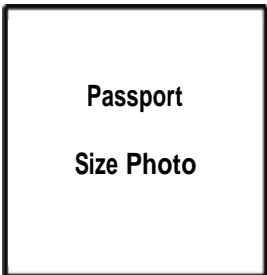




# Swaziland Revenue Authority



## Customs Department

### USER PROFILE CREATION/DELETION/MODIFICATION FORM

Undertaking to be signed to have access rights to Asycuda World system duly owned by Customs and Excise Department of the Swaziland Revenue Authority

PLEASE TICK ROLE BEING APPLIED FOR, CROSS IF ROLE IS TO BE REMOVED.

AGENT/DECLARANT	<input type="checkbox"/>
IN-HOUSE DECLARANT	<input type="checkbox"/>
TRADER	<input type="checkbox"/>
IMPORT PERMIT OFFICER	<input type="checkbox"/>
IMPORT PERMIT	<input type="checkbox"/>
IMPORT PERMIT MANAGER	<input type="checkbox"/>
OGA Supervisor	<input type="checkbox"/>
OGA OFFICER	<input type="checkbox"/>

NEW APPLICATION	<input type="checkbox"/>
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AMMENDMENT	<input type="checkbox"/>
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DE-ACTIVATION	<input type="checkbox"/>
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### COMPANY DETAILS

<b>PART A</b>	
COMPANY NAME	
TIN	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
PHONE NUMBER	CELL NUMBER
EMAIL	

**USER DETAILS**

**User 1**

<b>PART B</b>	
Title	
Surname	
First Names	
PIN	
Job Title Designation	
Cell number	Email address
Clearing Office	



# Swaziland Revenue Authority

THE USER ACCEPTS THE CONDITIONS OF USAGE AS SET BY THE SWAZILAND REVENUE AUTHORITY. THE USER FURTHER ACCEPTS TO BE BOUND BY THE PROVISIONS OF SECTIONS 2 and 39 OF THE CUSTOMS AND EXCISE ACT, 1971 (AS AMENDED) AS READ WITH SECTIONS 2 and 5 to 8 OF THE ELECTRONIC RECORDS (EVIDENCE) ACT, 2009.

APPLICANT'S SIGNATURE .....

DATE:...../...../.....

COMPANY STAMP

APPLICANT'S MANAGER APPROVAL

MANAGER'S FULL NAME.....

MANAGER'S SIGNATURE:.....

DATE: ...../...../.....

## OFFICIAL USE BY CUSTOMS DEPARTMENT

<b>PART C</b>	
APPROVED/ NOT APPROVED	
Full Name	Signature
Date	Date
ProfileStatus	<input type="checkbox"/> Activate <input type="checkbox"/> Not Activated <input type="checkbox"/> Deactivated
Comment (s)	
Name of Officer	Date
<b>PART D</b>	
<b>To be signed by AW Administrator</b>	
Data user Created/Modified/Delete	
Granted/Denied Access Rights to/From	
Other comments: <b>Kindly change the password immediately you login to the system for the first time</b>	
Admin Name	Signature
Date	Date

<sup>i</sup> Agent/Declarant - Capture and view declarations or statements for clients including his/her own

<sup>ii</sup> In-house Declarant - Capture and view declarations that he/she created only

<sup>iii</sup> Trader – Only accesses the system to view own statements and declarations. Note that only one user will be allocated user access credentials

<sup>iv</sup> per company



## TERMS AND CONDITIONS OF SYSTEM USAGE.

### **PREAMBLE/ INTRODUCTION**

**ASYCUDAWorld is a system through which the Eswatini Revenue Authority (SRA) provides a platform for declarants to submit customs declarations on goods that are imported, exported or transiting in the country. The SRA is the system administrator, and responsible for its maintenance and upgrades. Use of the system in making declarations creates a legal obligation for the declarant in terms of Sections 2 and 39 of the Customs and Excise Act of 1971 as amended.**

### **CONDITIONS OF USAGE**

- Access into the ASYCUDA system shall be granted to users who have been trained and meets the required pass mark from competency tests
- Upon termination of employment, the user or the employer shall immediately notify the SRA to de-activate the user. This notification can be by written correspondence or through completion of the User Profile Creation/Deletion/Modification Form, by selecting the box on Deactivation with the other sections to be completed on the termination of access credentials to avoid misuse of username by untrained or unauthorized persons.
- That you will not damage or impair any records or information stored in the system.
- Notify SRA if you notice that by error you access data that does not relate to what you do or have requested.
- Clearing agents shall be required to submit proof to confirm existence of each user together with the application for a renewal of a license.
- In-house declarants shall be required to submit proof to confirm existence by 31<sup>st</sup> December of each year.
- Any misuse of the system or failure to comply with conditions shall result in the withdrawal of access to the system or legal action being taken against you.

### **USER RESPONSIBILITIES**

By submitting the application for user access rights for ASYCUDA, the requestor acknowledges that he/she has been trained on using the system and has obtained the required proficiency mark in the assessment.

- It is the responsibility of the user to protect the user access credentials (login name and password), accordingly.

- User's access credentials shall not be borrowed or lent to any other person.
- Immediate submission of request for de-activation from system when you leave company to avoid misuse of your username by untrained or unauthorized people.
- Request for password re-set must be done through email to ensure user is sent to correct individual.

### **USER ACKNOWLEDGEMENT**

The applicant acknowledges that he/she has read the SRA conditions of system usage. The applicant also acknowledges that this account provides privileges provided by the business to access important files and critical system functions. A large degree of trust is placed upon him/her as the user and shall act in the best interest of the SRA. The applicant shall abide by the legal requirements of system usage and outlined conditions. The applicant shall immediately report any issues they discover relating to the security or integrity of data. The applicant acknowledges that failure to comply with conditions and /or law requirements could result in termination/or criminal prosecution.

**NOTE: By signing this application form, applicant agrees to comply with all and every conditions listed above.**