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# 19

## SELF ASSESSED CLEARANCE DECLARATIONS

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## OVERVIEW

### WHAT IS A SAC DECLARATION?

A Self Assessed Clearance (SAC) declaration is a declaration made to Customs to clear goods imported by air and sea that have a Customs value at or below the Full Import Declaration threshold. The threshold is currently AUD1000.

There are three types of SAC declarations. These are:

- Cargo Report SAC.
- Short format SAC.
- Full declaration format SAC.

Self Assessed Clearances are not used to clear low-value consignments arriving through the Post. SAC declarations are not used to clear personal effects, or goods on carnets. There is no cost recovery charge applied to a SAC declaration.

### Cargo Reported SAC

A Cargo Report SAC declaration may be communicated to Customs as part of a cargo report by the Cargo Reporter.

A Cargo Reported SAC may only be used to clear goods that are not subject to restrictions or prohibitions (other than AQIS concerns).

For more information about Cargo Reported SACs refer to Module 3 (Air Cargo Reports) or Module 8 (Sea Cargo Reports).

### Short Format SAC declarations

A short format SAC Declaration may be communicated to Customs by the importer or anyone acting on the importers behalf.

The communicator of a short format SAC declaration must be registered in the ICS. It is not necessary for the importer to be registered in the ICS.

Consignments that do not contain alcohol or tobacco products, or goods that must be referred to AQIS of goods with a community protection (prohibition or restriction) concern may be cleared by Customs after the provision of minimal information. This will be limited to information required to identify the importer, the goods and the arrival (cargo report) details for the goods.

Duty and taxes will only be charged on short format SAC declarations for consignments that contain alcohol and tobacco. Where a consignment does contain alcohol or tobacco products additional information will be required to enable the calculation of duty and taxes. This will include tariff classification, quantity, value and transport and insurance costs.

Further information about the importer and the goods will also be required for consignments where the goods being imported are subject to an importer restriction or condition the importer will need to provide Customs with evidence of the permission that authorises the import of those goods.

Tariff of preference concessions cannot be claimed on a short form SAC declaration. Licensed brokers cannot quote their AQIS agreement on short format SAC declarations. Full information on the creation, lodgement and withdrawal of short format SAC declarations is contained in this module.

### **SAC (Full Declaration Format)**

A full declaration format SAC may be communicated to Customs by the importer or a licensed broker acting on the importers behalf.

The communicator of a full declaration format SAC declaration must be registered in the ICS. In cases where the importer uses the services of a licensed broker to lodge a full declaration format SAC declaration the importer must also be registered in the ICS.

Duty and taxes will be charged on all goods in consignments cleared using full declaration format SAC declarations.

Tariff and/or preference concessions can be claimed on a full declaration format SAC declaration. Licensed brokers can quote their AQIS agreement on full declaration format SAC declarations. For more information about full declaration format SAC declarations refer to Module 16 (Import Declarations).

Provision also exists within the ICS for detailed information concerning the importation of low-value goods to be provided using the SAC (Full Declaration Format) declaration. The SAC (Full Declaration Format) declaration facilitates the clearance of goods. Unlike cargo reported SACs or SAC (short form) declarations, ICS requirements restrict the lodgement of SAC (Full Declaration Format) declarations to importers and their representative Customs brokers.

### **WHEN IS A SAC DECLARATION USED?**

A SAC Declaration is used to clear specified low-value goods where the value of the goods does not exceed the import entry threshold (currently A\$1000). These are goods that arrive by sea or air and they must be reported on a cargo report. It is expected that goods that arrive by post will be exempt from the requirement to lodge a SAC.

A SAC declaration may be made by the cargo reporter on a cargo report or can be made separately to the cargo report in either SAC Declaration (Short Form) or SAC Declaration (Full Declaration Format) declaration. SAC (Short Form) declarations can be lodged by the owner of the goods or anyone acting on their behalf. SAC (Full Declaration Format) declarations can only be lodged by the importer or their nominated Customs broker.

All SAC declarations must be electronically lodged. There is no manual option.

The SAC (short form) declaration includes information that relates to goods being imported, including:

- importer details
- value of the goods
- method by which goods arrive in the country
- if alcohol or tobacco products are included additional details are required for tariff and payment calculation
- community protection information associated with the goods
- SAC Declaration questions.

The SAC declaration (short form) may be lodged at any time before the ship or aircraft carrying the goods first arrives at a port or airport in Australia and must be lodged once the ship or aircraft has arrived.

## LEGISLATION

### Customs Act 1901

**Section 71AAAD** Specifies that low-value goods means goods of a kind referred to in paragraph 68(1)(f) or (i).

**Section 71AAAF** specifies that:

- (1) Despite section 181, the owner of specified low-value goods, or a person acting on behalf of the owner, must give Customs a declaration (a self assessed clearance declaration) under section 71 containing the information that is set out in an approved statement.
- (2) A self-assessed clearance declaration must be communicated electronically to Customs.
- (3) A self-assessed clearance declaration may be communicated together with a cargo report.

**Section 71AAAG** specifies that Customs will communicate a self-assessed clearance advice electronically to the person who communicated the SAC and **Section 71AAAI** specifies that Customs will then communicate an authority under Section 71 to deliver the goods into home consumption.

## OFFENCES

The *Customs Act 1901* (the Act) contains a range of offence provisions. Many of these offences are specifically described as 'strict liability' offences.

Division 5 of Part XIII of the Act contains an infringement notice scheme that applies to some, but not all, of those strict liability offences. In relation to self-assessed clearance declarations, the infringement notice scheme applies to sections 71AAAQ, 243T and 243U.

Further information on the infringement notice scheme can be located on the Customs website, [www.customs.gov.au](http://www.customs.gov.au).

**Subsection 71AAAQ(1)** applies if a person communicates a further self-assessed clearance declaration in respect of the goods or any part of the goods that are already covered by a self-assessed clearance declaration and the first self-assessed clearance declaration is not withdrawn.

The penalty under the infringement notice scheme for section 71AAAQ is 3 penalty units. The maximum penalty that a court could apply is 15 penalty units.

**Subsection 243T(1)** relates to statements (other than statements in a cargo report or an outturn report) that are false or misleading in a material particular and that result in a loss of duty. Subsections 243T(4), 243T(5) and 243T(6) provide exceptions to the offence.

The penalty under the infringement notice scheme for section 243T is 20% of the amount of duty short paid, or, the amount of refund or drawback paid erroneously.

The maximum penalty a court could apply is the full amount of the duty short paid or the amount of refund or drawback paid erroneously

**Subsection 243U(1)** relates to statements (other than statements in a cargo report or an outturn report) that are false or misleading in a material particular and that do not result in a loss of duty. Subsection 243U(4) provides exceptions to the offence.

The penalty under the infringement notice scheme for an offence under section 243U is 1/2 a penalty unit per false or misleading particular or omission, up to a maximum of 10 penalty units per statement.

The maximum penalty that a court could impose for an offence under section 243U is 50 penalty units.

A penalty unit is defined in section 4AA of the *Crimes Act (Cwlth) 1914*.

## CREATING A SAC (SHORT FORM) DECLARATION

The Self Assessed Clearance Declaration screen enables users with the appropriate access to create a SAC (short form) declaration. Answers provided to the questions on the declaration screen determine if additional information is required to complete the SAC (short form) declaration.

If the goods include alcohol and/or tobacco products then the ICS automatically customises the screen to include the additional fields required to calculate duty and taxes for these products.



**Tip:** before attempting to create SAC (short form) declaration, ensure that you have all required information and codes.

The following table lists the codes that may be required in lodging a SAC (short form) declaration and the fields to which they apply.

Field name	Type of code/identifier
Importer ID.	Australian Business Number (ABN) or Customs Client Identifier (CCID)
Vessel ID.	The Lloyds' number, or Customs ship number for the ship transporting the goods.
Container No.	The unique identifier assigned by the owner of the container holding the goods.
Ocean Bill of Lading.	The unique identifier issued by the shipping company for the document that catalogues the goods.
House Bill of Lading	The unique identifier issued by the shipping company for the document that catalogues the goods.
Airline Code.	The code issued by the IATA to identify the airline.
Master Air Waybill No.	The unique identifier assigned to the goods by the airfreight carrier.
House Air Waybill No	The unique identifier issued by the freight company for the document that catalogues the goods.
Tariff Classification No.	The tariff classification subheading for the goods as specified in Schedule 3 of the Customs Tariff Act 1995.
Statistical Code.	The additional two-digit code associated with the tariff classification number used to supply the Australian Bureau of Statistics (ABS) with aggregated import information.

## CREATING A SHORT FORMAT SAC DECLARATION (CONSIGNMENTS WITHOUT ALCOHOL/TOBACCO PRODUCTS)

**Step 1.** From the main menu, select **Imports**, then select **Import Document Create** and then select **SAC Declaration (Short Form)**.

The **Self Assessed Clearance Declaration** screen displays.

The Self Assessed Clearance Declaration screen enables users to create a SAC (short form) declaration.

**Step 2.** Select the **I DECLARE THAT THE VALUE OF THE GOODS IS LESS THAN THE THRESHOLD** checkbox.



**Note:** The threshold for low-value goods is AUD 1000. Goods with a value over this threshold must be cleared on a Full Import Declaration.

**Step 3.** In the **ARE THE GOODS PROHIBITED IMPORTS?** field, click on the drop down button and select **YES** or **NO**, as appropriate.

**Step 4.** In the **ARE THE GOODS ALCOHOL OR TOBACCO PRODUCTS?** field, click on the drop down button and select **NO**.

**Step 5.** In the **ARE THE GOODS SUBJECT TO QUARANTINE?** field, click on the drop down button and select **YES** or **NO**, as appropriate.



**Note:** A referral reason description is mandatory if the Prohibited Imports question or the Goods Subject to Quarantine question has been answered YES. It is in the importer's interest to provide as much information as possible in this section.

**Step 6.** In the conditional **Referral Reason Description** field, enter a full description of the goods in question and an explanation of the quarantine or restrictions or conditions if these have been indicated.



**Note:** to exit this screen without saving, click on the cancel button.

**Step 7.** Click on the **OK** button.

The **Self Assessed Clearance Declaration Header Create** screen displays.

The Self Assessed Clearance Declaration Header Create screen enables users to create a SAC (short form) declaration.

**Step 8.** (Optional) In the **Branch ID** field, enter the branch identifier if the importer/broker has registered them in the Client details of the ICS.



**Note:** if the user creating the declaration is a broker the brokerage branch identifier must be provided.

**Step 9.** (Conditional) In the **Importer ID** fields, enter one of the following values:

- Australian Business Number (ABN),
- Australian Business Number and Client Activity Centre (CAC) numbers
- Customs Client Identifier (CCID) number of the importer.



**Tip:** The ABN must be registered in the client details of the ICS.



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**Note:** the CAC number must be provided if there is more than one CAC associated with the ABN. Otherwise it is an optional field.

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**Step 10.** In the **Importer Reference** field, enter a reference number from the importer's own records.

**Step 11.** (Conditional) In the **Importer Name and Address** field, enter the name and address of the importer.



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**Note:** either an importer identifier (i.e., ABN or CCID) or importer name must be provided. If the importer identifier is not known, the importer is not registered in the ICS and does not have an importer identification, then the importer name and address is mandatory. The Importer Name & Address field is mandatory for unregistered clients. Click on the Importer Name & Address hyperlink to add details for unregistered clients.

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**Step 12.** (Optional) In the **Broker Reference** field, enter the appropriate reference number from the brokers own declaration management system.

**Step 13.** (Optional) In the **Contact/Broker Phone No** field, enter the telephone number for the broker or other contact telephone number.

**Step 14.** (Conditional) In the **AQIS Inspection Location** field, enter the location of the AQIS inspection site.



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**Note:** the AQIS Inspection Location field is mandatory if the AQIS declaration question was answered 'yes'.

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**Step 15.** In the **Delivery Address** field, enter the name and address for the destination of the goods.



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**Note:** the delivery address must be entered using the Delivery Address hyperlink. Details are entered into the Delivery Address Details screen and on return to the Self Assessed Clearance Declaration Header Create screen the Delivery Address field is populated.

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**Step 16.** In the **Goods Description** field, enter a brief description of the goods in the shipment.

**Step 17.** In the **Arrival Date** field, enter the date the goods arrived in Australia.

**Step 18.** In the **Mode of Transport** field, click on the drop down button and select either **SEA** or **AIR**.

The **Self Assessed Clearance Declaration Header Create** screen redisplay with additional fields appropriate to the mode of transport, sea or air.

**Step 19.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be unloaded.



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**Note:** the Discharge Port Code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Discharge Port Code field.

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**Step 20.** (Optional) In the **Destination Port Code** field, enter the UNLocode for the port where the goods will be cleared from Customs control.



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**Note:** the Destination Port Code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Destination Port Code field.

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If the mode of transport is SEA, refer to page 19.13.

If the mode of transport is AIR, refer to page 19.15.

## Transport Details when the Mode of Transport is Sea.

**Step 21.** In the **Cargo Type** field, click on the drop down button and select one of the following options:

- **BREAK BULK** – cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self-contained units/packages, eg cars or timber packs
- **BULK** – goods that conform to the shape of the vessel hold in which the cargo is being transported and which do not have any external packaging, for example, gas, grain or petroleum
- **FULL CONTAINER LOAD** – containers where all the contents are consigned to one entity. There is only one consignment in the container
- **FCX** (full container multiple house bills) - sea cargo containers where a container has all the contents consigned to one entity in Australia and where there are two or more consignments within the container
- **LESS THAN CONTAINER LOAD** – consignments that do not occupy the full space available in a container. The consignment has been consolidated, i.e., packed into a single container, with one or multiple other LCL consignments. These consignments must have at least two different consignees in Australia.

**Step 22.** In the **Ocean Bill of Lading** field, enter the Ocean Bill of Lading number. A shipping company, or their agent, issues an Ocean Bill of Lading. A Bill of Lading is a receipt for goods received for shipment, it sets out the terms and conditions on which goods will be carried and is a document of title to the goods.

**Step 23.** (Optional) In the **House Bill of Lading** field, enter the House Bill of Lading number. A freight-forwarder issues a House Bill of Lading.

**Step 24.** In the **Vessel ID** field, enter the vessel's identifying number (eg, the Lloyds' number).



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**Note:** the vessel identifier can be found using a search. Click on the 'find' hyperlink next to the Vessel ID field and enter the name of the desired vessel in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Vessel ID field.

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**Step 25.** In the **Voyage No** field, enter the identifier assigned by the principal agent for the vessel's voyage.

**Step 26.** (Conditional) In the **Container No** field, enter the number of the container in which the goods were shipped to Australia.



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**Note:** the container number must be provided when Cargo Type equals LCL, FCL or FCX. It is not allowed for other cargo types.

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Refer to **Step 29**.

## Transport Details when the Mode of Transport is Air.

**Step 27.** In the **Master Air Waybill No** fields, enter the Master Air Waybill number. An Airway Bill is a receipt for the carriage of goods. Airlines, or their agents, issue Master Air Waybills.



**Note:** The Master Air Waybill No field must have three characters in the first part (the air waybill prefix) and eight in the second and must conform to the International Air Travel Association (IATA) check digit algorithm.

**Step 28.** (Optional) In the **House Air Waybill No** field, enter the House Air Waybill number. Freight forwarders issue house air waybills.



**Note:** Both the master air waybill number and the house air waybill number are required to identify a house waybill consignment.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 29.** Click on the **Submit** button.

The **Self Assessed Declaration Header View** screen displays.

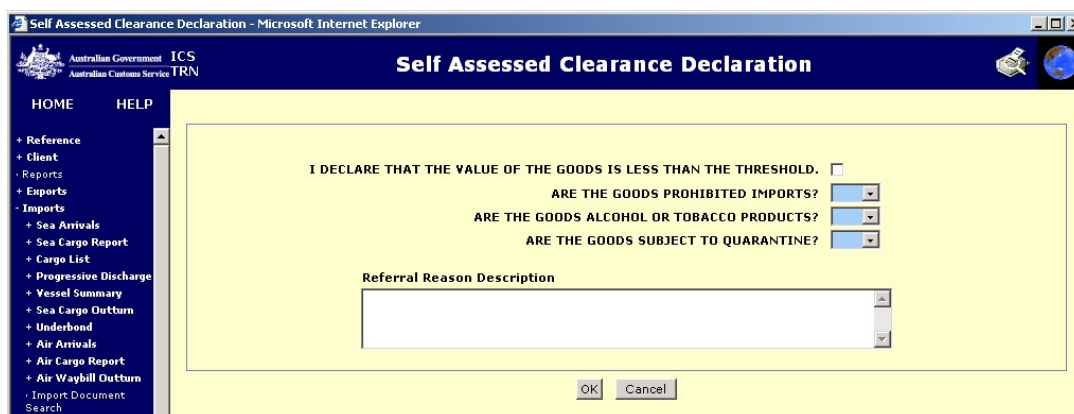


**Tip:** it is strongly recommended that the Declaration ID number in the top left-hand corner of this screen be recorded for future reference.

## CREATING A SHORT FORM SAC DECLARATION WITH LINES (CONSIGNMENTS WITH ALCOHOL/TOBACCO PRODUCTS)

**Step 1.** From the main menu, select **Imports**, then select **Import Document Create** and then select **SAC Declaration (Short Form)**.

The **Self Assessed Clearance Declaration** screen displays.



The Self Assessed Clearance Declaration screen enables users to create a SAC (short form) declaration.

**Step 2.** Select the **I DECLARE THAT THE VALUE OF THE GOODS IS LESS THAN THE THRESHOLD** checkbox.



**Note:** the current import entry threshold for low-value is \$A1000. If the value of the goods exceeds the threshold, the importer should submit a Nature 10 import declaration.

**Step 3.** In the **ARE THE GOODS PROHIBITED IMPORTS?** field, click on the drop down button and select **YES** or **NO**, as appropriate.

**Step 4.** In the **ARE THE GOODS ALCOHOL OR TOBACCO PRODUCTS?** field, click on the drop down button and select **YES**.

**Step 5.** In the **ARE THE GOODS SUBJECT TO QUARANTINE?** field, click on the drop down button and select **YES** or **NO**, as appropriate.



**Note:** A referral reason description is mandatory if the Prohibited Imports question or the Goods Subject to Quarantine question has been answered YES. It is in the importers interest to provide as much information as possible in this section.

**Step 6.** In the conditional **Referral Reason Description** field, enter a full description of the goods in question and an explanation of the quarantine or restriction or conditions if these have been indicated.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 7.** Click on the **OK** button.

The **Self Assessed Clearance Declaration Header Create** screen displays.

The screenshot shows the 'Self Assessed Clearance Declaration Header Create' web application. The interface includes a left-hand navigation menu with options like Reference, Client, Reports, Exports, Imports, Sea Arrivals, Sea Cargo Report, Cargo List, Progressive Discharge, Vessel Summary, Sea Cargo Outturn, Underbond, Air Arrivals, Air Cargo Report, Air Waybill Outturn, Import Document Search, Import Document Retrieve, Import Document Create, Import Declaration (N10), Warehouse Declaration (N20), Import/Warehouse Declaration (N10/20), Import Declaration (N30), SAC Declaration (Short Form), SAC Declaration (Full Dec Format), Unaccompanied Personal Effects, and Statement - Sea. The main content area is divided into several sections: 'Branch ID' at the top right; 'Importer Details' with fields for ABN, CAC, CCID, Importer ID, OR, Importer Reference, Importer Name & Address, Delivery Address, Arrival Date, and Supplier ID; 'Communicator Details' with fields for Communicator Reference, Contact Phone No, AQIS Inspection Location, Goods Description, and Supplier Name; 'Header Amount' with a table for Type and Amount (\$AUD) containing rows for CUSTOMS VALUE and TRANSPORT & INSURANCE; 'Transport Details' with fields for Mode of Transport, Discharge Port Code, and Destination Port Code; and 'Origin Country Code' and 'Valuation Date' with 'find' buttons. At the bottom are 'Submit', 'Cancel', and 'Add Tariff Lines' buttons.

**Step 8.** (Optional) In the **Branch ID** field, enter the Branch identifier number if the importer/broker has registered such in the Client details of the ICS.



**Note:** if the user creating the declaration is a broker, the brokerage branch identifier must be provided.

**Step 9.** (Conditional) In the **Importer ID** fields, enter the Australian Business Number (ABN) and Client Activity Centre (CAC) number, or the Customs Client Identifier (CCID) number of the importer.



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**Note:** the CAC number must be provided. If there is more than one CAC associated with the ABN, this must be entered. Otherwise, enter '1'.

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**Step 10.** In the **Importer Reference** field, enter the importers own reference for this consignment.



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**Note:** either an Importer ID (i.e., ABN or CCID) or Importer Name must be provided. If the Importer ID is not known, the importer is not registered in the ICS and does not have an importer identification, then the Importer Name and Address is mandatory.

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**Step 11.** (Conditional) In the **Importer Name & Address** field, enter the name and address details of the importer.



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**Note:** the Importer Name and the Importer Address details are mandatory for unregistered clients. Click on the Importer Name & Address hyperlink to add details for unregistered clients.

---

**Step 12.** (Optional) In the **Broker Reference** field, enter the appropriate reference number from the broker's own declaration management system.

**Step 13.** (Optional) In the **Contact/Broker Phone No** field, enter the telephone number for the broker or other contact telephone number.

**Step 14.** (Conditional) In the **AQIS Inspection Location** field, enter the location of the AQIS inspection site.



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**Note:** the AQIS Inspection Location field is mandatory if the AQIS declaration question was answered 'yes'.

---

**Step 15.** In the **Delivery Address** field, enter the name and address for the destination of the goods.



---

**Note:** the delivery address must be entered using the Delivery Address hyperlink. Details are entered into the Delivery Address Details screen and on return to the Self Assessed Clearance Declaration Header Create screen the Delivery Address field is populated.

---

**Step 16.** (Optional) In the **Goods Description** field, enter a brief description of the goods in the shipment.

**Step 17.** In the **Arrival Date** field, enter the date the goods arrived in Australia.

**Step 18.** (Conditional) In the **Supplier ID** field, enter the identification number of the supplier of the goods as recorded in the Client Register.



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**Note:** either a Supplier ID or Supplier Name must be provided. If the Supplier ID is not provided then the Supplier Name must be entered.

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**Step 19.** (Conditional) In the **Supplier Name** field, enter the name of the supplier.

**Step 20.** In the **Amount (\$AUD)** fields, enter the amounts for Customs value and for transport and insurance, converted into Australian dollars.

**Step 21.** In the **Origin Country Code**, enter the country code for the country from where the goods originated.



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**Note:** the origin country code must be selected from a table of codes. Click on the 'find' hyperlink next to the Origin Country Code field and select the appropriate code from the reference table. The selected value will populate the country code field.

---

**Step 22.** In the **Valuation Date** field, enter the date the goods were exported to Australia, as stated on the freight documentation.

**Step 23.** (Optional) Select the **EFT Payment Ind** checkbox if liability arising from the declaration is to be paid by direct debit from the nominated account.

**Step 24.** In the **Mode of Transport** field, click on the drop down button and select **SEA** or **AIR**.



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**Note:** when the Mode of Transport field is populated, additional Transport Detail fields display. The fields differ for sea or air transport.

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**Step 25.** In the **Discharge Port Code** field, enter the UNLocode for the port where the goods will be unloaded.



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**Note:** the discharge port code can be found using a search. Click on the 'find' hyperlink next to the Discharge Port Code field and enter the name of the desired port in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Discharge Port Code field.

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**Step 26.** (Optional) In the **Destination Port Code** field, enter the UNLocode for the port where the goods will be cleared from Customs control.



---

**Note:** the destination port code can be found using a search. Click on the 'find' hyperlink next to the Destination Port Code field and enter the name of the desired port in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Destination Port Code field.

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If the mode of transport is SEA, refer to page **19.21**.

If the mode of transport is AIR, refer to page **19.23**.

## Transport Details when the Mode of Transport is Sea.

**Self Assessed Clearance Declaration Header Create**

Branch ID

**Importer Details**

ABN  CAC  CCID

Importer ID  OR

Importer Reference

Importer Name & Address

Delivery Address

Arrival Date

Supplier ID

**Communicator Details**

Communicator Reference

Contact Phone No

AQIS Inspection Location

Goods Description

Supplier Name

**Header Amount**

Type	Amount (\$AUD)
CUSTOMS VALUE	<input type="text"/>
TRANSPORT & INSURANCE	<input type="text"/>

Origin Country Code  [find](#)

Valuation Date

EFT Payment Ind ☐

**Transport Details**

Mode of Transport **SEA** Discharge Port Code  [find](#) Destination Port Code  [find](#)

Cargo Type  Ocean Bill of Lading  House Bill of Lading

Vessel ID  [find](#) Voyage No  Container No

**Step 27.** In the **Cargo Type** field, click on the drop down button and select one of the following options:

- **BREAK BULK** – cargo that is transported in a non-containerised manner. Most break bulk consignments are comprised of self-contained units/packages, eg cars or timber packs
- **BULK** – goods that conform to the shape of the vessel hold in which the cargo is being transported and which do not have any external packaging, eg gas, grain or petroleum
- **FULL CONTAINER LOAD** – containers where all the contents are consigned to one entity. There is only one consignment in the container
- **FCX** (full container multiple h/bills) - sea cargo containers where a container has all the contents consigned to one entity in Australia and where there are two or more consignments within the container
- **LESS THAN CONTAINER LOAD** – consignments that do not occupy the full space available in a container. The consignment has been consolidated, i.e., packed into a single container, with one or multiple other LCL consignments. These consignments must have at least two different consignees in Australia.

**Step 28.** In the **Ocean Bill of Lading** field, enter the Ocean Bill of Lading number. A shipping company, or their agent, issues an Ocean Bill of Lading. A bill of Lading is a receipt for goods received for shipment, it sets out the terms and conditions on which goods will be carried and is document of title to the goods.

**Step 29.** (Conditional) In the **House Bill of Lading** field, enter the house bill of lading identifier or number. A freight-forwarder issues a House of Bill Lading.

**Step 30.** In the **Vessel ID** field, enter the vessel's identifying number (eg, the Lloyds' number).



---

**Note:** the vessel identifier can be found using a search. Click on the 'find' hyperlink next to the Vessel ID field and enter the name of the desired vessel in the search window and initiate the search. Select the appropriate code from the reference table and the selected value will populate the Vessel ID field.

---

**Step 31.** In the **Voyage No** field, enter the identifier assigned by the principal agent for the vessel's voyage.

**Step 32.** (Conditional) In the **Container No** field, enter the number of the container in which the goods were shipped to Australia.



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**Note:** the Container No must be provided when Cargo Type is 'less than container load', 'full container multiple h/bill' or 'full container load'. It is not permitted for other cargo types.

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Go to **Step 35** on page **19.23**.

## Transport Details when the Mode of Transport is Air.

**Step 33.** In the **Master Air Waybill No** fields, enter the Master Air Waybill number. An Airway Bill is a receipt for the carriage of goods. Airlines, or their agents, issue Master Air Waybills.



**Note:** The Master Air Waybill No field must have three characters in the first part (the air waybill prefix) and eight in the second and must conform to the International Air Travel Association (IATA) check digit algorithm.

**Step 34.** (Optional) In the **House Air Waybill No** field, enter the house air waybill number for the consignment.



**Note:** Both the master air waybill number and the house air waybill number are required to identify a house waybill consignment.

**Step 35.** Click on the **Add Tariff Lines** button.

The **Self Assessed Clearance Declaration Tariff Line Create** screen displays.  
The Declaration Details at the top of the page are read only.

The Self Assessed Clearance Declaration Tariff Line Create screen enables tariff line information to be entered for SAC (short form) declarations where the shipment has been declared as containing alcohol and/or tobacco products.

The Declaration Details at the top of the page are read-only.

**Step 36.** In the **Tariff Class No** field, enter the *Customs Tariff Act 1995*, Schedule 3 classification for the goods.

**Step 37.** In the **Stat Code** field, enter the statistical code required by the classification for the goods.

**Step 38.** In the **Goods Description** field, enter a description of the alcohol or tobacco product on which duty is to be calculated.

**Step 39.** In the **Customs Value Amount (\$AUD)** field, enter the value of the goods converted into Australian Dollars, excluding any overseas transport and insurance charges.



**Note:** The Customs Value (CVAL) is the value of the goods on which duty will be charged. Generally, the value used is the free on board (FOB) value of the goods, which is the value of the goods excluding overseas transport and insurance. Depending on the invoice terms, other charges may be included and excluded from the value of the goods to determine the customs value. Much of the information required to determine the customs value can be obtained from the invoice.

**Step 40.** (Optional) In the **GST Exemption Code** field, enter the code for exemption of Goods and Service Tax (GST) for the goods, if any.



**Note:** the GST exemption code must be selected from a table of codes. Click on the book icon next to the GST Exemption Code field and select the appropriate code from the reference table. The selected value will populate the GST Exemption Code field.

**Step 41.** (Optional) In the **WET Exemption Code** field, enter the reference code that exempts the wine from Wine Equalisation Tax (WET).



**Note:** the WET exemption code must be selected from a table of codes. Click on the book icon next to the WET Exemption Code field and select the appropriate code from the reference table. The selected value will populate the WET Exemption Code field.

**Step 42.** (Optional) Select the **WET Quote Ind** checkbox to defer payment of wine equalisation tax until a later date.

**Step 43.** (Conditional) In the **Quantity/Unit** field, enter values for the quantity and the quantity unit for the goods.



**Note:** the tariff classification and statistical code determines when quantities are required on a tariff line and therefore if data must be input into the Quantity/Unit field. Click on the Qty hyperlink to enter values for quantity and quantity unit for the goods.



**Note:** users can select the Remove Line checkbox to delete the line when the Tariff Line Create screen is next saved.



---

**Note:** to add another tariff line to the SAC, click on the Add Line button.

---



---

**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 44.** Click on the **OK** button.

The **Self Assessed Clearance Declaration Header Create** screen displays.



---

**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 45.** Click on the **Submit** button.

The **Self Assessed Declaration Header View** screen displays.



**Tip:** it is strongly recommended that the Declaration ID number in the top left-hand corner of this screen be recorded for future reference.

## SEARCHING FOR A SAC (SHORT FORM) DECLARATION

The Import Document Search screen enables users to search for a submitted SAC (short form) declaration. The SAC (short form) declaration is viewed using the Self Assessed Clearance Header View screen. If the SAC (short form) declaration includes alcohol and/or tobacco products, the Self Assessed Clearance Header View enables tariff lines to be viewed using the View Tariff Lines hyperlink.

The SAC (short form) declaration can also be withdrawn from the Self Assessed Clearance Header View screen. Refer to page 19.31.

There are two ways to search for and view a SAC (short form) declaration:

- search by the Customs document identifier. The identifier is assigned to the SAC (short form) declaration when it is submitted
- search by entering multiple criteria using a combination of selection criteria.

To search for a SAC (short form) declaration:

**Step 1.** From the main menu, click on **Imports** and then click on **Import Document Search**.

The **Import Document Search** screen displays.

The Import Document Search screen enables users to search for a SAC (short form) declaration.

The Document Owner Id field defaults to the ABN or CCID of the user logged into the system. This field is read-only.

### **Performing a Customs Document ID search**

A Customs document ID search is the fastest way to search for a Customs Document that has been lodged. A Customs Document ID search will only return one Customs document.

**Step 2.** (Optional) In the **Customs Document ID** field, enter the Customs document identifier for the SAC (short form) declaration. Refer to **Step 6**

### **Performing a Search with Multiple Criteria**

In cases where the Customs Document ID is not known, a search using multiple criteria will be required. A search using multiple criteria may return one or more documents that meet the search criteria.

Searching with the select combination field will often return multiple results. When this occurs the Import Document List screen displays with all of the import documents matching the search criteria.

**Step 3.** (Conditional) In the **Customs Document Type** field, click on the drop down button and select **SAC**.

**Step 4.** In the **Select Combination** field, click on the drop down button and select one of the following options:

- Branch ID + Original Lodgement Date Range
- Vessel ID + Voyage No + Discharge Port + Original Lodgement Date Range
- Container No + Original Lodgement Date Range
- Ocean Bill of Lading + Original Lodgement Date Range
- House Bill of Lading + Original Lodgement Date Range
- Master Air Waybill No + Original Lodgement Date Range
- House Air Waybill No + Original Lodgement Date Range

- Master Air Waybill No + House Air Waybill No + Original Lodgement Date Range
- Broker Reference + Original Lodgement Date Range
- Importer ABN/CCID + Original Lodgement Date Range
- Importer ABN/CCID + Branch ID + Original Lodgement Date Range
- Branch ID + Mode of Transport + Original Lodgement Date Range
- UPE/SAC Importer Name + Mode of Transport + Original Lodgement Date Range
- SAC Communicator ID + Mode of Transport + Original Lodgement Date Range.



---

**Note:** the value selected of the Select Combination field indicates which fields are enabled for population. For example, if 'Branch ID + Original Lodgement Date Range' is selected as the search combination then the available and mandatory fields are Branch ID and Original Lodgement Date Range.

---

**Step 5.** Enter the relevant values in the mandatory fields.



---

**Note:** if the Importer Name, Discharge Port Code, Destination Port Code or Vessel Name is unknown, click on the relevant 'find' hyperlink. This will take the user to the search screen. Enter the desired details and initiate the search. On return to the Import Document Search screen the field will automatically be populated.

---



---

**Note:** to clear the search criteria entered, click on the Clear button.

---

**Step 6.** Click on the **Search** button.

If one SAC (short form) declaration is found, the Self Assessed Clearance Declaration Header View screen displays. Refer to page **19.31**.

If more than one SAC (short form) declaration is found, the **Import Document List** screen displays.

**Import Document List**

Search Criteria  
Document Type: ALL; Importer ABN/CCID: 52000049301; Original Lodgement Date Range: 16 MAY 2005 - 15 JUN 2005

Customs Doc Type	Customs Document ID	Broker Reference	Importer Name	Lodgement Date	Mode of Tport	Discharge Port Code	Status			
							ACS	CR	AQIS	CR
SAC	<a href="#">AAAAANC4N3</a>		P&O PORTS LIMITED	15 JUN 2005	AIR	AUADL				
SAC	<a href="#">AAAAANC4WE</a>		P&O PORTS LIMITED	15 JUN 2005	AIR	AUADL				
SAC	<a href="#">AAAAANC7KW</a>		P&O PORTS LIMITED	15 JUN 2005	AIR	AUADL				

Records 1 to 3 of 3  
[Prev](#) [Page](#) [Next](#) [Back](#) [New Search](#)

The Import Document List screen enables users to view a list of matched import documents.

All fields are read-only.

The following table lists the actions available on the Import Document List screen.

Action	Result
Click on the Page <b>Prev</b> or <b>Next</b> button.	The previous or next page of results displays.
Click on the <b>Back</b> hyperlink.	The Import Document Search screen displays with the previously entered search criteria.
Click on the <b>New Search</b> hyperlink.	The Import Document Search screen displays with the default search criteria.

**Step 7.** Click on a hyperlink in the Customs Document ID column.

The **Self Assessed Clearance Declaration Header View** screen displays. The format differs slightly depending on the mode of transport by which the goods arrive: sea or air. If the goods include alcohol and/or tobacco products then the ICS automatically customises the screen to display the additional fields for duty and taxes. If alcohol and/or tobacco products are included refer to page **19.33**

## VIEWING A SAC (SHORT FORM) DECLARATION WITHOUT ALCOHOL/TOBACCO PRODUCTS

The screenshot shows the 'Self Assessed Clearance Declaration Header View' screen. The title bar indicates it is running in Microsoft Internet Explorer. The page has a blue header with 'ICS DEV' and 'HELP' on the left, and 'Self Assessed Clearance Declaration Header View' in the center. On the right, there are icons for a globe and a printer. Below the header, the page is divided into several sections:

- Declaration ID:** AAAANC4M3, **Lodged Date:** 15 JUN 2005, **Status:** FINALISED
- Branch:** Brokerage Licence No: 0, Customs House Box No: 0
- Importer Details:**
  - ABN: 52000049301, CAC: 1, CCID: OR
  - Importer ID: 52000049301, Importer Reference: 05/01
  - Importer Name & Address: P80 PORTS LIMITED, 160 SUSSEX ST
  - Delivery Address: STATE LIBRARY, NORTH TERRACE
  - Arrival Date: 16 JUN 2005, Supplier ID:
- Communicator Details:**
  - Communicator Reference: 52000049301, Contact Phone No: 0882345678
  - SAC Communicator: 52000049301
  - AQIS Inspection Location: (dropdown menu)
  - Goods Description: BOOKS (dropdown menu)
  - Supplier Name:
- Transport Details:**
  - Mode of Transport: AIR, Discharge Port: AUADL ADELAIDE, Destination Port:
  - Master Air Waybill No: 125-13579862, House Air Waybill No:
  - Consolidated Cargo Status:

At the bottom, there are several hyperlinks: [Event History](#), [Evaluation Log](#), [Outbound Msg](#), [View Declaration](#), [Customs Actions/Updates](#), and [View Summary Details](#). Below these are buttons for 'Prev', 'Declaration', 'Next', 'Withdraw', and 'Print Document'.

The Self Assessed Clearance Declaration Header View screen enables users to view the previously entered SAC declaration.

All fields are read-only.

The latest version displays. If more than one version exists, fields are highlighted in pink if their content differs from previous versions and the version navigation buttons display.

If the SAC is a withdrawn version, a Withdrawn indicator displays in red text at the top of the screen. The Amend and Withdraw buttons do not display.

The Cargo Report, Outbound Message, View Declaration and View Summary Details hyperlinks are displayed only if relevant details exist.

The following table lists the actions available on the Self Assessed Clearance Declaration Header View screen.

Action	Result
Click on the <b>Withdrawn</b> indicator.	The Withdrawal Details View screen displays.
Click on the <b>View EDI Details</b> hyperlink.	The EDI Site View screen displays.
Click on the <b>Status</b> hyperlink.	The Import Document Status Summary View screen displays.
Click on the <b>Cargo Report</b> hyperlink.	If mode of transport is SEA the Sea Cargo Report View screen displays. Refer to module 8. If mode of transport is AIR the Air Cargo Report View screen displays. Refer to module 3.
Click on the <b>Outbound Msg</b> hyperlink.	The Outbound Message Search screen displays. Refer to volume 1 module 4.
Click on the <b>View Declaration</b> hyperlink.	The Self Assessed Clearance Declaration View screen displays.
Click on the <b>View Summary Details</b> hyperlink.	The Summary Details View screen displays.
Click on the <b>Information</b> hyperlink.	The Information screen displays.
Click on the Declaration <b>Prev</b> or <b>Next</b> button.	The Self Assessed Clearance Declaration Header View (detailed) screen redisplay with the previous or next declaration.
Click on the <b>Withdraw</b> button.	The Self Assessed Clearance Declaration Header View (detailed) screen redisplay with the withdrawn banner displayed.

## VIEWING A SAC (SHORT FORM) DECLARATION WITH ALCOHOL/TOBACCO PRODUCTS

**Self Assessed Clearance Declaration Header View**

ICS DEV HELP Version 1

Declaration ID: AAAANC4WE    Lodged Date: 15 JUN 2005    Branch:    Brokerage Licence No: 0    Customs House Box No: 0

Status: CLEAR

**Importer Details**

ABN: 52000049301    CAC: 1    CCID: OR

Importer ID: 52000049301    Importer Reference: 05/02

Importer Name & Address: P&O PORTS LIMITED  
160 SUSSEX ST

**Delivery Address**: KATE'S PLCE

Arrival Date: 16 JUN 2005    Supplier ID:    Goods Description:    Supplier Name: RUSSKY VODKA

**Header Amount**

Type	Amount (\$AUD)
CUSTOMS VALUE	70.0
TRANSPORT & INSURANCE	30.0

**Communicator Details**

Communicator Reference:    Contact Phone No: 0882345678

SAC Communicator: 52000049301

AQIS Inspection Location:    Origin Country: RUSSIAN FEDERATION

Valuation Date: 15 JUN 2005    EFT Payment Ind: NO

**Transport Details**

Mode of Transport: AIR    Discharge Port: AUADL ADELAIDE    Destination Port:    Master Air Waybill No: 125-24681357    House Air Waybill No:    Consolidated Cargo Status:    [Status](#)

[Event History](#)    [Evaluation Log](#)    [Outbound Msg](#)    [View Tariff Lines](#)    [Duty, Taxes & Charges](#)    [Financials](#)    [Payments](#)

[View Declaration](#)    [Customs Actions/Updates](#)    [View Summary Details](#)

[Prev](#)    Declaration    [Next](#)    [Amend](#)    [Withdraw](#)    [Print Document](#)

The Self Assessed Clearance Declaration Header View (detailed) screen enables importers or their representatives to view the previously submitted SAC declaration containing alcohol and/or tobacco products.

All fields are read-only.

The latest version displays. If more than one version exists, fields are highlighted in pink if their content differs from previous versions and the version navigation buttons display.

If the SAC is a withdrawn version, a Withdrawn indicator displays in red text at the top of the screen. The Amend and Withdraw buttons do not display.

The transport details format differs depending on the mode of transport: air or sea.

The Cargo Report, Payments Outbound Message, View Declaration and View Summary Details hyperlinks are displayed only if relevant details exist.

The following tables list the actions available on the Self Assessed Clearance Declaration Header View screen.

Action	Result
Click on the <b>Withdrawn</b> indicator.	The Withdrawal Details View screen displays.
Click on the <b>View EDI Details</b> hyperlink.	The EDI Site View screen displays. Refer to volume 1 module 3.1.
Click on the < or > version buttons.	The Self Assessed Clearance Declaration Header View (detailed) screen is refreshed an earlier or later version.
Click on the <b>Status</b> hyperlink.	The Import Document Status Summary View screen displays.
Click on the <b>Cargo Report</b> hyperlink.	If mode of transport is SEA the Sea Cargo Report View screen displays. Refer to module 8.  If mode of transport is AIR and only one cargo report is associated with the import declaration then the Air Cargo Report View screen displays, otherwise the Air Cargo Report List screen displays. Refer to module 3.
Click on the <b>Outbound Msg</b> hyperlink.	The Outbound Message Search screen displays. Refer to volume 1 module 4.
Click on the <b>Duty, Taxes &amp; Charges</b> hyperlink.	The Import Declaration Duty, Taxes & Charges screen displays.
Click on the <b>Financials</b> hyperlink.	If one record is found, the Financial Transactions View screen displays. If more than one record is found, the Financial Transactions List screen displays. Refer to module 24.

Action	Result
Click on the <b>Payments</b> hyperlink.	The Payments View screen displays. Refer to module 24.
Click on the <b>Change Reason Information</b> hyperlink.	The SAC Declaration Change Reason Information View screen displays. Refer to page <b>19.37</b> .
Click on the <b>View Declaration</b> hyperlink.	The Self Assessed Clearance Declaration View screen displays. Refer to page <b>19.9</b> .
Click on the <b>View Summary Details</b> hyperlink.	The Summary Details View screen displays.
Click on the <b>Information</b> hyperlink.	The Information screen displays.
Click on the Declaration <b>Prev</b> or <b>Next</b> button.	The Self Assessed Clearance Declaration Header View (detailed) screen redisplay with the previous or next declaration.
Click on the <b>Amend</b> button.	The Self Assessed Clearance Declaration Header Amend screen displays.
Click on the <b>Withdraw</b> button.	The Self Assessed Clearance Declaration Header View (detailed) screen redisplay with the withdrawn banner displayed.

**Step 8.** Click on the **View Tariff Lines** hyperlink.

The **Self Assessed Clearance Declaration Tariff Line View** screen displays.

**Self Assessed Clearance Declaration Tariff Line View**

ICS DEV HELP

**Declaration Details**

Declaration ID: AAAANC4WE      Lodged Date: 15 JUN 2005      Version: 1  
 Importer Reference: 05/02      Communicator Reference:

**Line Details**

Line No	Tariff Class No	Stat Code	Goods Description	Customs Value Amount (\$AUD)	GST Exemption Code	WET Exemption Code	WET Quote Ind	Quantity / Unit
1	22051030	30	VODKA	70.0			N	0.55 LA 0.2 L

The Self Assessed Clearance Declaration Tariff Line View screen enables users to view tariff lines for shipments where alcohol and/or tobacco products have been declared.

All fields are read-only.

The header details of the latest version of the declaration display.

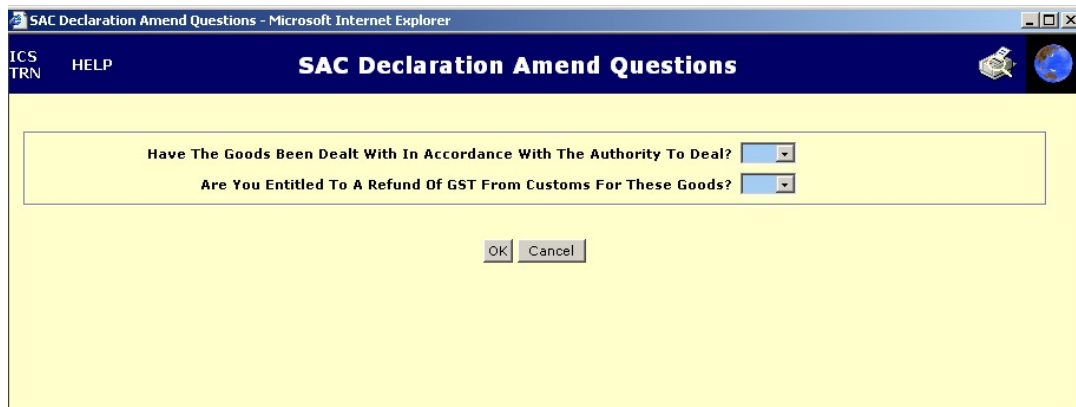
The latest version displays. If more than one version exists, fields are highlighted in pink if their content differs from previous versions.

## AMENDING A SAC DECLARATION

The SAC (short form) declaration can only be amended if the SAC declaration includes imported goods that contain alcohol and/or tobacco products. The format differs for goods imported by sea or air. SAC declarations cannot be amended if they do not contain any tariff lines, they can only be withdrawn.

Amendment of a SAC (short form) declaration is initiated by clicking on the Amend button from the Self Assessed Clearance Declaration Header View screen.

If payment of the SAC has been made and either the goods have not been delivered or GST has not been paid, the **SAC Declaration Amend Questions** screen displays.



The screenshot shows a web browser window titled "SAC Declaration Amend Questions - Microsoft Internet Explorer". The browser's address bar shows "ICS TRN" and "HELP". The main content area has a yellow background and a dark blue header bar with the text "SAC Declaration Amend Questions". Below the header, there are two questions, each with a dropdown menu:

- Have The Goods Been Dealt With In Accordance With The Authority To Deal?
- Are You Entitled To A Refund Of GST From Customs For These Goods?

At the bottom of the form, there are two buttons: "OK" and "Cancel".

Otherwise, the **Self Assessed Clearance Declaration Header Amend** screen displays.

To amend a SAC (short form) declaration:

**Step 1.** From the Self Assessed Clearance Declaration Header View screen, click on the **Amend** button.

The **Self Assessed Clearance Declaration Header Amend** screen displays. The layout of the screen will differ slightly for goods transported by sea or air.

**Self Assessed Clearance Declaration Header Amend**

Declaraton ID AAAANC4WE Branch ID

**Importer Details**

ABN CAC CCID  
 Importer ID 52000049301 1 OR  
 Importer Reference 05/02  
 Importer Name & Address  
 Delivery Address KATE KATE'S PLCE  
 Arrival Date 16 JUN 2005  
 Supplier ID

**Communicator Details**

Communicator Reference  
 Contact Phone No 0882345678  
 AQIS Inspection Location  
 Goods Description  
 Supplier Name RUSSKY VODKA

**Header Amount**

Type	Amount (\$AUD)
CUSTOMS VALUE	70.0
TRANSPORT & INSURANCE	30.0

**Transport Details**

Mode of Transport AIR Discharge Port Code AUADL find Destination Port Code find  
 Master Air Waybill No 125 24681357 House Air Waybill No

[Change Reason Information](#)

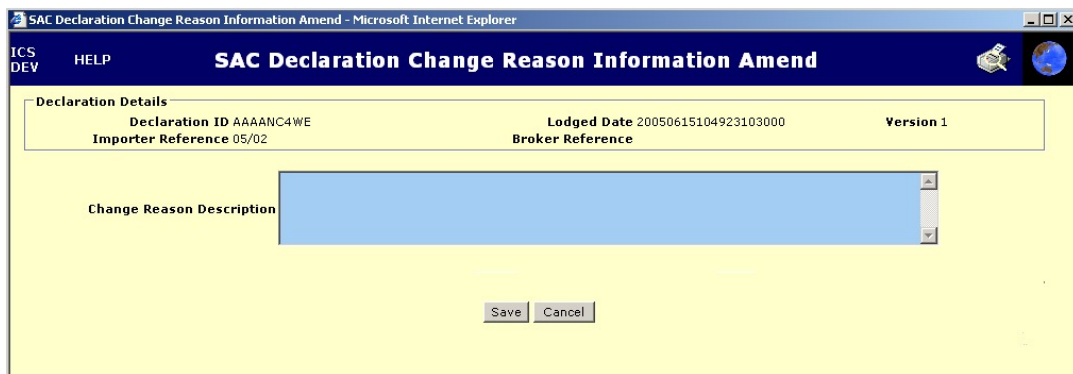
The Self Assessed Clearance Declaration Header Amend screen enables users to amend details of existing SAC (short form) declarations.

The Declaration ID and Mode of Transport fields are read-only. All other fields can be amended if required.

**Step 2.** Make the required changes to the SAC declaration header details.

**Step 3.** Click on the **Change Reason Information** hyperlink.

The **SAC Declaration Change Reason Information** screen displays.



The SAC Declaration Change Reason Information Amend screen enables users to detail the reasons a SAC (short form) declaration has been amended.

**Step 4.** In the Change Reason Description field, enter the reason the SAC (short form) declaration is being amended.



---

**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 5.** Click on the **OK** button.

The **Self Assessed Clearance Declaration Header Amend** screen displays.

**Step 6.** Click on the Add/Amend Tariff Lines hyperlink.

The **Self Assessed Clearance Declaration Tariff Line Amend** screen displays.

The Self Assessed Clearance Declaration Tariff Line Amend screen enables SAC (short form) declaration tariff lines to be amended.

The Declaration ID, Importer Reference and Broker Reference fields are read-only. All other fields can be amended if required.

**Step 7.** Make the required changes to the tariff lines.



**Note:** to exit this screen without saving, click on the Cancel button.

**Step 8.** Click on the **OK** button.

The following table lists the actions available on the Self Assessed Clearance Declaration Tariff Line Amend screen.

Action	Result
Click on the <b>Add Line</b> button.	The Self Assessed Clearance Declaration Tariff Line Amend screen redispays with a new tariff line.

The **Self Assessed Clearance Declaration Header Amend** screen displays.



---

**Note:** to exit this screen without saving, click on the Cancel button.

---

**Step 9.** Click on the **Submit** button.

The **Self Assessed Clearance Declaration Header View** screen displays.

## WITHDRAWING A SAC

The Self Assessed Clearance Declaration Header View screen enables users with the appropriate access to withdraw a lodged SAC. Users can withdraw SACs with and SACs without alcohol and/or tobacco products.

A declaration cannot be withdrawn unless the status of the current version of the declaration is 'CLEAR' and the goods have not been delivered.

To withdraw a SAC (short form) declaration:

**Step 1.** Ensure the Self Assessed Clearance Declaration Header View screen displays.

Self Assessed Clearance Declaration Header View - Microsoft Internet Explorer

ICS DEV HELP **Self Assessed Clearance Declaration Header View**

Version 1

Declaration ID AAAANC7KW Lodged Date 15 JUN 2005

Status FINALISED

Branch Brokerage Licence No 0 Customs House Box No 0

**Importer Details**

ABN CAC CCID

Importer ID 52000049301 1 OR

Importer Reference 05/03

Importer Name & Address P&O PORTS LIMITED  
160 SUSSEX ST

**Communicator Details**

Communicator Reference

Contact Phone No 0882345678

SAC Communicator 52000049301

AQIS Inspection Location

Goods Description BOOKS

Supplier Name

Delivery Address STATE LIBRARY  
NORTH TERRACE

Arrival Date 15 JUN 2005

Supplier ID

**Transport Details**

Mode of Transport AIR Discharge Port AUADL ADELAIDE Destination Port

Master Air Waybill No 125-57913468 House Air Waybill No

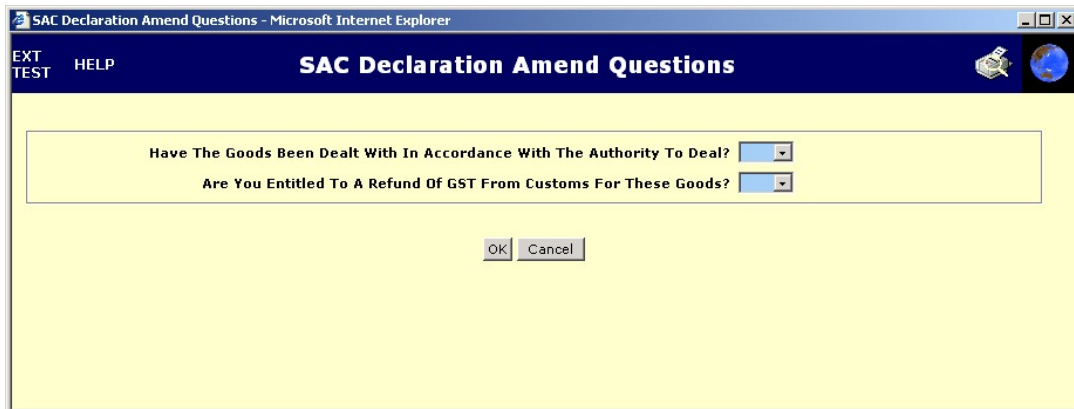
Consolidated Cargo Status

[Event History](#) [Evaluation Log](#) [Outbound Msg](#) [Duty, Taxes & Charges](#) [Financials](#) [Payments](#) [View Declaration](#) [Customs Actions/Updates](#) [View Summary Details](#)

[Prev](#) [Declaration](#) [Next](#) [Withdraw](#) [Print Document](#)

**Step 2.** Click on the **Withdraw** button.

If the SAC has been paid, the **Import Declaration Amend Questions** screen displays.



The screenshot shows a web browser window titled "SAC Declaration Amend Questions - Microsoft Internet Explorer". The page has a dark blue header with "EXT TEST" and "HELP" on the left, and "SAC Declaration Amend Questions" in the center. On the right of the header are icons for a printer and a globe. The main content area is yellow and contains two dropdown menus: "Have The Goods Been Dealt With In Accordance With The Authority To Deal?" and "Are You Entitled To A Refund Of GST From Customs For These Goods?". Below these menus are "OK" and "Cancel" buttons.

**Step 3.** In the **Have the goods been dealt with in accordance with the Authority to Deal?** field, select **Yes** or **No**.

**Step 4.** In the **Are you entitled to a Refund of GST from Customs for these goods?** field, select **Yes** or **No**.

If you answered "Yes" to the Have the goods been dealt with? question, an error message will display:



If you answered “Yes” to the Are you entitled to a refund? question, the **Withdraw Details Add** screen displays with the Refund Payment Details hyperlink enabled.

Withdrawal Details Add - Microsoft Internet Explorer

EXT TEST HELP

## Withdrawal Details Add

I ACKNOWLEDGE THAT IN WITHDRAWING THIS DECLARATION PURSUANT TO CUSTOMS ACT SECTION 71F, THE AUTHORITY TO DEAL WILL BE REVOKED IN ACCORDANCE WITH CUSTOMS ACT SECTION 71H(1).<sup>1</sup>

Withdrawal Reason

Submit Cancel [Refund Payment Details](#)



**Note:** the Refund Payment Details hyperlink must be accessed and completed where a withdrawal results in the refund of duty and/or GST.

**Step 5.** In the **Withdrawal Reason** field, enter the reason for the withdrawal of the SAC (short form) declaration.

**Step 6.** Click on the **Refund Payment Details** hyperlink.

The **Refund Payment Details** screen displays.

Refund Payment Details - Microsoft Internet Explorer

EXT TEST HELP

## Refund Payment Details

Bank Account Details

Bank Account Owner Type: IMPORTER

Bank Account: 062913 Number: \*\*\*\*\* Number (confirm): \*\*\*\*\*

Bank Account Name: BETTY

Payee Declaration ☐ I DECLARE THAT THE PAYEE IS THE ORIGINAL OWNER OR DRAWBACK CLAIMANT. IF NOT, I HAVE IN MY POSSESSION A SIGNED AUTHORIZATION FOR PAYMENT OF THIS REFUND OR DRAWBACK CLAIM TO THE PAYEE SPECIFIED.

Bank Account Selection

Client Bank Account: (1) 062913 11111119 BETTY

Ok Cancel

**Step 7.** In the **Bank Account Owner Type** field, select the appropriate option from the drop-down list.

**Step 8.** In the **Bank Account BSB** field, enter the BSB of the bank account into which the refund is to be paid.

**Step 9.** In the **Bank Account Number** field, enter the number of the bank account into which the refund is to be paid.

**Step 10.** In the **Bank Account Number (confirm)** field, re-enter the number of the bank account into which the refund is to be paid.

**Step 11.** In the **Bank Account Name** field, enter the account name for the bank account into which the refund is to be paid.

**Step 12.** Click **OK**.

The **Withdraw Details Add** screen redisplay. Go to **Step 14**.

Withdrawal Details Add - Microsoft Internet Explorer

EXT TEST HELP

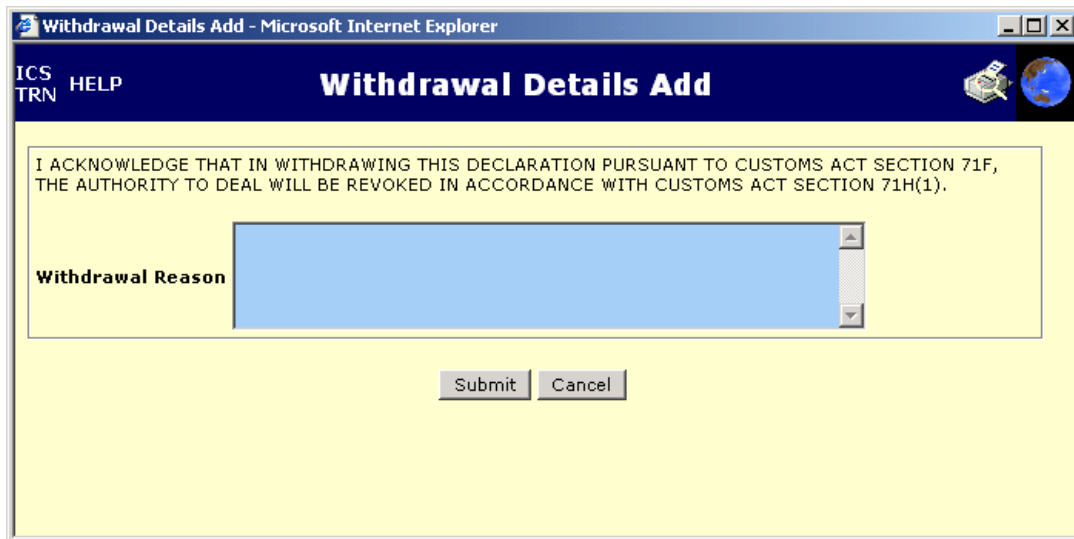
### Withdrawal Details Add

I ACKNOWLEDGE THAT IN WITHDRAWING THIS DECLARATION PURSUANT TO CUSTOMS ACT SECTION 71F, THE AUTHORITY TO DEAL WILL BE REVOKED IN ACCORDANCE WITH CUSTOMS ACT SECTION 71H(1).<sup>1</sup>

**Withdrawal Reason**

[Refund Payment Details](#)

If you answered “No” to the Have the goods been dealt with? question, or if the SAC has not been paid or does not require payment, the **Withdraw Details Add** screen displays.



**Step 13.** In the **Withdrawal Reason** field, enter the reason for the withdrawal of the SAC (short form) declaration.

**Step 14.** Click on the **Submit** button.

The **Self Assessed Clearance Declaration Header View** screen displays with the withdrawn indicator in bold red text.

## RELATED TOPICS

For more information on Air Cargo Reports, refer to Module 3.

For more information on Sea Cargo Reports, refer to Module 8.

For more information on Nature 10 Import Declarations, refer to Module 16.

For more information on Payments, refer to Module 20.

## FURTHER ASSISTANCE

For import-related technical support email [cargosupport@customs.gov.au](mailto:cargosupport@customs.gov.au) or phone 1300 558 099.

For information about GST, LCT and WET, contact the Australian Tax Office on 13 28 66.

For AQIS information go to [www.aqis.gov.au](http://www.aqis.gov.au) and follow the links from HOT TOPICS.