

Government of Nepal
Ministry of Finance
Department of Customs



NECAS Training Manual

General

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Department Of Customs Nepal



How to Access NECAS

The following 'Functional Note' provides the prospective users of the NECAS system with the information necessary to enable them to access the system.

HOW TO ACCESS CUSTOMS WEBSITE

1. Access the Customs website, open your browser and type in the following web address:

<http://www.customs.gov.np>

It will open up the following page:

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English | नेपाली

Search...

Flash News

Home
Organization
Procedure
Legislation
Tariff
Links
FAQ
Publication
Statistics
Expenditure
Agent/Warehouse Renew
Customs Forms and Information
Earthquake 2015
Budget 2017
Download Apps for Integrated Tariff For Android
Check Mail
Contact
PBIMS
NECAS Portal

Customs Management Seminar 2017

"Coordinated Border Management – An inclusive approach for connecting stakeholders"

Nepalese Customs Administration collects Customs duty, Value Added Tax, Excise and other taxes at the border points. It accounts 44% of the total revenue and 50% of the total tax revenue. Customs duty alone contributes 20 % of the total tax revenue. Customs Administration is in the forefront in terms of internal revenue mobilization. This does not mean that the Customs role needs to be confined to internal revenue mobilization. It is equally important to enhance trade facilitation by adopting international convention, recommendation and best practices without compromising with the national security. In fact, our effort is directed towards making our administration more adept, service oriented and transparent as it needs to go on making timely improvements in its role according to changes brought about in the international trade, technological development, national needs, open and liberal economy as well as to fulfill its important responsibility of improving government finances through internal resource mobilization for economic development.

Sishir Kumar Dhungar
Director General

Surya Sedai
Information Officer

Declaration

Members

PHOTO GALLERY

2. Click on the NECAS Portal at the bottom left of the page in the menu list. This will open a new page as following:



Sun December 06, 2015 11:19:46 am Home ASYCUDA Mobile Features Login

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ONLINE SERVICES ABOUT US

भन्सार एजेन्ट तथा बण्डेड वेयर हाउस इजाजत पत्र नविकरण सम्बन्धी अत्यन्त जरूरी सूचना

TIME RELEASE STUDY सम्बन्धि राष्ट्रिय कार्यशाला सम्पन्न
Time Release Study सम्बन्धि राष्ट्रिय कार्यशाला सम्पन्न

MANAGEMENT
Director General
Sishir Kumar Dhungana

NEPAL CUSTOMS AUTOMATION SYSTEM
NECAS
Nepal Customs Automation System
v1.0 Prototype

RECENT DECLARATIONS

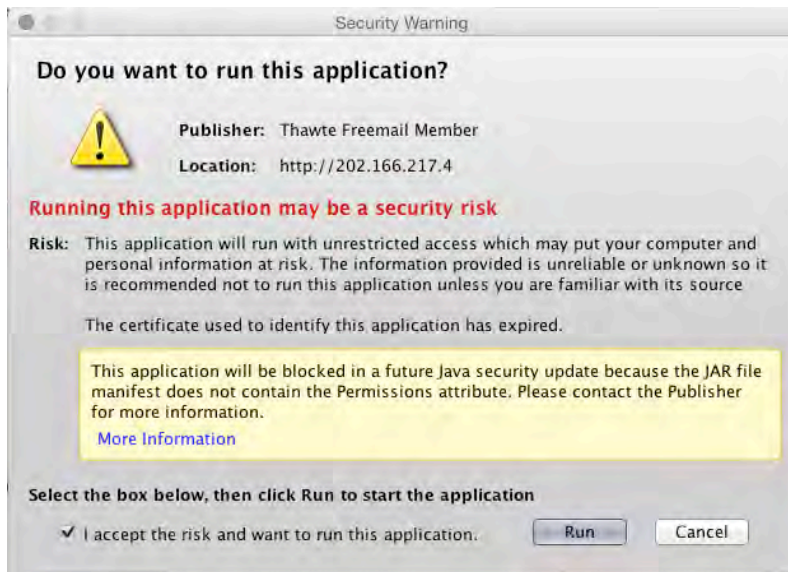
News
Time Release Study सम्बन्धि राष्ट्रिय कार्यशाला सम्पन्न
August 15, 2015
Time Release Study सम्बन्धि राष्ट्रिय कार्यशाला सम्पन्न

HOW TO DOWNLOAD AND LAUNCH NECAS

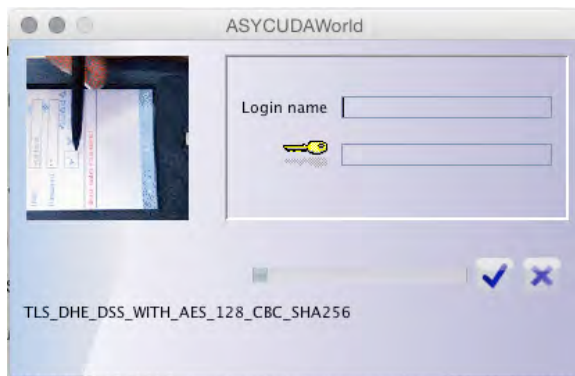
3. On the displayed web page, click on the NECAS logo



4. A file named NECAS.jnlp will be downloaded. Save the file on your desktop. This will be used to access the NECAS system. Double click the file and the following confirmation screen will be displayed.



5. Click on the "I accept the risk" and click Run.



6. Use the username and password provided by Customs to login.


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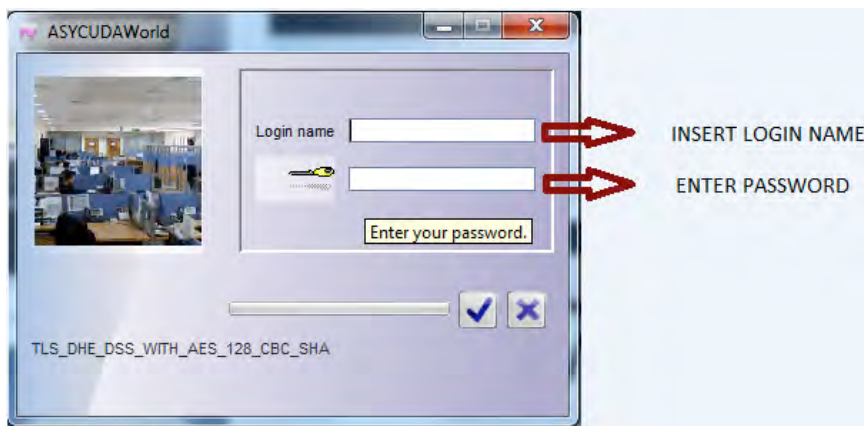


How to Login and Logout of NECAS

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to login and logout of the automated system.

HOW TO LOGIN

1. Access the NECAS system
2. On the NECAS login screen
 - insert your Login Name
 - enter your password
 - click on the 

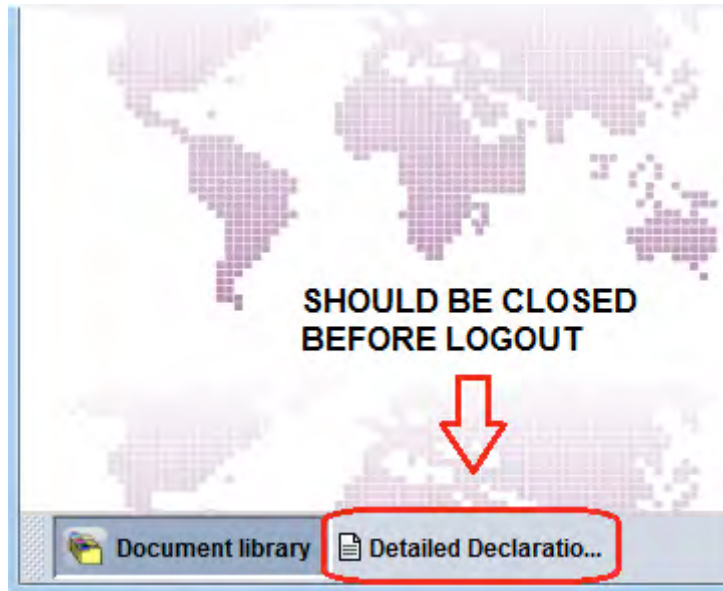


3. If login and password are both correct, the following screen is displayed:

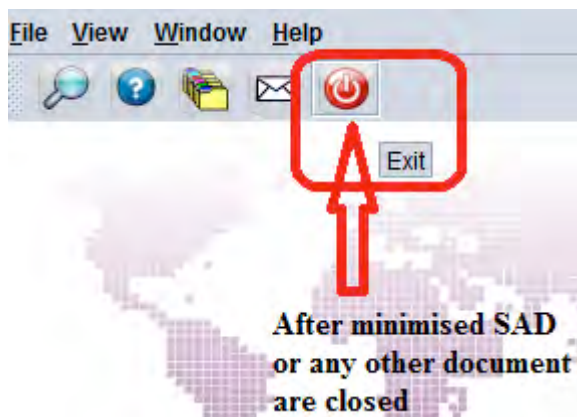


HOW TO LOGOUT?

1. Before logging out of the NECAS system it will be necessary to ensure that there is NO SAD or any other E-document minimized



2. To logout, click on the 'Exit' icon as shown below:



**Department Of Customs
Nepal**



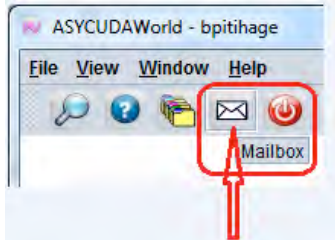
How to manage my NECAS Mailbox

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to manage their mailbox.

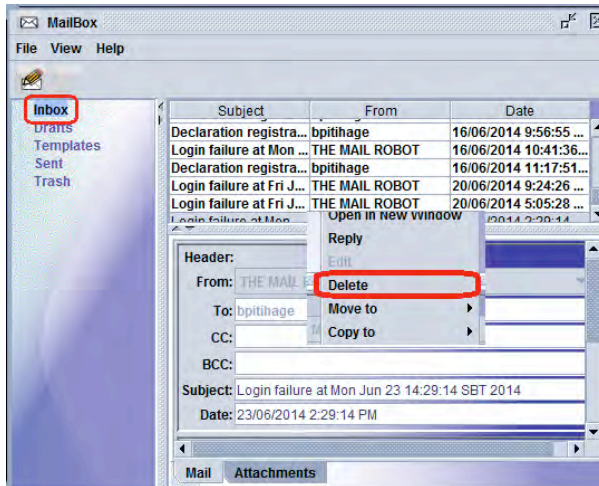
It is important that **EVERY DAY** before leaving your PC you must clean your mailbox.

This is done as follows:

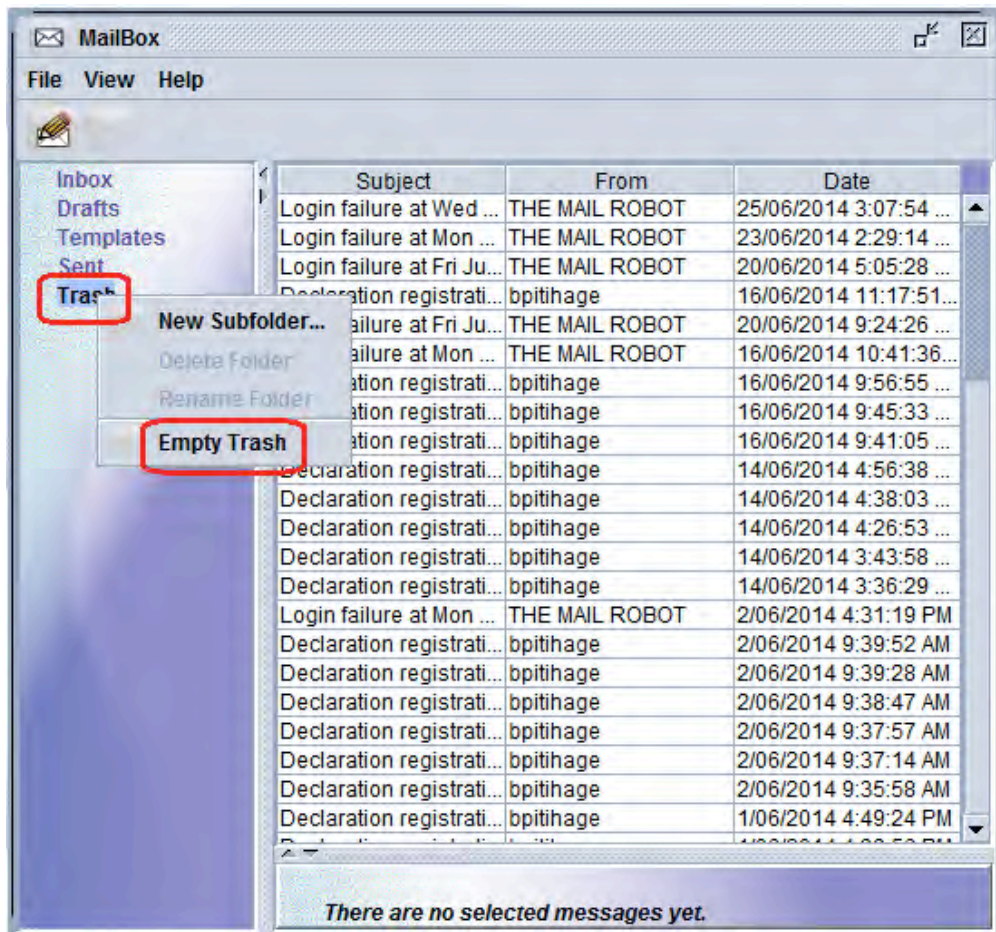
1. Open your mailbox by clicking on the “**Mailbox**” icon as shown below:



2. Click on “**Inbox**” and select **all your mails** by using **Ctrl-a** or select the mails that are of no use anymore
3. Right click and choose “**Delete**”



4. Repeat the same operations for “Drafts”, “Template” and “Sent”
5. When done, click on “Trash”
6. Right click and choose “Empty Trash” as shown below:



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How to use the Finder facility

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to use the Finder facility.

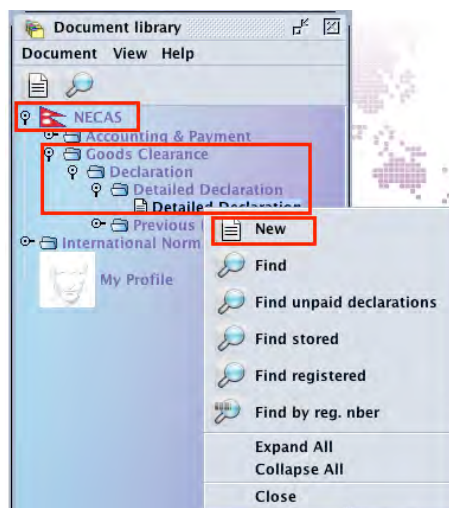
It is possible to find a single SAD, a series of SADs within a registration number range, a series of SADs in a specified period of time or all SADs with a specific status, etc.

It is important to note that the Finder is a powerful tool and many criteria can be used.

The Finder facility is available for most of the NECAS E-documents (manifest, receipt, SAD, etc..).

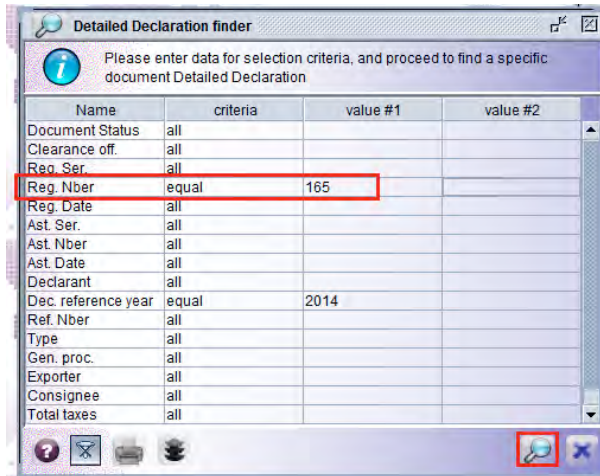
This is done as follows:


7. Log into the system
8. Go to NECAS → Goods clearance → Declaration → Detailed Declaration
9. Right click and choose any available **"Finder"** (depending of your user profile)



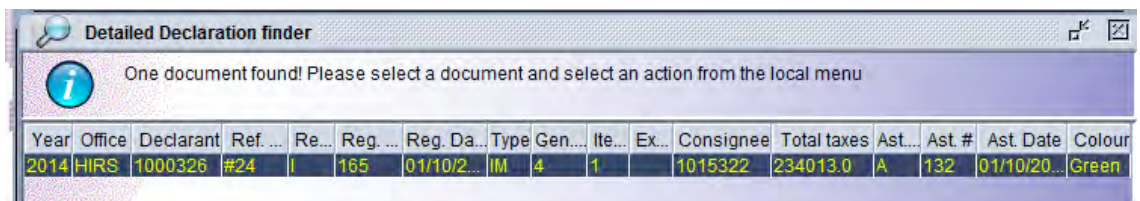
In order to find a single SAD:

10. In the Finder, type the registration number as follow:



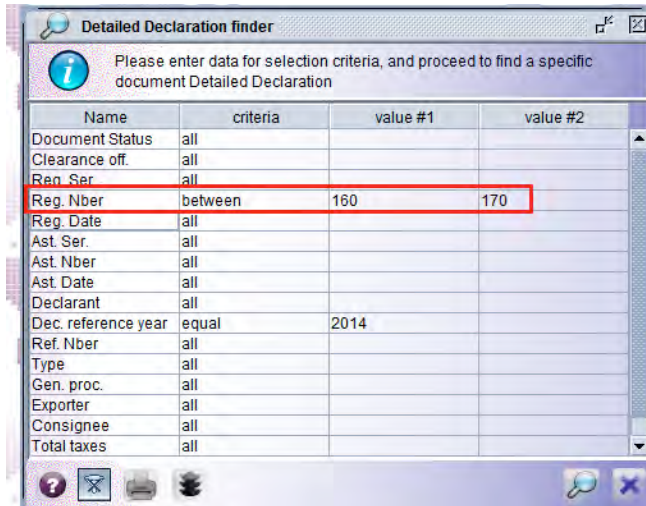
11. Then click on 


12. The Detailed Declaration finder is displayed, showing the single SAD requested



In order to find multiple SAD(s) in a specific registration number range:

4. In the Finder, type the registration number range as follow:



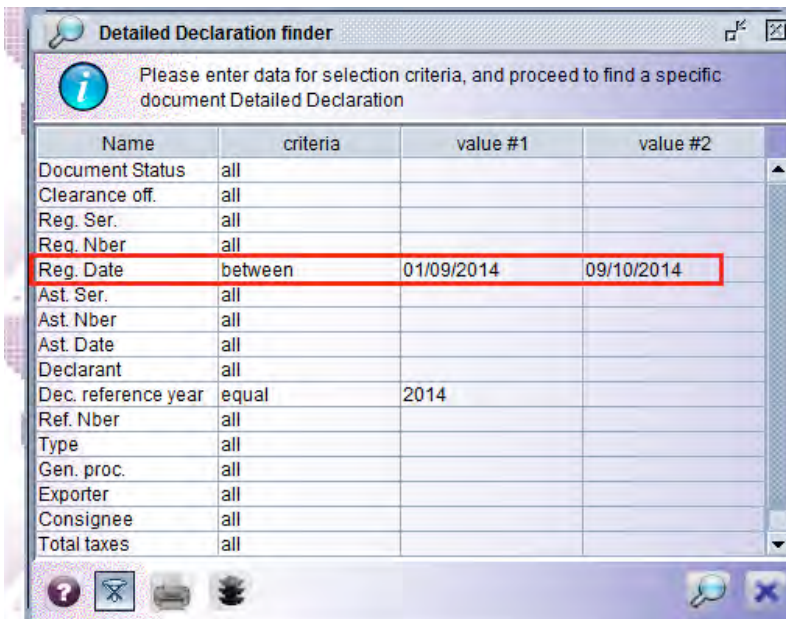
5. Then click on 


6. The Detailed Declaration finder is displayed, showing all the SADs processed within the registration numbers range

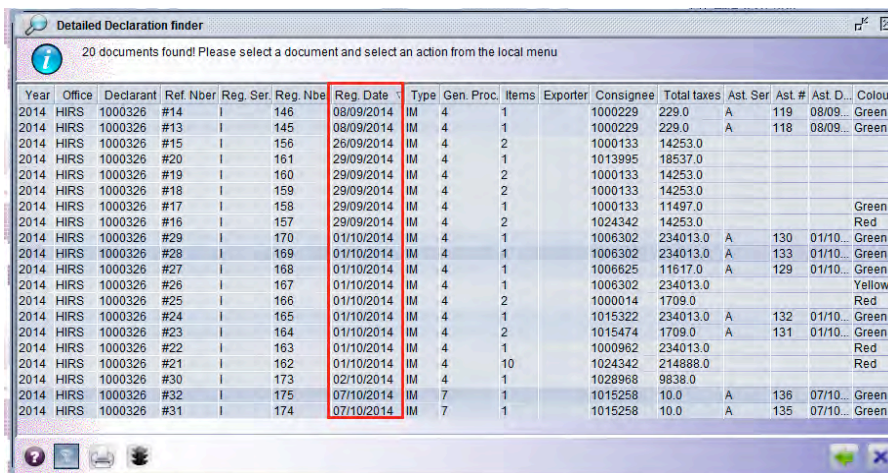
Year	Of...	Declarant	Ref. N...	Reg...	Reg. N...	Reg. Da...	Type	Gen. ...	It...	Exp...	Consignee	Total taxes	Ast. ...	Ast. ...	Ast. ...	Col...
2014	HIRS	1000326	#19	I	160	29/09/2...	IM	4	2		1000133	14253.0				
2014	HIRS	1000326	#20	I	161	29/09/2...	IM	4	1		1013995	18537.0				
2014	HIRS	1000326	#21	I	162	01/10/2...	IM	4	10		1024342	214888.0				Red
2014	HIRS	1000326	#22	I	163	01/10/2...	IM	4	1		1000962	234013.0				Red
2014	HIRS	1000326	#23	I	164	01/10/2...	IM	4	2		1015474	1709.0	A	131	01/1...	Gr...
2014	HIRS	1000326	#24	I	165	01/10/2...	IM	4	1		1015322	234013.0	A	132	01/1...	Gr...
2014	HIRS	1000326	#25	I	166	01/10/2...	IM	4	2		1000014	1709.0				Red
2014	HIRS	1000326	#26	I	167	01/10/2...	IM	4	1		1006302	234013.0				Yel...
2014	HIRS	1000326	#27	I	168	01/10/2...	IM	4	1		1006625	11617.0	A	129	01/1...	Gr...
2014	HIRS	1000326	#28	I	169	01/10/2...	IM	4	1		1006302	234013.0	A	133	01/1...	Gr...
2014	HIRS	1000326	#29	I	170	01/10/2...	IM	4	1		1006302	234013.0	A	130	01/1...	Gr...

In order to find multiple SAD(s) processed over a specific period of time:

4. In the Finder, type the registration date range as follow:



5. Then click on 
6. The Detailed Declaration finder is displayed, showing all the SADs processed within the registration date range



In order to find all paid SAD(s) for a specific declarant:

4. In the Finder:
 - a. On the **Document Status** line, choose the criteria “**equals**” and in the value #1, choose from the drop-down menu the status **Paid**
 - b. On the **Declarant** line, choose the criteria “**equals**” and in the value #1 type the **declarant Unique Identifier**

Detailed Declaration finder

Please enter data for selection criteria, and proceed to find a specific document Detailed Declaration

Name	criteria	value #1	value #2
Document Status	equals	Paid	
Clearance off.	all		
Reg. Ser.	all		
Reg. Nber	all		
Reg. Date	all		
Ast. Ser.	all		
Ast. Nber	all		
Ast. Date	all		
Declarant	equals	1000326	
Dec. reference year	equal	2014	
Ref. Nber	all		
Type	all		
Gen. proc.	all		
Exporter	all		
Consignee	all		
Total taxes	all		
Colour	all		

5. Then click on 

6. The Detailed Declaration finder is displayed, showing all the paid SADs processed by the declarant indicated above

Detailed Declaration finder

9 documents found! Please select a document and select an action from the local menu

Year	Of...	Declarant	Ref. N...	Reg...	Reg. ...	Reg. Da...	Type	Gen. ...	Ite...	Exp...	Consignee	Total tax...	Ast. ...	Ast. #	Ast. Date	Colour
2014	HIRS	1000326	#3	I	16	10/03/2...	IM	4	1		1014374	10.0	A	13	10/03/20...	Green
2014	HIRS	1000326	#28	I	169	01/10/2...	IM	4	1		1006302	234013.0	A	133	01/10/20...	Green
2014	HIRS	1000326	#32	I	175	07/10/2...	IM	7	1		1015258	10.0	A	136	07/10/20...	Green
2014	HIRS	1000326	#33	I	179	04/11/2...	IM	4	3		1035841	231537.0	A	138	05/11/20...	Green
2014	HIRS	1000326	#4	I	18	10/03/2...	IM	4	1		1019943	111143...	A	11	10/03/20...	Green
2014	HIRS	1000326	#5	I	19	10/03/2...	IM	4	1		9999999	596731.6	A	15	10/03/20...	Green
2014	HIRS	1000326	#8	I	25	2014-03-18		7	1		1000326	10.0	A	17	18/03/20...	Green
2014	HIRS	1000326	#9	I	26	18/03/2...	IM	4	1		1000326	769456.9	A	18	18/03/20...	Green
2014	HIRS	1000326	#12	I	60	26/05/2...	IM	4	1		1000133	10.0	A	46	26/05/20...	Green

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How to print a copy of the SAD

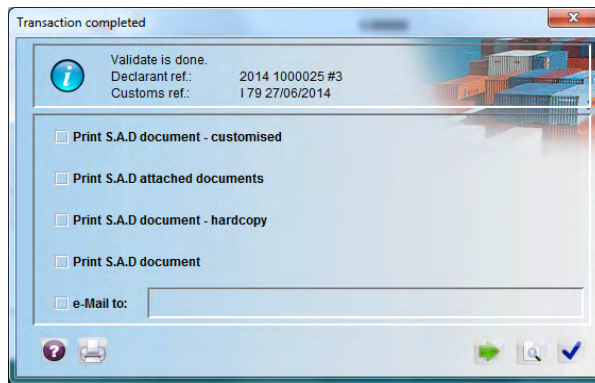
The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to print a copy of the SAD.

It is possible to print the SAD at the time it is validated or at any time after validation.

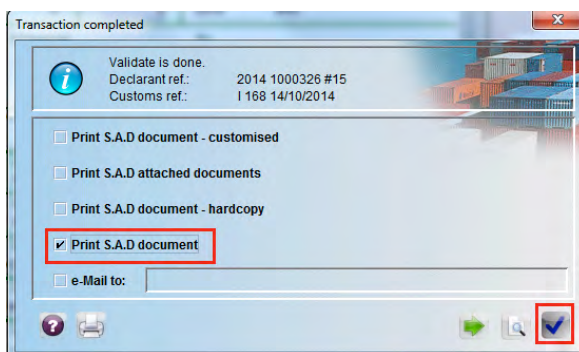
It should be noted that the printing of the SAD should only be undertaken once it has been validated.

In order to print a SAD at the time it is validated:

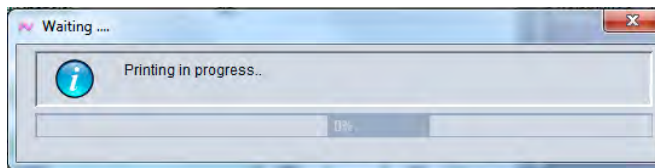
13. Once the SAD is validated and the following screen is displayed



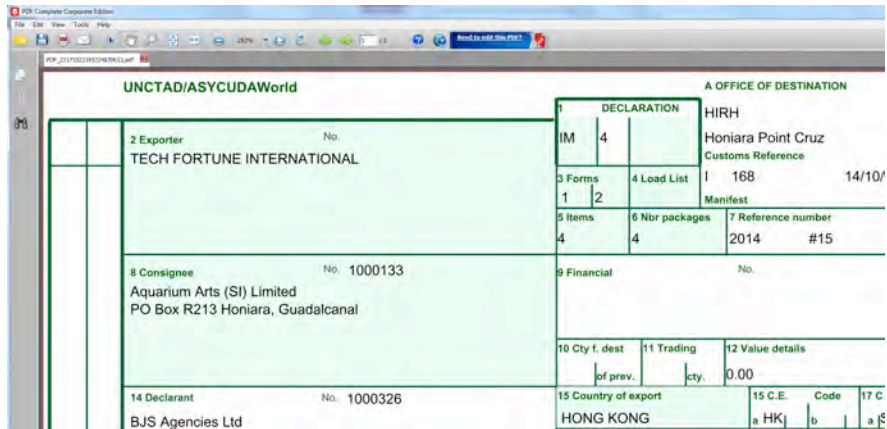
14. Tick the **Print S.A.D document** and click on



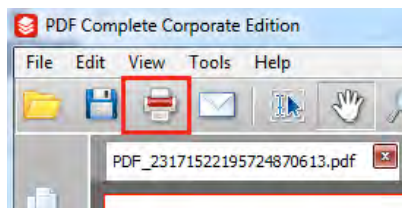
15. Printing progress screen displayed



16. The SAD is then displayed as a .PDF file

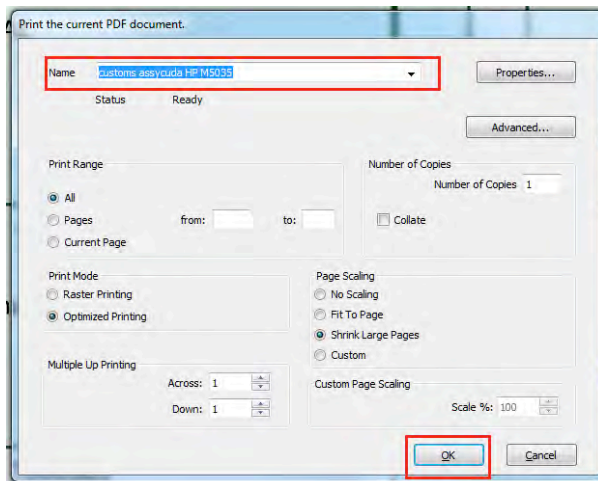
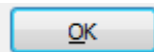


17. Click on Printer Icon



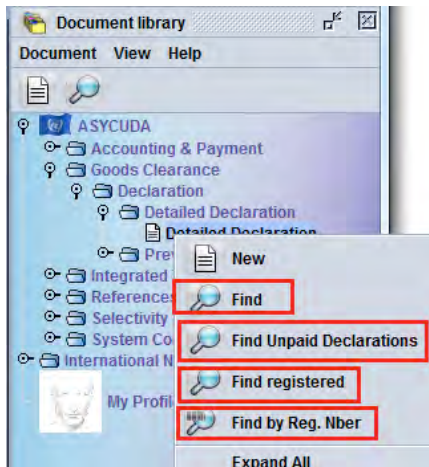
18. On the printing screen, the appropriate printer name will be automatically display

19. Click on

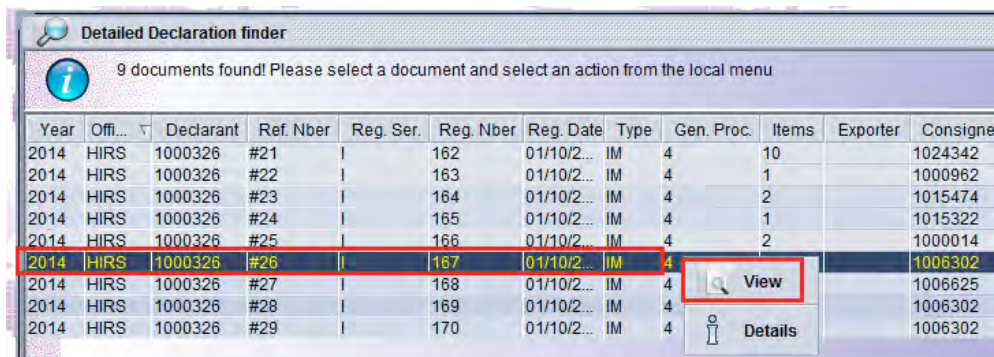



In order to print a SAD at any time after validation:

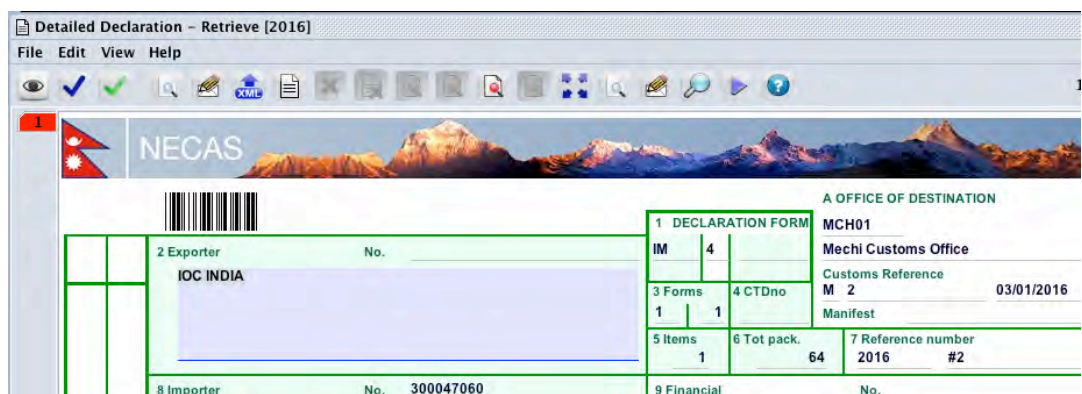
1. Once logged into the system, go to ASYCUDA → Goods clearance → Declaration → Detailed Declaration
2. Right click and choose “Find” or “Find Unpaid Declarations” or “Find registered” or “Find by. Reg. Nber”



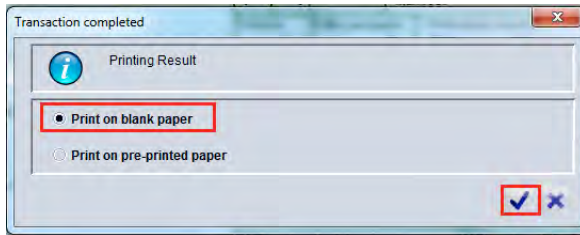
3. From the Finder, highlight the SAD to print, right click and choose “View”



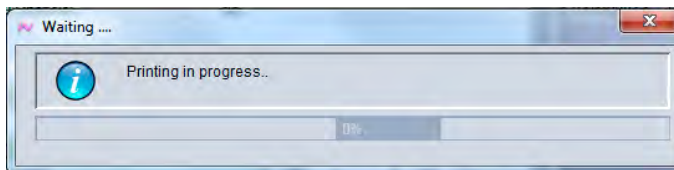
4. When the SAD is displayed, click on the first Printing icon 



5. On the Printing screen, tick **“Print on blank paper”** and click on 



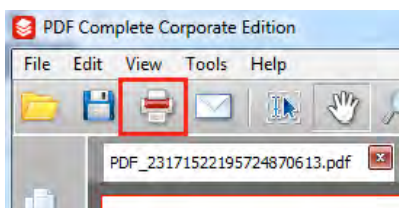
6. Printing progress screen displayed



7. The SAD is then displayed as a .PDF file

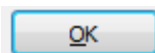
UNCTAD/ASYCUDAWorld		A OFFICE OF DESTINATION	
2 Exporter No. TECH FORTUNE INTERNATIONAL		DECLARATION HIRH	
8 Consignee No. 1000133 Aquarium Arts (SI) Limited PO Box R213 Honiara, Guadalcanal		Honiara Point Cruz Customs Reference	
14 Declarant No. 1000326 BJS Agencies Ltd		14/10/	
		168	
		Manifest	
		2014 #15	
		No.	
		0.00	
		HONG KONG	
		a HKj b a €	

8. Click on Printer Icon 



9. On the printing screen, the appropriate printer name will be automatically display

10. Click on



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How to access the reference tables in any NECAS E-document (SAD, Manifest, Bills, containers, attached documents, etc.)

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to access the reference tables in any AW E-document.

Most of the fields on each E-document (SAD, receipt, manifest, bills, inspection act, attached document, containers, etc.) are coded.

All codes are stored in what are referred to as "reference tables".

There are different ways of accessing the reference tables, viz:

1- Using the drop down menus – Full list

When the number of codes is minimal, a drop-down menu will display the entire list with a scrolling bar.

By clicking on a code, the code and its details are automatically displayed on the E-document.

Example 1 → **SAD - Box A** – Customs office code – Click on the drop down menu



→ Double-click on a Customs office code → the Customs office code and its description will be automatically displayed on the SAD

1 DECLARATION FORM		MCH01
		Mechi Customs Office
		Customs Reference
3 Forms	4 CTDno	Manifest
1	1	

Example 2 → SAD – Box 1 – Declaration – Click on the drop down menu

1 DECLARATION	
EX	1
EX	2
EX	3
IM	4
IM	5
IM	6
IM	7
IM	8

Load List

Nbr package

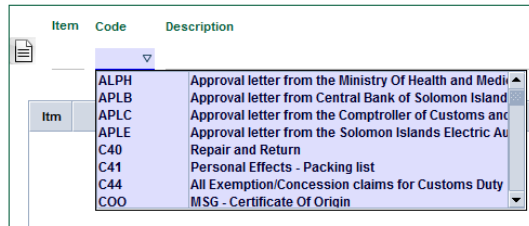
→ Double-click on a Type of Declaration code → the Type of Declaration code and its description will be automatically displayed on the SAD

→ In addition, in this very specific case of Type of Declaration, the list of Customs Procedure Code (CPC) accessible in box 37 will be restricted to the CPC started by what has been chosen in Box 1

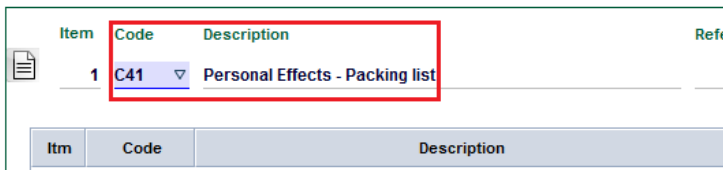
1 DECLARATION		A OFFICE OF DISPATCH/EXPORT	
EX	1	Customs Reference	
3 Forms	4 Load List	Manifest	
1	1		
5 Items	6 Nbr packages	7 Reference number	
1		2014	
9 Financial No.			
Country first		11 Trading	13 C.
dest.	cty.		
15 Country of export		15 C.E. Code	17 C.D. Code
SWITZERLAND		a) CH b)	a) b)
16 Country of origin		17 Country of destination	
20 Delivery terms			
22 Currency & total amount invoiced		23 Exch. rate	24 Nature of
0.00		0.00000	transac.
28 Financial and banking data Bank Code			
Terms of payment			
32 Item	33 Commodity code		
1			
34 Cty. orig. Code	35 Gross mass (kg)	36 P	
a) b)			
37 PROCEDURE	38 Net mass (kg)	39 Q	
1000 Outright exportation			
1074 Export excise goods after process			
1200 Export of ship's/ aircraft's stores			
41 Supplementary units			

1 DECLARATION		A OFFICE OF DISPATCH/EXPORT	
IM	4	Customs Reference	
3 Forms	4 Load List	Manifest	
1	1		
5 Items	6 Nbr packages	7 Reference number	
1		2014	
9 Financial No.			
Country last		11 Trading	13 C.A.P.
con.	cty.		
15 Country of export		15 C.E. Code	17 C.D. Code
SWITZERLAND		a) CH b)	a) b)
16 Country of origin		17 Country of destination	
SWITZERLAND			
20 Delivery terms			
22 Currency & total amount invoiced		23 Exch. rate	24 Nature of
0.00		0.00000	transac.
28 Financial and banking data Bank Code			
Terms of payment			
32 Item	33 Commodity code		
1			
34 Cty. orig. Code	35 Gross mass (kg)	36 Prefer.	
a) b)			
37 PROCEDURE	38 Net mass (kg)	39 Quota	
4000 Importation for home use			
4050 Importation for home use after temporary importation			
4051 IM for HC after temporary importation for return at unaltered state			
4071 Importation for home use after bonded warehouse			
4072 Importation for home use after Duty Free Shop			
4074 Excise goods after inward process			
4080 Importation for home use after transit			
4971 Importation for home use after Queen's warehouse auction			
45 Statistical value			

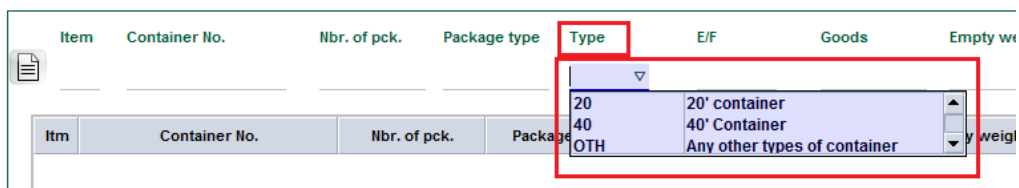
Example 3 → SAD - TAB Att. Doc – Attached Documents code – Click on the drop down menu



➔ Double-click on an Attached Document code ➔ the Attached Document code and its description will be automatically displayed on the TAB Att. Doc



Example 4 ➔ **SAD - TAB Containers** – Container Type code – Click on the drop down menu

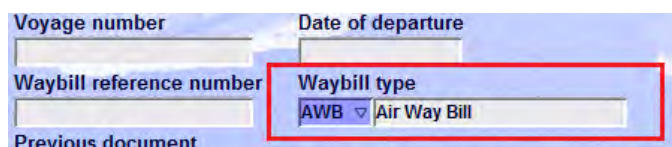


➔ Double-click on a Container Type code ➔ only the Container Type code will be automatically displayed on the TAB Containers

Example 5 ➔ **Waybill** – Waybill type code – Click on the drop down menu



➔ Double-click on a Waybill Type code ➔ only the Waybill Type code will be automatically displayed on the Waybill



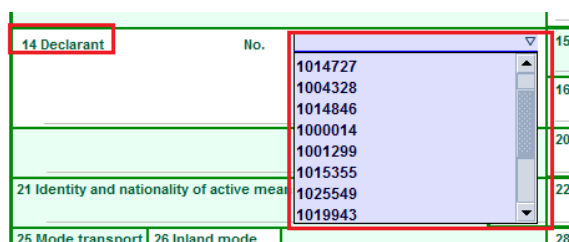
2- Use the drop down menus – Latest used codes

In some cases, it is not practical for the drop down menus to be able to display the entire list of codes.

Thus the system, by using the drop-down menu, will only display the latest codes used.

Enabling the user to choose a code from a shorter list, which is more practical for traders who always use the same codes.

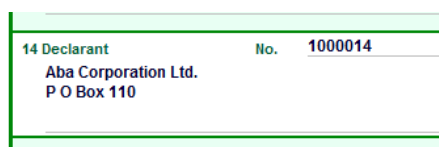
Example 1 → **SAD - Box 14** – Declarant – Click on the drop down menu



The screenshot shows a software window with a dropdown menu open. The dropdown menu is titled '14 Declarant' and contains a list of codes: 1014727, 1004328, 1014846, 1000014, 1001299, 1015355, 1025549, and 1019943. The dropdown menu is highlighted with a red border. The background shows a form with fields for '21 Identity and nationality of active means of transport' and '25 Mode transport | 26 Inland mode'.

→ Double-click on a Declarant code → only the latest used Declarant code will be automatically displayed on the SAD

→ Press <Enter> on the Declarant code on the SAD → the Declarant details will be automatically displayed on the SAD



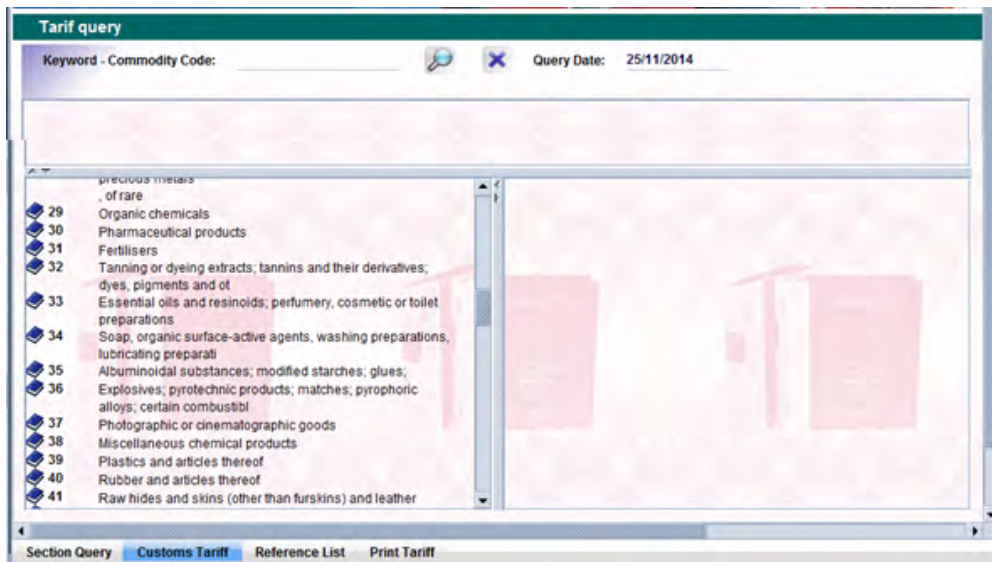
The screenshot shows a software window displaying the details of a declarant. The details are: '14 Declarant' with 'No. 1000014'. Below this, the text reads: 'Aba Corporation Ltd.' and 'P O Box 110'.

If the codes you are looking for does not appear on the “restricted” list, the F3 key can then be used (refer below)

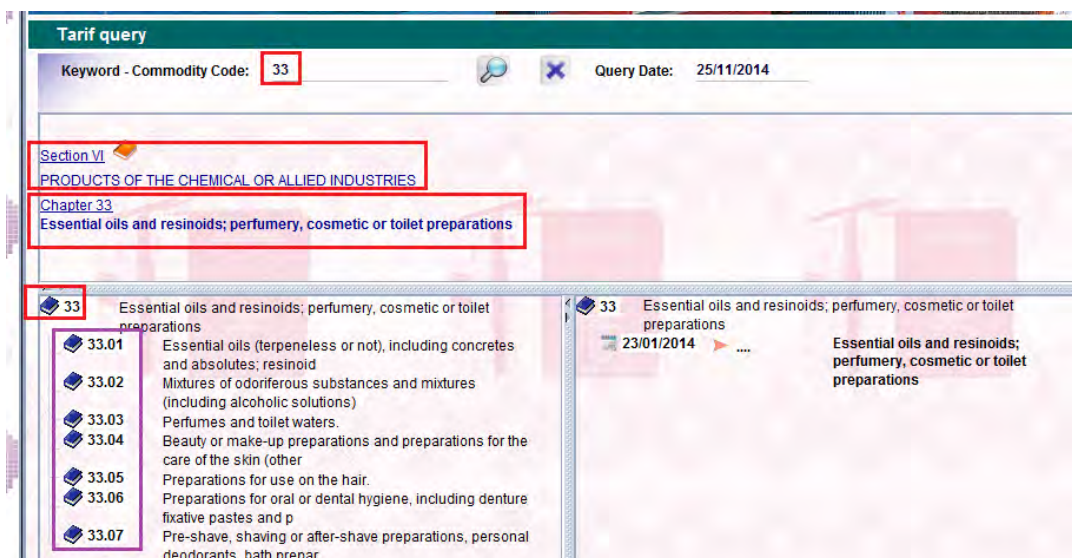
3 – Use of the F3 Key

Example 1 → **SAD- Box 33** – Commodity code – Press F3 while the cursor is in the box

→ The Tariff Query – View screen is opened

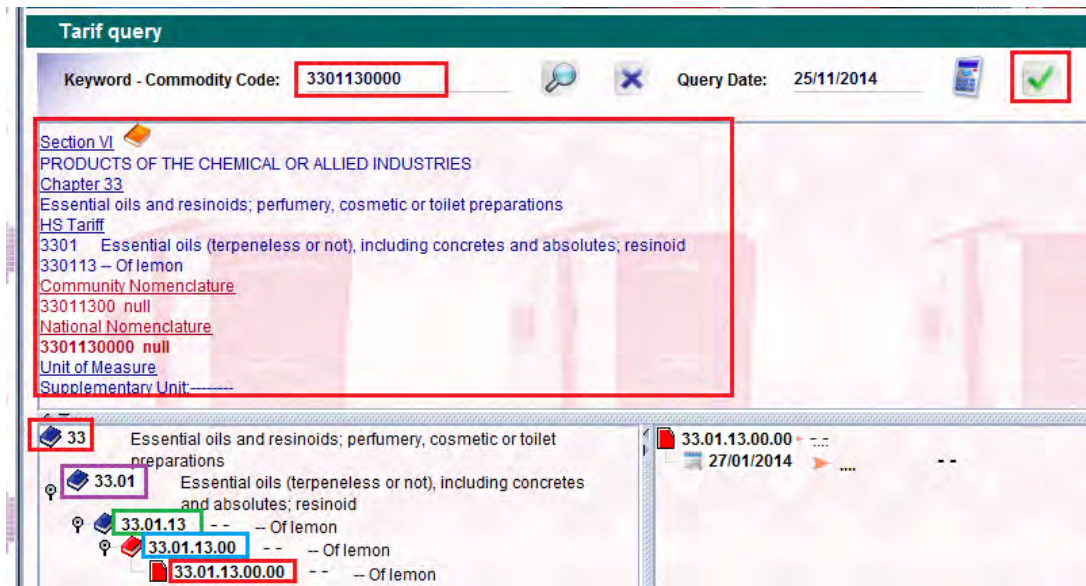


→ Double click on one of the chapters (e.g. 33) displayed on the bottom left column




→ The chosen chapter is displayed on the 1st part of the screen;
 → The related section and description of the chosen chapter are displayed on the 2nd part of the screen;
 → All the Headings (HS at 4 digits level) related to the chosen chapter are displayed on the bottom left column.


→ Double click on a heading until you reach Commodity code at 11 digit levels

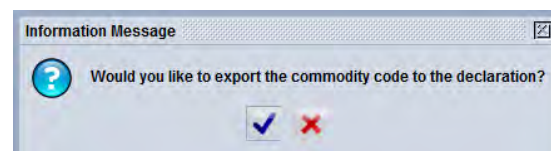


→ All the information related to the chosen commodity code (11 digits) is available on the different parts of the screen;

→ On the 1st part of the screen (top right), a green “tick” is available

→ Click on the 

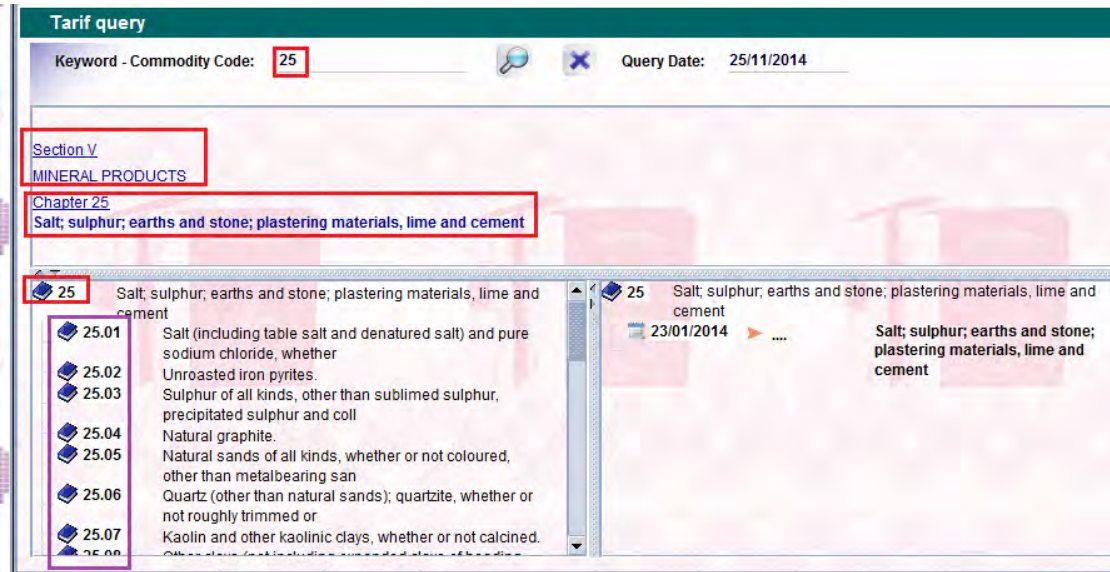
→ Click on  on the following message



→ And the Commodity code and its description (as per the tariff book) will be automatically displayed on the SAD

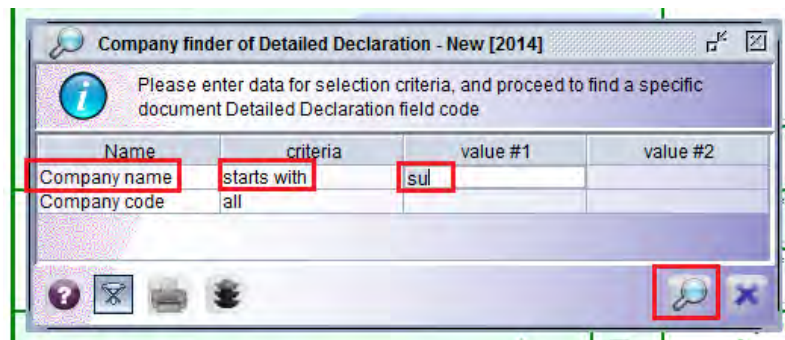
31 Packages and description of goods	Marks and numbers - Containers No(s) - Number and kind	32 Item 1 No.	33 Commodity code 33011300 00
	Marks & no of packages		34 Cty. orig. Code
	Nbr & Kind		35 Gross r
	Containers No(s)		37 PROCEDURE
	-- Of lemon		38 Net ma:
			40 Summary declaration / Prev
			44 Supplementary unite

NOTE: If you already know the chapter or the heading of the commodity code, type it in box 33 and then press F3 → the Tariff Query – View screen will open with information related on what was typed in box 33 already displayed



Example 2 → SAD- Box 8 – Company – Press F3 while the cursor is in the box

→ If you are looking for a **company whose name starts with su**, choose the criteria “**starts with**” for the **Company Name** and type **su** in **value #1** on the Finder screen and then click on the search icon



→ The system will **display the first 100 companies** with a name starting by **su**

Company finder of Detailed Declaration - New [2014]

30 documents found! Please select a document and select an action from the local menu


Company name	Company code	Start date	End date
Sum Wong Chi	1003756	14/01/2014	
Sunking Enterprises Ltd	1003767	14/01/2014	
Sunwood Enterprises Ltd.	1003790	14/01/2014	
Success Company Ltd	1014266	14/01/2014	
Sullivans (SI) Ltd	1014277	14/01/2014	
Super Entertainment Center Limited	1014299	14/01/2014	
Sussie Madu Samani	1015645	14/01/2014	
Sunflower enterprises Ltd	1018097	14/01/2014	
Sunrise Timber Ltd	1018291	14/01/2014	
Sutenga Teriba	1018729	14/01/2014	
Sunita Devi Stenzel	1025185	14/01/2014	
Subs Construction	1025390	14/01/2014	
Super Mart Enterprises Limited	1032273	14/01/2014	
Sun View Co. Ltd	1032392	14/01/2014	
Sunway (S.I) Limited	1032682	14/01/2014	
Superfly Energy Limited	1037717	14/01/2014	
Suzie Tentaku	1039995	14/01/2014	
Sun Printing Press Limited	1040450	14/01/2014	
Sunil Pillai	1041226	14/01/2014	
Susie Deng	1041743	14/01/2014	
Subway Technologies	1041798	14/01/2014	
Suzie Wale	1046533	14/01/2014	
Sunrise Investments Limited	1047547	14/01/2014	

→ By double-click on one company, the Company code and its details will be automatically displayed on the SAD

8 Importer No. 300047060

Nepal Oil Corporation
Kathmandu
VAT REGD: 2054/08/01
YUVARAJ WAGLE
AUTH:999(072/73)


Example 3 → **Manifest - Place of Departure** (location) – Press F3 while the cursor is in the box

→ If you are looking for the **code used for Auckland**, choose the **criteria “equals”** for the **Localisation Name** and type **Auckland** in **value #1** and then click on the search icon 

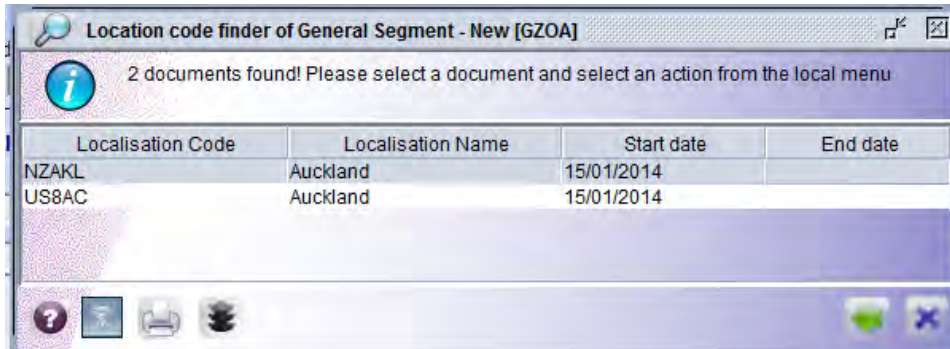
Location code finder of General Segment - New [GZOA]

Please enter data for selection criteria, and proceed to find a specific document General Segment field loccode

Name	criteria	value #1	value #2
Localisation Code	all		
Localisation Name	equals	Auckland	



→ The system will display the first 100 Location with a name coinciding with the name **Auckland**



→ By double-clicking on one locality, the localisation code and its details will be automatically displayed on the Manifest



For more information relating to the use of the ‘Finder’ facility, refer to “How to use the AW Finder Facility” Functional Note.

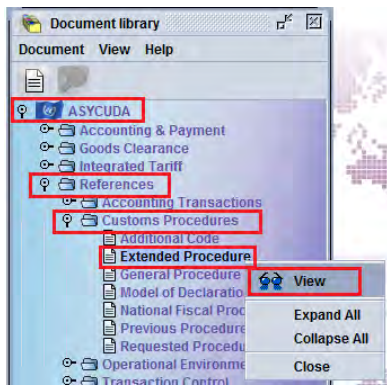
4 – View of the Reference Tables

It should be noted that access given to the trading community for some of the Reference Tables (i.e. outside any E-Document) is restricted to View only.

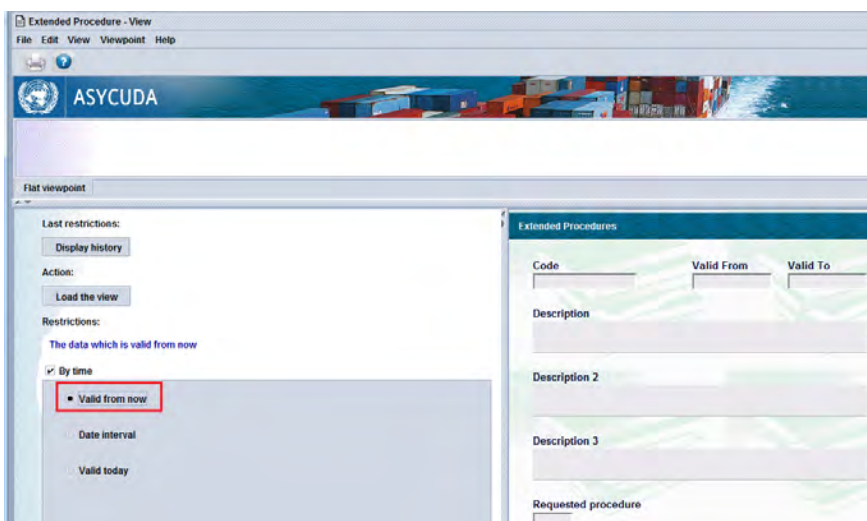
Although access may be given to the trading community to view all the codes it does not necessarily allow them to insert the code in any E-Document.

To view the Reference Tables in AW:

- a) Go to ASYCUDA → References → Customs Procedures
- b) Right click on any item below (e.g. Extended Procedure) and choose **View**



- c) On the **Extended Procedure - View** screen, make sure that **Valid from now** is ticked



11. Click on **Load the view** icon

12. The list of all the valid extended procedure are displayed on the top part of the screen

Extended procedure code	Extended procedure descrip...	Extended procedure descrip...	Exte
8000	National Transit (transit between...		
7400	Raw materials for producing Ex...		
7272	Change of Duty Free Shops or ...		
7271	Duty Free Shops after Customs ...		
7200	Duty Free Shops		
7172	Customs bonded warehouse af...		
7171	Change of Customs bonded wa...		
7100	Customs bonded warehouse		
6121	Re-importation in an unaltered st...		
6020	Re-importation in an altered stat...		
5100	Temporary importation for retur...		
5000	Temporary importation		
4971	Importation for home use after ...		
4080	Importation for home use after tr...		
4074	Excise goods after inward proc...		
4072	Importation for home use after D...		
4071	Importation for home use after ...		
4051	IM for HC after temporary import...		

Department Of Customs Nepal



How to change my NECAS User Profile

The following 'Functional Note' provides registered users of the NECAS system with the information necessary to enable them to change their AW User profile.

Each user can customize some of client features to suit their preferred user profile.

Features that can be customized are:

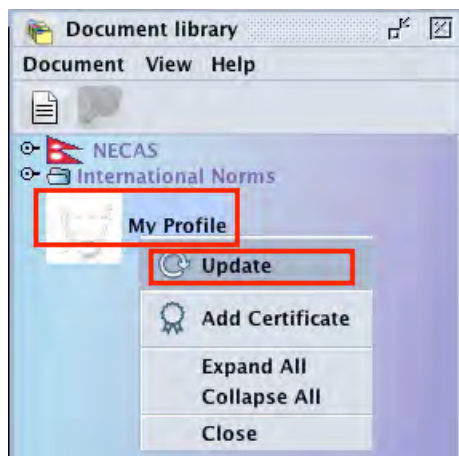
- Password
- Language
- Appearance
- Creation of Shortcuts

Any changes made will take effect immediately. There is no need to log off and login again.

This is done as follows:

13. Once logged-into the system, go to NECAS → **My Profile**

14. Right click and choose **Update**



15. The **My Profile - Update** screen is displayed with four TABs at the bottom

The screenshot shows a web application window titled "My Profile - Update [admin]". The window has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar are icons for eye, refresh, and help. The main content area is divided into two sections: "User identification" and "Personal data". The "User identification" section has three input fields: "User login" (admin), "Account reference" (ADMIN), and "Account holder" (Administration team). The "Personal data" section has several input fields: "Name" (Administrator), "Address" (Street), "ZIP code" (1000), "City" (City), "Country" (Swaziland), "Phone#" (222), "Cell phone#" (333), "Fax" (444), and "E-mail" (email@email.com). At the bottom of the window, there are four tabs: "Identification", "Authentication", "Function", and "Preference".

16. TAB - **Identification** → nothing can be changed

17. TAB - **Authentication** → to change the password

18. TAB - **Function** → nothing can be changed

19. TAB - **Preference**

This TAB has five (5) Tabs on its left part

7a. Tab 1 – User interface → to change the appearance on the AW screen and to change the language

7b. Tab 2 – Computer performance → highly recommended no to change anything

7c. Tab 3 – Notary service security → to allow the shortcuts to be saved

7d. Tab 4 – Screen saver → to manage the Screen Saver

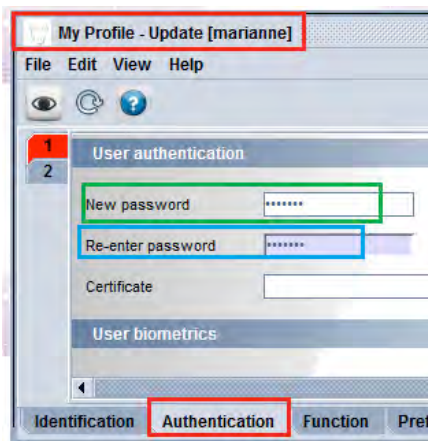
7e. Tab 5 To create a shortcut


How to Change my Password


It is highly recommended to regularly change your own password.

This is done as follows:

1. Once **My Profile - Update** screen is displayed, go to the **Authentication** Tab
2. Enter your new password
3. Repeat your new password



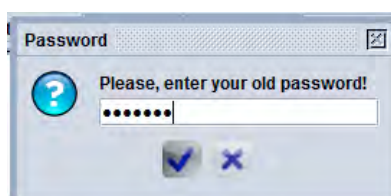
4. Once completed, click on the **Verify the document** icon 

5. Click  on the **Message** window



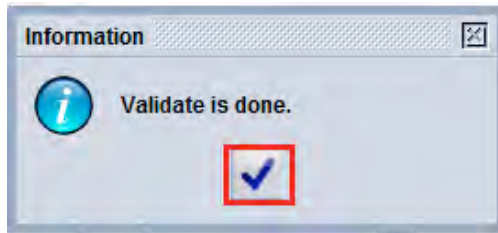
6. Click on the **Validate** icon 

7. The system will ask you to enter your old password



8. Once completed, click 

9. If all is in order, the system will display the following **Information** window

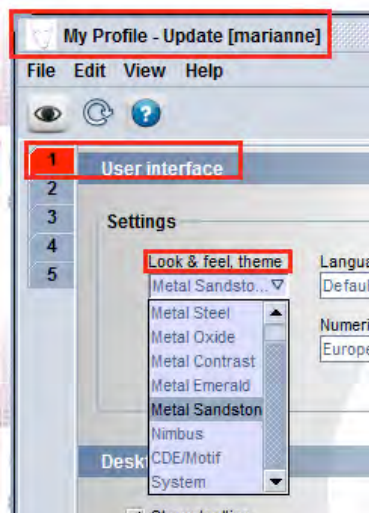


10. Click  on the **Information** window

How to Change the Language & Appearance

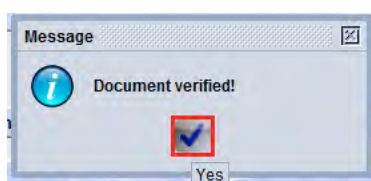
This is done as follows:

1. Once **My Profile - Update** screen is displayed, go to the **Preference** Tab
2. Stay on the Tab **1 - User interface** (from the left part of the screen)
3. Under the box **Look & feel theme**, choose from the drop down menu your favorite color



4. Once completed, click on the **Verify the document** icon 

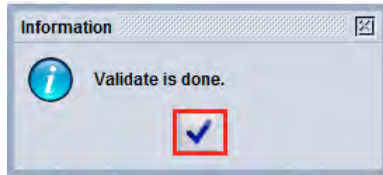
5. Click  on the **Message** window



6. Click on the **Validate** icon



7. Click  on the **Information** window



How to Create Shortcuts

When a user is regularly performing the same series of actions, it is practical for him/her to have a shortcut to do in one single click the same series of actions.

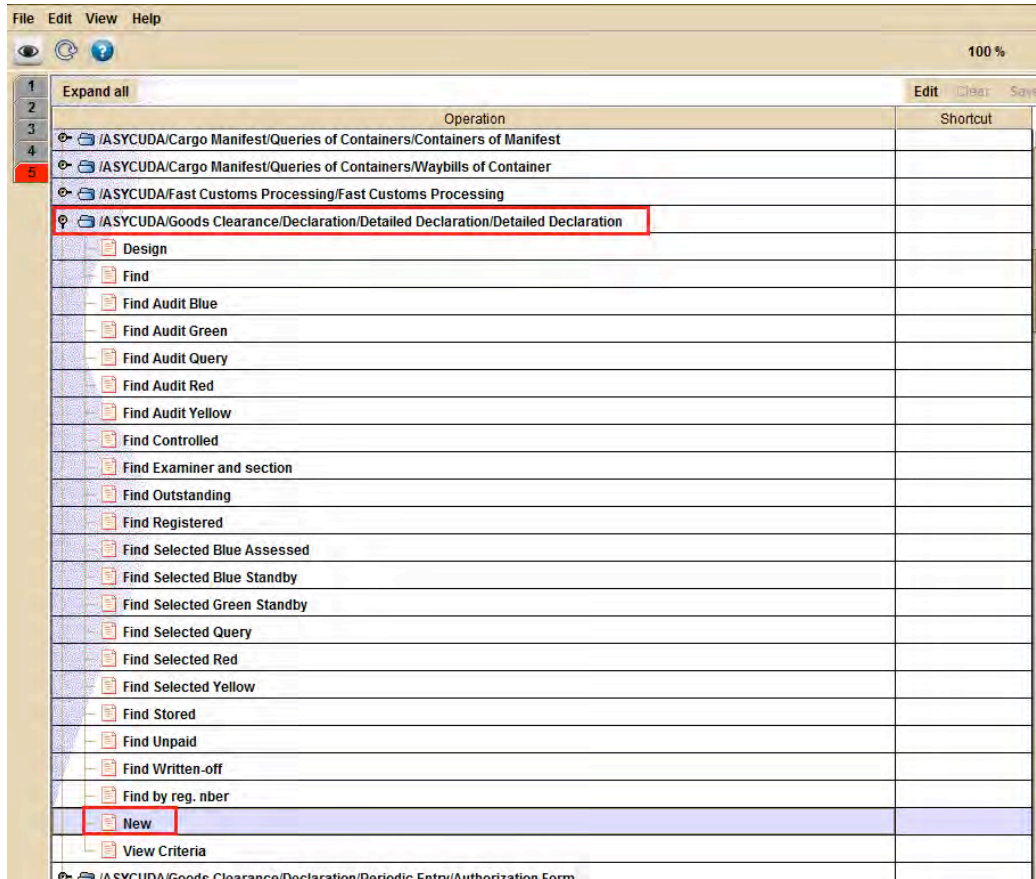
While most actions may be mouse or track pad-driven, NECAS users may also individually define keyboard short-cuts to their most commonly used functions

As an example, in order to create a SAD, the declarant will also have to do the same action **Go to NECAS – Declaration – Detailed Declaration – right click and choose New.**

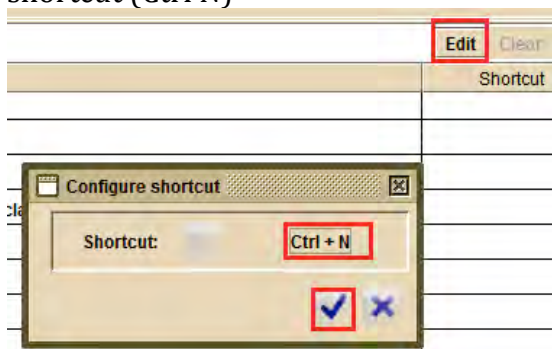
To be more practical, the declarant can define a shortcut, for example CTRL-N that will do exactly the same.

This is done as follows:

1. Once **My Profile – Update** screen is displayed, go to the **Preference** Tab
2. Go to Tab 5 (from the left part of the screen)
3. Scroll down until you find the proper action



- Click on **Edit** and enter the sequence of keys that will be used as the shortcut (Ctrl N)



- Click on **Edit** and enter the sequence of keys that will be used as shortcut (Ctrl N)

- Click on the **Configure shortcut** screen to confirm the sequence of the keys for the shortcut.

Conversely, click on the **Configure shortcut** screen if you don't want to confirm the sequence of the keys.

Expand all		Edit	Clear
		Operation	
1	Find Stored		Shortcut
2	Find Unpaid		
3	Find Written-off		
4	Find by reg. nber		
5	New		Ctrl + N
	View Criteria		

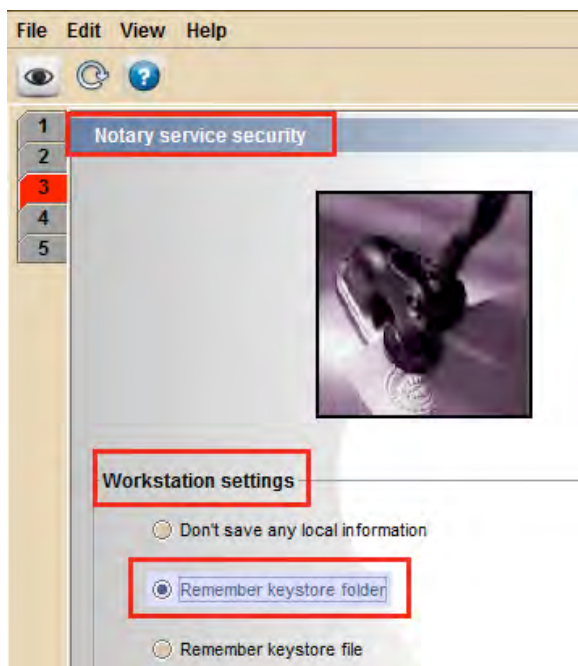
Once confirmed, the sequence of keys will be automatically displayed in the column **Shortcut**.


7. Click on **Save**

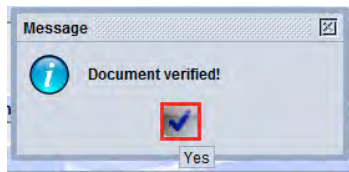
Shortcut		Edit	Clear	Save
	Ctrl + N			

8. Go to the Tab 3 (from the left part of the screen) **Notary service security**

Tick **Remember keystore folder** under the **Workstation settings** part.

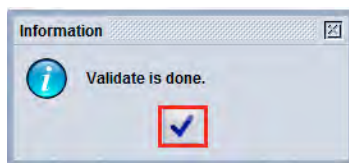


8. Click  on the **Message** window



9. Click on the **Validate** icon 

10. Click  on the **Information** window



11. Test the shortcut by pressing the keys CTL and N at the same time; a new SAD screen should be opened.

**Department Of Customs
Nepal**



ANNEX 1 - Customs Procedure Codes

Procedure Code	Description
1000	Permanent Export - General Procedure
1021	Permanent export after temporary export
1022	Permanent Export - temporary export for repair or re-packaging
1023	Permanent Export -Raw Mat manu. & Products for re-export
2100	Temporary Export - re-export in the same state
2200	Temporary Export for Repair or Repackaging
2300	Temporary Export - Raw Mat & Manu. Product
3040	Re-Export of good Previously Imported to Free Circulation
3051	Re-export after temporary import
3052	Re-export - After repair and re-packed
3053	Re-Export After Inward Processing
3055	Re-export Goods by Diplomatic Organizations
3056	Re-export Goods for Project
3070	Re-Export - Warehousing
4000	Permanent Import
4051	Permanent import after temporary import of goods in the same state
4052	Permanent import after temporarily imported for repair or packaging
4053	Goods are sold in Nepal
4055	Sales in Nepal Diplomatic Goods
4056	Sales in Nepal Good for Projects
4070	Permanent Import goods from warehouse
4071	Sales (NEPAL Use) from Warehouse
4072	Relief Materials from Warehouse
4073	Use from Warehouse Aircraft or Aircraft Parts
4074	Clear the Goods from Yard or Customs Area

4075	Partial Clearance (Partial) PATAKE
5100	Temporary Import - Intended to be re-export
5200	Temporary import of goods for repair or re-packaging
5300	Temporary Import for Inward Processing
5400	Temporary Import- Rescue Equipment Intended to re-export
5500	Temporary Import Goods by Diplomatic Mission & Organisations
5555	Ownership Transfer to Diplomatic Mission
5600	Temporary Import of goods by Projects
5700	Temporary Import - Dispute
6021	Re-import of goods in same state after temporarily imported
6022	Re-import of goods following repair of re-packaging
6023	Re-import of mfg products made from TE materials
7000	Direct Warehousing
7051	Re-exported Warehousing Same state
7052	Repack & Repairing Warehousing
7053	Inward Processing Warehousing
7055	Warehousing Goods by Diplomatic Mission & Organisations
7070	Transfers of goods between Warehouses
7100	Warehouse import - Duty Free Shop
7200	Warehouse for Relief Materials
7300	Warehouse Aircraft, Aircraft Parts Equipment
7400	Storage Goods more than 7 Days in Custom Godown or Yard
7500	Partial Clearance Procedure (BULK)
8000	Transit
9000	Other Procedure
9072	Other Import - Auction of Relief materials
9074	Other Import - Auction of Goods more than 60 Days stored
9100	Other Import - Aircraft, Aircraft parts for use Airside
9100	Import- Goods sold in duty free shops
9200	Other Import - Simplified Declaration

**Department Of Customs
Nepal**



ANNEX 2 - Terms of Payment Codes

Terms of Payment	DESCRIPTION
000	None
100	Under Credit
200	Under Letter of Credit (L/C)
202	Duty Deposit (Dharauti) Under L.C.
203	Duty on Record (Lagat)
204	Bank Gurantee Under L.C.
205	Partial Bank Guarantee Under L.C.
207	Cash Guarantee(Passbook) Under L.C.
208	Revolving Passbook under L.C.
300	Import Under Barter System
400	Bank Draft T.T. System
402	Duty Deposit Under Bank Draft & T.T
404	Bank Guarantee Under Draft & T.T.
405	Partial Bank Guarantee Under Draft
407	Cash Guarantee(Passbook) Under Draft
408	Revolving Passbook under Draft
500	Payment Through Credit Card
502	Duty Deposit Under Credit Card
504	Bank Guarantee Under Draft & T.T.
505	Partial Bnk Guarantee Under Draft TT
507	Cash Guarantee(Passbook) Under Other
508	Revolving Passbook under Other
600	Document Against Payment (DAP)
700	Adv. Payment Cash Against Docs (CAD)
902	Duty Deposit Under Other Payments
903	Duty on Record (Lagat) Other TOP
904	Bank Guarantee Under Other Payments
905	Partial Bank Guarantee Under Other
999	No CSF

**Department Of Customs
Nepal**



ANNEX 3 – National Procedure Codes

Code	Description	Customs Act	Details
000	General Procedure	-	-
100	Full Duty Exemption - Diplomatic Agencies	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट कुटनैतिक नियोगहरु
101	1% ID only - Diplomatic Agencies	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर नलाग्ने गरी छुट
102	1% ID & Other Duty - Diplomatic Agencies	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर लाग्ने गरी छुट
103	Full Duty Exemption for Personal - Diplomatic Agencies	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट कुटनैतिक नियोगका व्यक्तिहरु
104	Full Duty Exemption - UN Agencies	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट संयुक्त राष्ट्र संघका निकायहरु
105	1% ID only - UN Agencies	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर नलाग्ने गरी छुट
106	1% ID & Other Duty - UN Agencies	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर लाग्ने गरी छुट
107	Full Duty Exemption for Personal - UN Agencies	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट संयुक्त राष्ट्र संघका निकायका व्यक्तिहरु
108	Full Duty Exemption - Foreign Aid Project	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट वैदेशिक सहयोगका आयोजना
109	1% ID only - Foreign Aid Project	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर नलाग्ने गरी छुट
110	1% ID & Other Duty - Foreign Aid Project	भन्सार ऐन दफा ९	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर लाग्ने गरी छुट
111	Full Duty Exemption for Personal - Foreign Aid Project	भन्सार ऐन दफा ९	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट वैदेशिक सहयोगका आयोजनका व्यक्तिहरु
121	Duty Charge for Buyer rejected goods	भन्सार नियम ८ र भन्सार ऐन दफा ६	
122	Duty Charge for Personal Effect (Non Dutiable)	व्यागेज नियम २०७१	
123	Duty Rebate for Retire Army	व्यागेज नियम २०७१ श्रावण दफा ६ ड०	
124	DEFECTIVE MACHNERY PARTS ETC	भन्सार नियमावली नियम ७	

125	GOODS FOR FAIR AND EXIBITIONS	भन्सार नियमावली नियम ८	
126	Duty Charged for Contractor's Equipment	आर्थिक ऐन २०७२ को दफा १३	
127	Duty Collection From Lilam	भन्सार ऐन दफा ५०	
128	Duty Collection From Beruju (Ma.Le.Pa.)	भन्सार ऐन दफा ७४	
129	Duty Collection From Beruju (Aa.Le.Pa)	भन्सार ऐन दफा ७४	
130	Duty Collection From P.C.A.	भन्सार ऐन दफा ३४	
131	Duty Collection From Patake Import CSF + VAT	भन्सार नियमावली नियम ६६ क	
132	Duty Collection From Other Provision		
135	Export Duty Collection - Sadarshya	आर्थिक ऐन भन्सार सम्बन्धी अनुसूची २	
136	ID,AID Charged from Not Exported Goods	आर्थिक ऐन भन्सार सम्बन्धी अनुसूची १	दफा १३
150	Full duty Exemption for Disaster Items	आर्थिक ऐन भन्सार सम्बन्धी अनुसूची १	दफा १९ को (६) को ३
151	Full Duty Exemption for Transit Import or Export		
152	Temporary Import of Tractor without Trailer	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (क)
153	Temporary Import of Tractor with Trailer or Trailer Only	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (क)
154	Temporary Import Under Carnet	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (क)
155	Temporary Import of Bus & Mini-Bus	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (ख)
156	Temporary Import of Car,Jeep & Van	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (ख)
157	Temporay Import of Motorbike & Scooter	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (ख)
158	Temporary Import of Three Wheeler	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (ख)
159	Temporay Import of Goods Vehicle VZ & East	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (ग)
160	Temporary Import of Bike & Vehicle More Than 30 Days	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ उपदफा ३ को (घ)
161	Temporary Import of Crane	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ उपदफा ६ को (१)
162	Temporary Imported Duty Exemption for Vehicles an Accident	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १२ (७)

163	60% ID Rebate for vehicles and Machinery under duty rebate	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा ९
180	Dafa 18 Government Decision - IOE0VO	आर्थिक ऐन दफा १८	सम्पूर्ण महसुल ((ID, ECS, VAT)) छुट
181	Dafa 18 Government Decision - I1E0VO	आर्थिक ऐन दफा १८	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर नलाग्ने गरी छुट
182	Dafa 18 Government Decision - IOEVO	आर्थिक ऐन दफा १८	भन्सार महसुल र मू.अ.कर नलाग्ने गरी छुट
183	Dafa 18 Government Decision - I1EV	आर्थिक ऐन दफा १८	भन्सार महसुल १ प्रतिशत मात्र र अन्य कर लाग्ने गरी छुट
184	Dafa 18 Government Decision - I1EVO	आर्थिक ऐन दफा १८	भन्सार महसुल १ प्रतिशत मात्र र मू.अ.कर नलाग्ने गरी छुट
185	Dafa 18 Government Decision - I1E0V	आर्थिक ऐन दफा १८	भन्सार महसुल १ प्रतिशत मात्र र अन्तःशुल्क नलाग्ने गरी छुट
186	Dafa 18 Government Decision - I5EV	आर्थिक ऐन दफा १८	भन्सार ५० प्रतिशत छुट र अन्य कर लाग्ने गरी छुट
187	Dafa 18 Government Decision - I5E0VO	आर्थिक ऐन दफा १८	भन्सार ५० प्रतिशत छुट अन्य कर नलाग्ने गरी छुट
188	Dafa 18 Government Decision - I5EVO	आर्थिक ऐन दफा १८	भन्सार ५० प्रतिशत छुट र म.अ.कर नलाग्ने गरी छुट
189	Dafa 18 Government Decision - I5E0V	आर्थिक ऐन दफा १८	भन्सार ५० प्रतिशत छुट र अन्तःशुल्क नलाग्ने गरी छुट
201	0% ID on Selected Items from List	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (क)
202	0% ID on Pet Chips Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ख)
203	0% ID on Fertilizer	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ग)
204	0% ID on Sindur,Chura & Tika-Tikuli	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (घ)
205	0% ID on Raw Jute	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ङ)
206	0% ID on Stamps,Postcard,Passport etc by Govn.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (च) (१)
207	0% ID on Books, Children Books & Nepali Patro	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (च) (२)
208	15% ID on Neplese Publication Books Import	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (च) (२)
209	0% ID on Raw Petroleum & Bitumin from India	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ज)
210	0% ID Raw Minerals of Chapter 25,26&44	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (झ)
211	0% ID on Poy & Man Made Fibres CHA 54&55	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ञ)
212	0% ID on Solar & Battery Operated Vehicle Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ट)

213	0% ID on Specific Goods for Nepal Red Cross Society	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ठ)
214	0% ID on Blind's Instruments	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ड)
215	0% ID on Instruments for Disabled Persons	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा १ को (ढ)
216	1% ID on Generator >= 10KW	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (क)
217	1% ID on Aircrafts & Parts	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ख)
218	1% ID on Feed Supplement for Feed Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ग)
219	1% ID on Bottles <=0.33Ltr for Ink & Stationery Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (घ)
220	1% ID on Rapeseed, Copra Etc	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ङ)
221	1% ID on Pharmaceuticals Research Equip Heading 9027	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (च)
222	1% ID for Precious Stone Heading 7101-7105	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (छ)
223	1% ID on Raw Materials for Tyre Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ज)
224	1% ID on Convert to SAFA Tempo	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (झ)
225	1% ID on Catalytic Converter & Magnetizer	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ञ)
226	1% ID on Thresher, Agri. Basic Goods	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ट)
227	1% ID on Pumping set & Hosepipe	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ठ)
228	1% ID on Vacuum Ironing Table & Steam Iron for Garment Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ड)
229	1% ID on Special Items of Agro-vet Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ढ)
230	1% ID on Machinery for Agricultural Products as Tools	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ण)
231	1% ID on Equipment for TEA Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (त)
232	1% ID on Equipment of Fish farm	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (थ)
233	1% ID on Various Equipments for Horticulture & Floriculture	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (द)
234	1% ID on Pollution Control Equipment for Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (न)
235	ID Rebate on Generator Parts for Generator Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ध)

236	1% ID on Import of Pasmia Thread Chapter 51	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (प)
237	1% ID on Sailboat	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (फ)
238	1% ID on Sewing Machine	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (ब)
239	1% ID & VAT Rebate for Bee farming Equipment	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (भ)
240	1% ID for Raw Amber of CHA 25	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा २ को (म)
241	90% ID Rebate on Manmade Staple Fibre for Carpet Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (क)
242	5% ID on Medicine in Chapter 30 & Testing Kit	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ख)
243	4% ID on New Machine of Chapter 84	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ग)
244	Partial Bank Guarantee for not Identified Machine	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ग)
245	5% ID on Raw Oats import by cereals manufacture Udg.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (घ)
246	80% ID Rebate on Milk Carry Tanker For Dairy Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ङ)
247	80% ID Rebate on Cotton Yarn of 5205&5207	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (च)
248	10% ID on PVC Film & BOPP Film ETC for Polycoating Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (छ)
249	5% ID on LP Gas for Gas Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ज)
250	15% ID for Rebate for Gold, Silver & Jewelry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (झ)
251	5% ID on Cotton Readymade of Chapter 6211	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ञ)
252	50% ID rebate on Cable car equipment	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ट)
253	15% ID on Roofing Sheets(Tiles)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ठ) १
254	15% ID on UPVC Profile for Window & Door	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ठ) २
255	10% ID on Filler Master Batch	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ड)
256	50% ID Rebate on Electric Vehicles	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ढ)
257	10% ID on Refreegerated Vehicles	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ण)
258	50% & 68% FOR PINA...SUGARCANE ETC	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (त)

259	50% ID & ARF100% Rebate on Bhatamas ko Geda	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (थ)
260	25% ID Rebate on Packaging Materials of Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (द)
261	75% ID Rebate on Raw-Mat for Glycerin & Soap Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ध)
262	2.5% ID on Raw Oil of Oil Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (न)
263	20% ID on Unassembled TV & TV Parts	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (प)
264	25% ID Rebate on Hybrid Vehicle Import	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ब)
265	10% ID on Oxygenated Vehicle for Fish Farm	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (भ)
266	5% ID on Bus co. >=5 buses or Chassis having 40 seats	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (म)
267	1% ID on Co-operative Press	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (य)
268	10% ID on Prefabricated House Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (र)
269	50% ID&ARF on Pulses Seed for Pulses Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १४ उपदफा ३ को (ल)
301	0% ID on Banknote, coin, Gold, silver, Cheque Book etc by NRB	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा १ को (च)
302	0% ID for BPKHIS &CANCER, GANGALAL & Manmohan HOSPITAL	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा १ को (छ) (अ)
303	0% ID on Cancer GLIVEC HGC Medicine etc	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा १ को (छ) (आ)
304	0% ID on Jute Machinery For Jute Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा १ को (ज)
305	1% ID for Sab-Bahan & Ambulance import by Govn. & Ngovn. Agencies	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ख)
306	1% ID on Machinery & Parts for Renovation(RUGNA UDHYOG)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (घ)
307	1% ID on Raw Mat. & Packing Materials for Feed & Hatchery Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ङ) (अ)
308	1% ID on Hybrid Cattle Semen	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ङ) (आ)
309	1% ID on Standard Printed Materials by Tourism Industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (च)
310	1% ID For Alternative Energy - Wind Mill Equipment	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (अ)

311	1% ID Rebate for Solar Panel, Module, Charge Controller	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) १
312	1% ID Rebate for Safa Tempo's Battery Parts & Photovoltaic Battery	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) ३
313	1% ID on Solar Led D.C. Bulb & Rechargeable Lalten	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) ४
314	1% ID on Solar Pump	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) ५
315	1% ID on Solar Heat Energy Equipment	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) ६
316	1% ID on above 80% Capacity Solar Inverter	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (आ) ७
317	1% ID on Bio-Gas Equipment	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (इ)
318	1% ID on BIO-GAS Battery Parts	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (ई)
319	1% ID on Bio-Energy Products (Rice Husk Stove)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (उ)
320	1% ID on Organic Fuel Plant, Machinery and Chemicals	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (छ) (ऊ)
321	1% ID on Dialysis Bath Concentrate for Kidney	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ज)
322	1% ID on Machine & Equipment for Cold Store	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (झ)
323	1% ID on Pesticides & Insecticides of Heading "3808"	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ञ)
324	1% ID on Specified goods for Hospital & Health center	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ट) (अ)
325	1% ID on Hospital for Intraocular Lens	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ट) (आ)
326	1% ID on Fire Fighter, Machine & Treatment Plant Etc	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ठ)
327	1% ID on Garbage Compactor, Container Etc.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ड)
328	1% ID on Number Plate of Diplomatic or Poject's Vehicle to convert NGOV	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ढ)

329	1% ID on Medicine Raw Materials for Pharmaceuticals Ind.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ण)
331	1% ID on Machinery & Raw-Mat for Electricity Production	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (त)
332	1% ID on Dialysis Bath Constrent (3820)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (थ)
333	1% ID For Deep Cycle Lead Acid Battery	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (ध)
334	1%ID for Tomato Ketchup & Sauces Ind.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा २ को (द)
335	50% ID Rebate on Chemical for Ink Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (क)
336	5% ID on Various Commodities for Printing Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ख)
337	50% ID Rebate on Micro Bus for Travel & Trekking Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ग)
338	ID Rs. 5000 on Celluloid Film Aboard for Film Industries(Re Import)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ङ)
339	5% ID ON RAFTING AGENCY	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (घ)
340	ID Charge >8 years Transfer Vehicle for Trekking Agencies	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (च)
341	5% ID on Listed Goods for Hotel & Resorts	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (छ)
342	50% ID Rebate on Vehicle for Hospitals	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ज) अ
343	2.5% ID for Machinery & Equipment for Cine Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (झ)
344	10% ID on Consumable Goods for Mountaineering Team by Trekking	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ञ)
345	7% ID ON TELECOM EQUIPMENTS FOR GRAMIN TELECOM PROVIDER	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ट)
346	50% ID REBATE ON NEWSPRINT PAPER BY PRININTING INDUSTRIES	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ठ)
347	ID Rebate on Syringe Raw Materials	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ड)
348	10% ID for C.T.P.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ढ)
349	50% ID on vehicle for PASU firm	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (ण)
350	50% ID on vehicle for tea industry	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (त)
360	5% ID on Air Handling Unit for Medical Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १५ उपदफा ३ को (थ)
362	0% ID or 0% ARF on Ostrich of Maaujati Chicks for Poultry firm	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ (क)

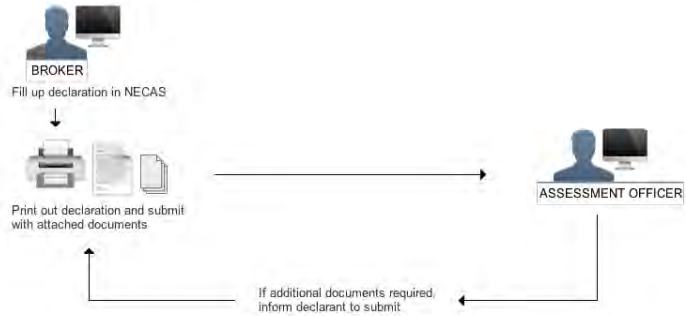
364	0% ID or 0% ARF on Seed & Plant for Floriculture Ind.	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ (ख) र दफा १७ (छ)
365	0% ID or 0% ARF on Hatchery Industries	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ (ग)
366	Temporary Import of Combined Thresher	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ उपदफा (६) २
367	0% ID or 0% ARF on Neemkhali & Andikhali	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ उपदफा (घ)
368	IMPORT FOR EXPORT	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ उपदफा ८
369	0% ID or 0% ARF on Sajiban (Jatropha)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ (ङ)
370	0% ID or 0% ARF on Hybrid Living Animal	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १७ (च)
371	0% ID on Scooter of Disable Person	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ उपदफा १२
372	Duty Charge for Personal Effect (Dutiable)	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ उपदफा १४
373	50% ID Rebate for Container, Truck, Trailer	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची १	दफा १९ को १६ (ख)
376	EXPORT OF SALLA CHIPS	आर्थिक ऐन, भन्सार सम्बन्धी अनुसूची २	दफा २ उपदफा २ को ३

**Department Of Customs
Nepal**



ANNEX 4 - Brokers Processing Path

Customs Processing Steps for Brokers



Receive notification mail on NECAS email for selected lane

GREEN LANE



RED LANE



YELLOW LANE



