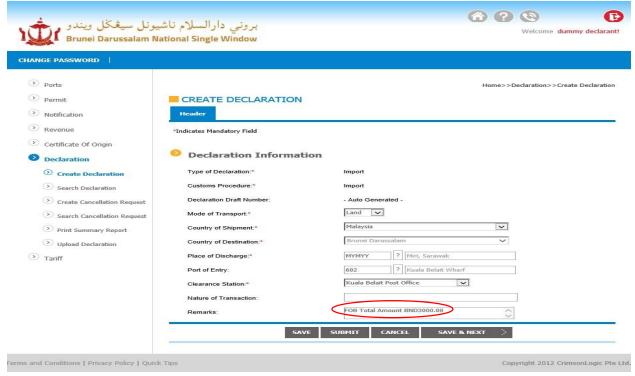
HEADER. Select one at the drop down list for:-

Mode of Transport, Country of Shipment, Country of Destination & Clearance Station.

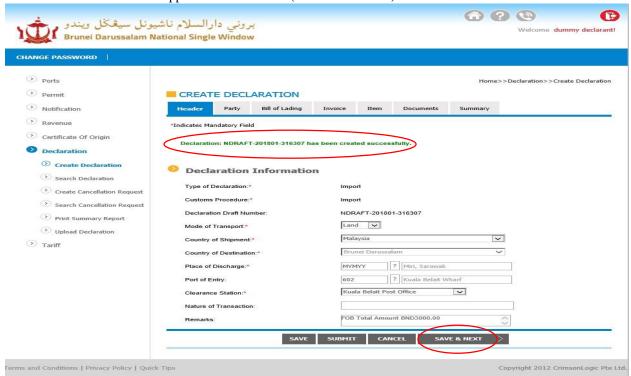
For Place of Discharge click the Question Mark button as shown below and click Search or simply type the place in Malaysia for example Miri and click Search, same goes to Port of Entry.



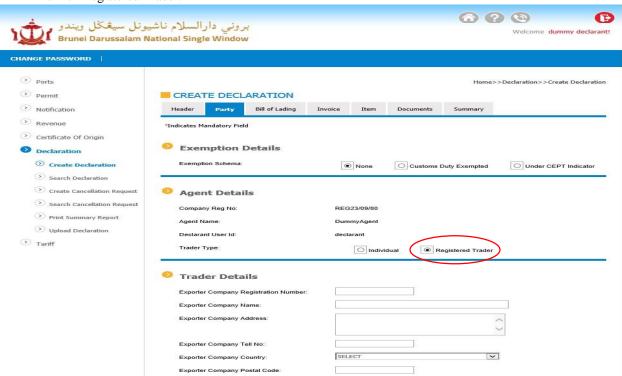
Under Remarks must fill in 'FOB Total Amount (total amount of item import) eg:BND3000.00 as shown below.



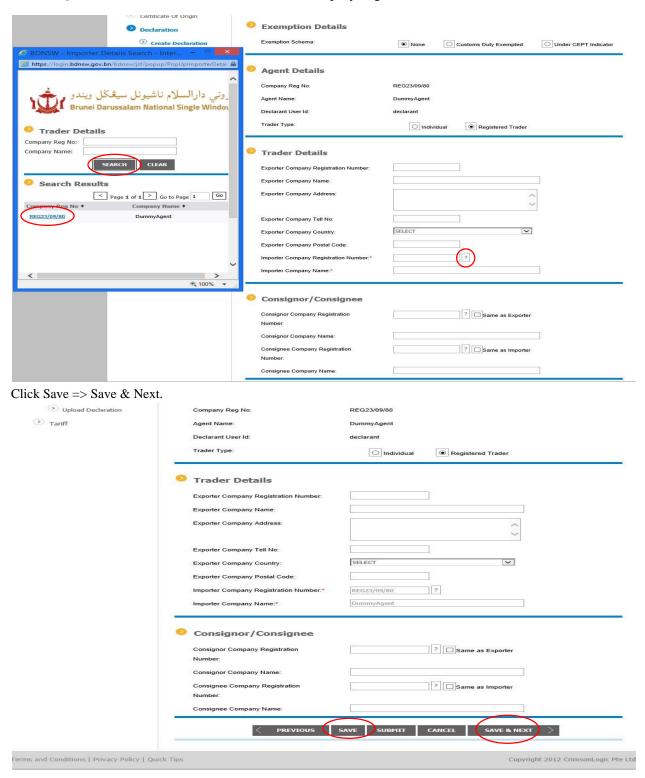
Click Save and Draft No will appear as shown below (Auto save as draft). Click Save & Next.



PARTY. Tick Registered Trader.

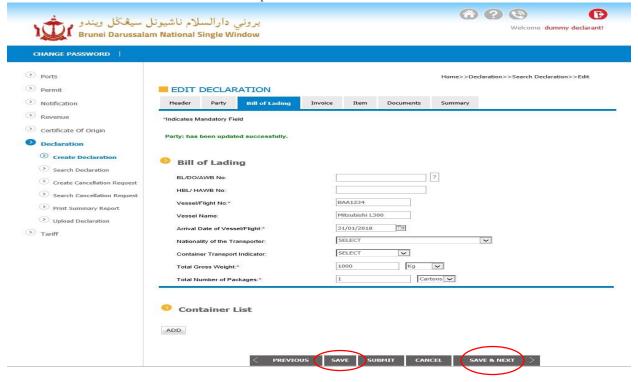


Tick the Question Mark => Search => Click under the Company Reg No.

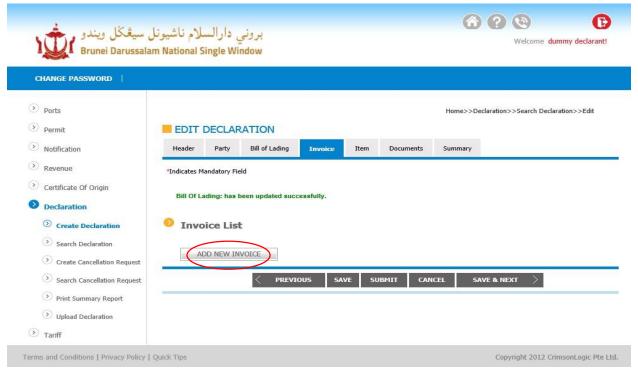


BILL OF LADING. For import item via Air or Sea, BL/DO/AWB No must be fill in.

Fill in all information as shown below for example and click Save => Save & Next.



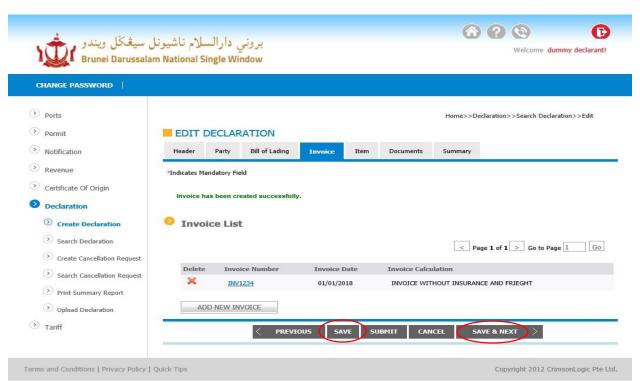
INVOICE. Click Add New Invoice



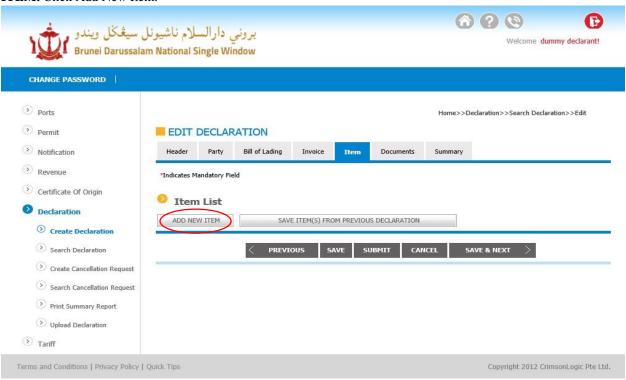
Fill in information required as shown below for example and click Save Invoice.



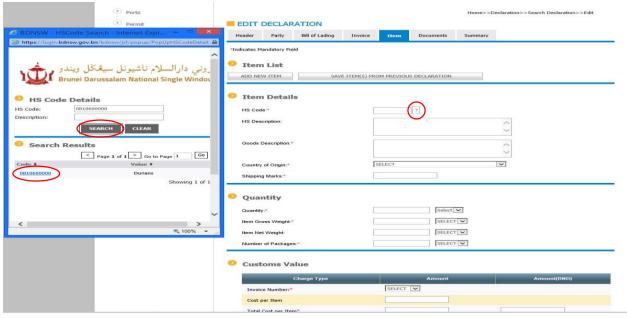
Click Save => Save & Next.



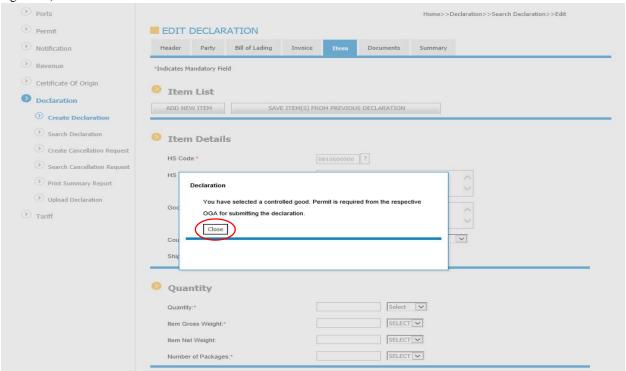
ITEM. Click Add New Item.



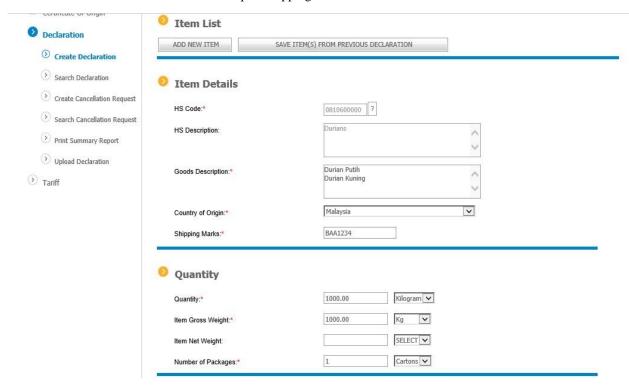
Click Question Mark, enter HS Code for your item (You can get your HS Code at Tariff Unit Level 1 RCED HQ) and Search. Click the Code.



This message to inform you the item you select required Permit from the respective OGA (Other Government Agencies). Click Close.

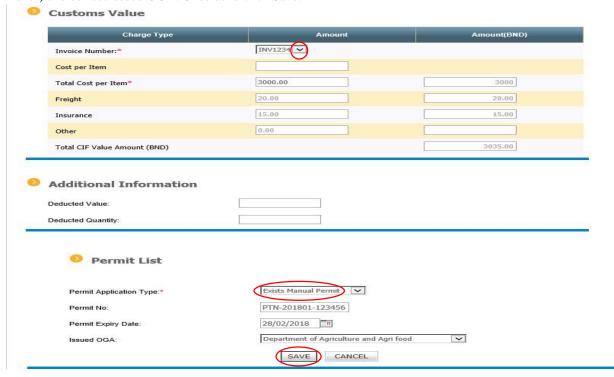


Fill in information as shown below for example. Shipping Marks is Vehicle Number.

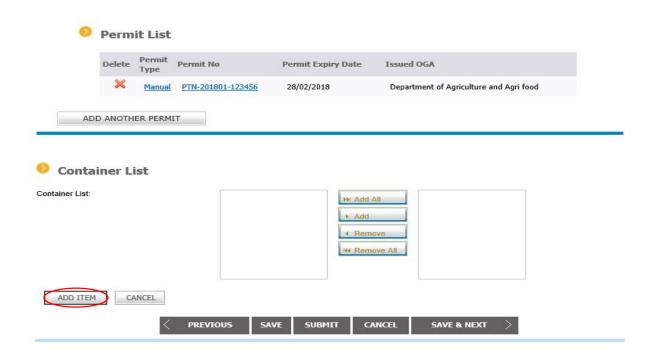


Click the Drop down and select your Invoice Number under Invoice Number. Total cost per Item the amount is same as Remarks on Header Tab (FOB Total Amount BND3000.00) and click anywhere so the system will auto calculate the Total CIF Value Amount (BND).

Please choose Exists Manual Permit for Permit Application Type and fill in Permit Number, Permit Expiry Date (1 month) and correct issued OGA. Once done click Save.

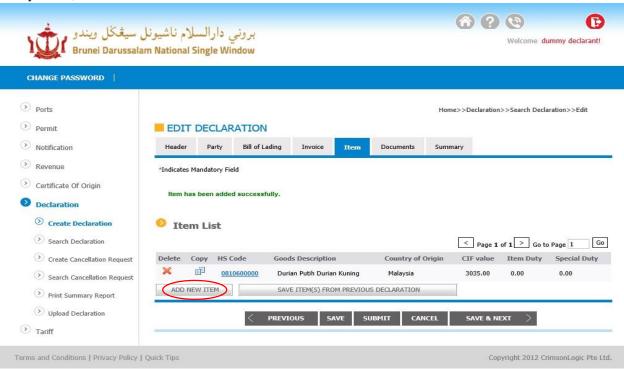


Click Add Item.

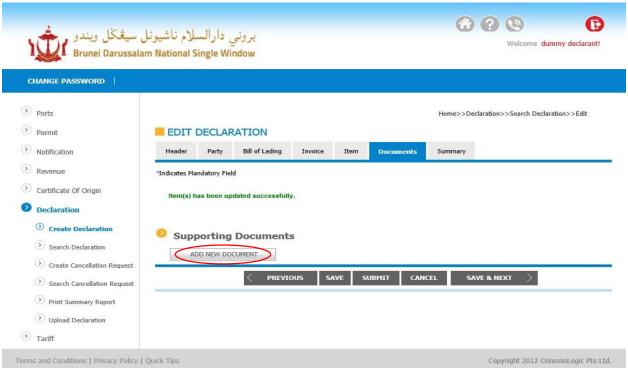


If you wish to add another item just click Add New Item and follow up the same as page 10.

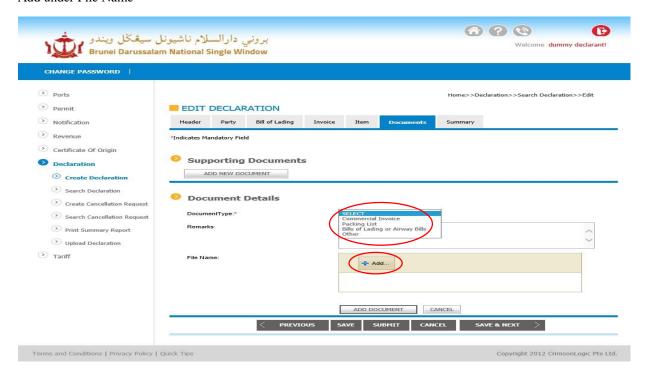
If only 1 item, Click Save => Save & Next.



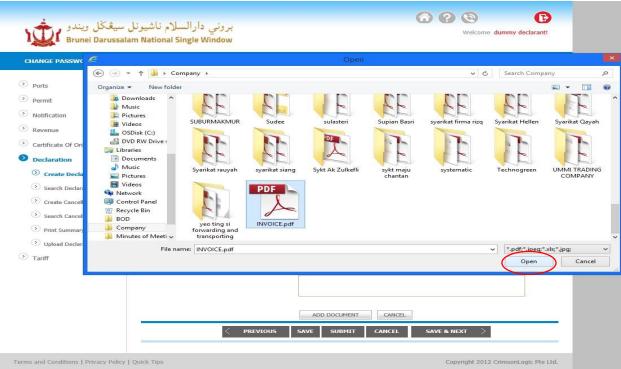
DOCUMENTS. Add New Document



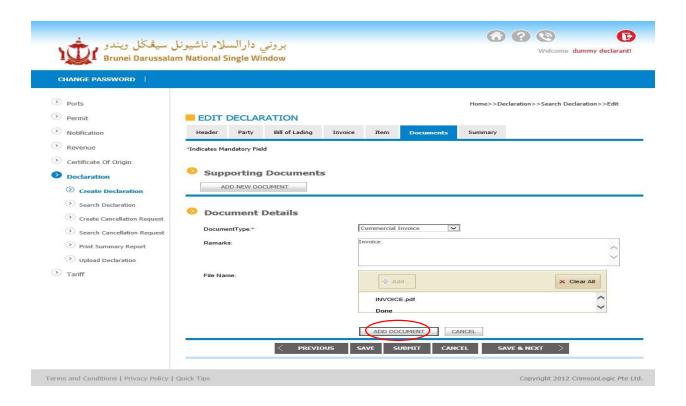
Select which type of document you wish to upload/attach with your declaration under Document Type. Click Add under File Name



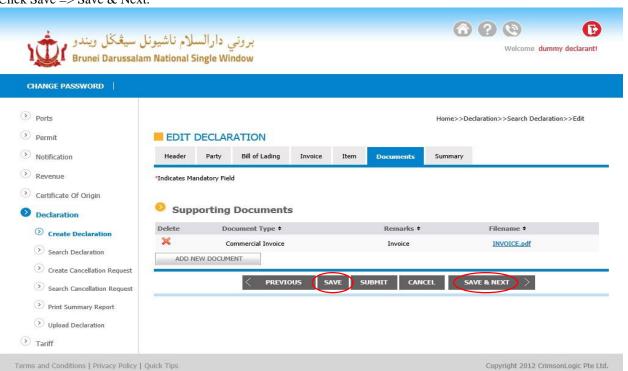
Choose your file (1 file should be less than 2MB and only in Jpeg or PDF format) as shown below as example and click Open.



Click Add Document.



Click Save => Save & Next.



once confirm click Submit. EDIT DECLARATION Notification Header Party Bill of Lading Invoice Item Documents Revenue Certificate Of Origin Documents: has been created successfully. Declaration **O Create Declaration** Summary Search Declaration Draft Number: NDRAFT-201801-316307 Declaration Number: > Create Cancellation Request Ecustoms Txn No: Search Cancellation Request Number Print Summary Report Previous Declaration: Processing Status: Upload Declaration () Tariff Approved Date: Rejected Reason: Verified By: Verification Date: 04/01/2018 11:06 Created Date: dummy declarant Number of Items: Number of Containers: 0 Total Payable: 0.00 Guarantee Payable : 0.00 Payable : Total CIF for non-dutiable 3035.00 REG23/09/80 Importer Company Registration Number

SUMMARY. Final Process, check all your information you key in before you submit your declaration as below and

Read the message box before you submit and tick the box once you agree for the Terms and Conditions and click Submit.

TOTAL

H5 Code Goods Description Quantity Gross Weight CIF value Item Duty Special Duty 0810600000 Durian Putih Durian Kuning 1000 1000 KG 3035.00 0.00 0.00

CANCEL SUBMIT CANCEL

1 TN

< Page 1 of 1 > Go to Page 1 Go

0.00

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0.00

3035.00

Customs Duties

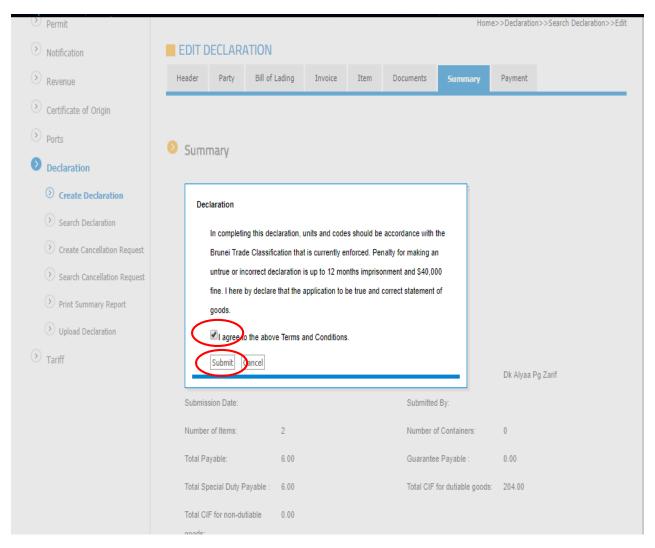


After you submit your declaration successfully, wait for approval from Custom Officer RCED OR by system administration (Auto-Approved)

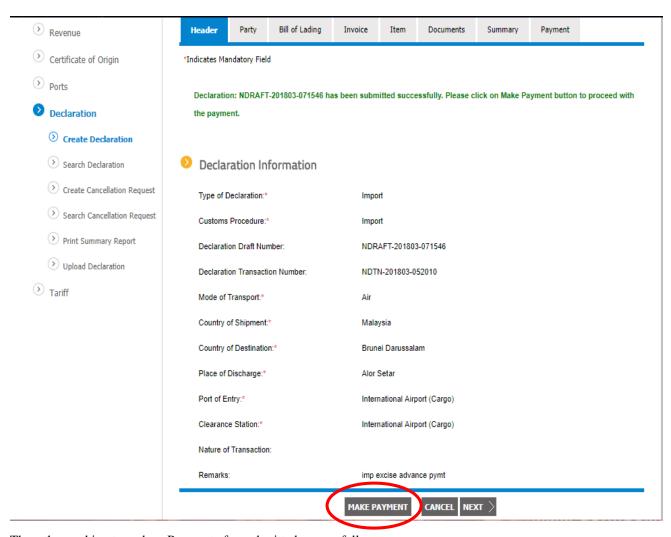
Terms and Conditions | Privacy Policy | Quick Tips

In case of Declaration that have dutiable.

Declaration with Advance Payment (Declaration dutiable).

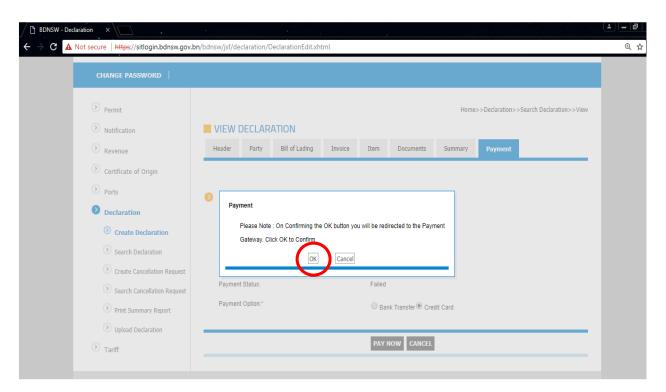


Read the message box before you submit and tick the box once you agree for the Terms and Conditions and click Submit.

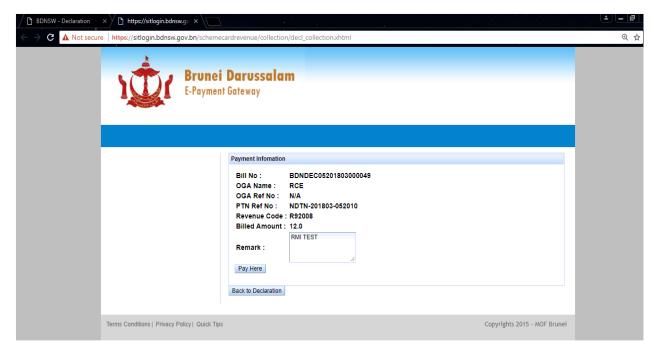


Then, there asking to make a Payment after submitted successfully.

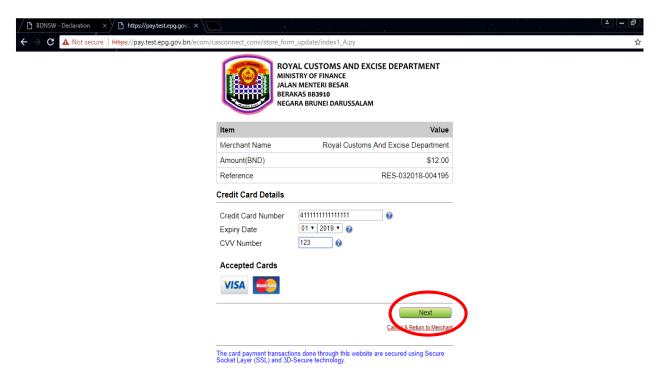
Click "MAKE PAYMENT" button.



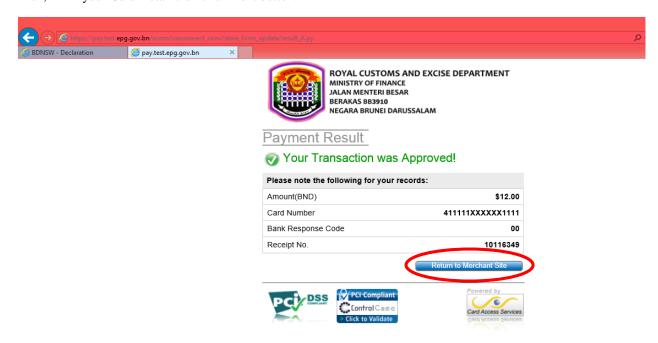
That after make payment, this message box come out and just click "OK" button.



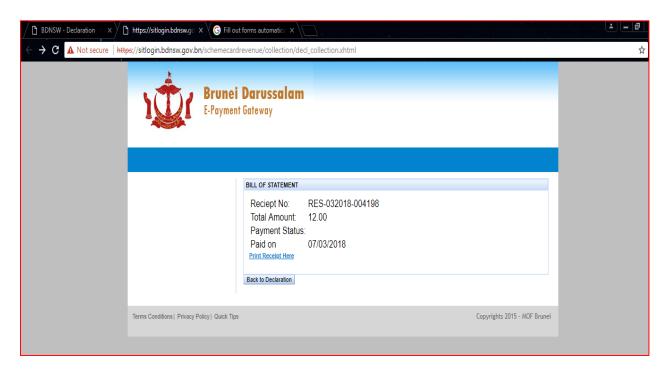
After that, it goes to E-Payment Gateway Portal to proceed the declaration with payment.



Then, fill in your Card Detail then click Next button.



Then, Payment done successfully. Next, click "Return to Mechant Site".



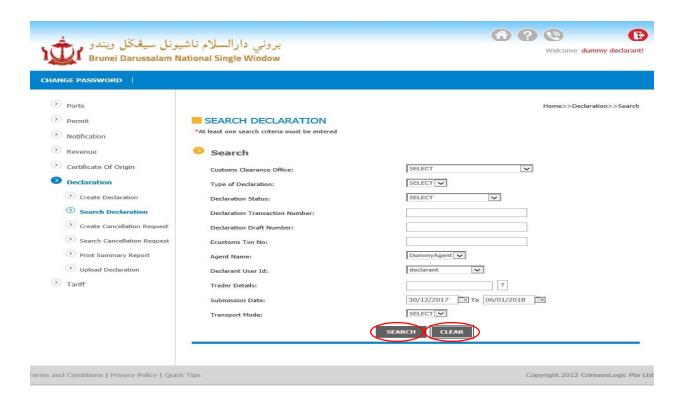
Lastly, this bill of statement come out. That to print just click the link "Print receipt items".

To check the status

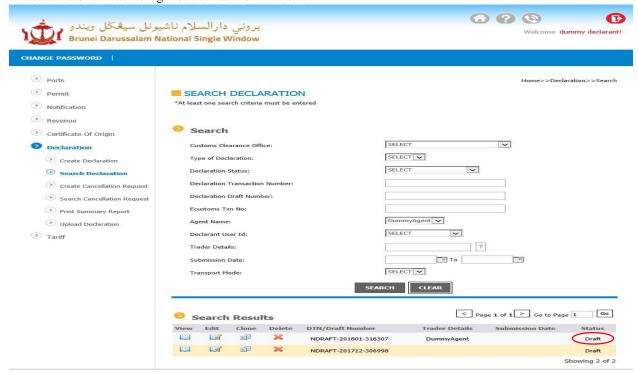
STATUS. Checking status for your declaration. Click Declaration => Search Declaration as shown below.



Click Clear first and then Search.



The status is shown at the right bottom as shown below.



Any inquiries please call **2382361** RCED HQ Helpdesk or Whatsapp Alif Technologies 24/7 Hotline – **8744374/8754375**