

FREQUENTLY ASKED QUESTIONS

General Queries

Where can I go, should I need further clarification on any customs matter?

There is an officer at our Helpdesk situated at the Long Room in all our ports. Click here for more information.

Single Administration Document (SAD)

What is a Single Administration Document?

It is an electronic Customs Entry form that is used for clearing cargo.

How do I register an SAD?

An SAD can be registered on-line through ASYCUDA.

Can a Company register SAD?

Yes, provided they have on-line ASYCUDA System and on the approval of the management of FIRCA.

FIRCA will also provide the necessary training and user manual.

Where can I obtain an assessment?

The company or a registered broker can also do assessment on-line.

Duty Payments

Where can I make my payments?

The Amount of Duty payable shown on the Assessment Notice should be paid to Customers Cashier at each port of entry. [Link to Customers Cashier]

What if I am unable to access the SAD?

If you are restricted from accessing the SAD, you have to lodge the SAD at the Customs Longroom.

How long does it take for my SAD to be processed before I make the final payment?

At least one day.

What documents would I expect to receive after paying of Duty and VAT?

You will be issued a receipt and a Release Note. The Release Note will allow you to remove goods from Customs Control.

Who can I engage to clear goods from Customs?

A person can either clear goods from Customs Control on their own or engage a licensed Customs broker. [List of licensed Customs brokers.](#)

What happens if my goods are marked for inspection? (Red Lane (RL): Block 11 of SAD)

Upon payment of Duty the release copy is not given to the Customs Broker or the owner unless and until the goods are examined.

What would I need to do then?

An appointment for examination is required to be made with the Examinations Section at Customs Division.

What will happen after the appointment is confirmed?

The owner or broker will have to pick the Examination officer at the appointed time for inspection purposes. The goods will be released from Customs Control if the Customs officer is satisfied after completion of examination.

BROKERS OBLIGATIONS

How much bond do I have to pay if I open a Customs Agency?

You have to pay the Fiji Islands Revenue & Customs Authority (FIRCA) a customs bond amount of **FJD\$10,000.00**, in accordance with Section 146 of the Customs Act 1986.

How much bond do I have to pay if I employ a Customs clerk?

You have to pay FIRCA a customs bond amount of **FJD\$1000.00** per clerk, in accordance with Section 146 of the Customs Act 1986.

How much bond do Airline and Shipping Agents have to pay to FIRCA?

Airline and Shipping Agents have to pay FIRCA the total of **FJD\$50,000.00** in bond, in accordance with Section 35 of the Customs Act 1986.

How much bond do I have to pay FIRCA if I want to operate a general bonded warehouse?

To operate a general and private bonded warehouse for **goods** you will have to pay FIRCA the total amount of **FJD\$30,000.00**. However, to operate a general and private bonded warehouse for **motor vehicles** you will have to pay **FJD\$100,000.00** in accordance with Section 38 of the Customs Act 1986.

How much bond do I have to pay FIRCA if I want to operate Customs carriers?

You will have to pay FIRCA **FJD\$1000.00** per vehicle in accordance with Customs Regulation 131.

How much bond do I have to pay FIRCA, as a manufacturer of excisable goods in order to store my goods in the factory?

You will have to pay FIRCA **FJD\$100,000.00** if you want to store your goods in a factory in accordance with Section 17 of the Excise Act.

Annual License Fees

How much license fee do I have to pay per annum to operate a Customs House Agency?

You have to pay FIRCA the license fee of **FJD\$250.00** per annum.

I'm operating a warehouse, what would be my license fee per annum?

You have to pay FIRCA the license fee of **FJD\$1755.00** per annum.

I have two vehicles, and I would like to transport bonded goods cost wise through HMC carrier. What is the license fee per annum?

You have to pay FIRCA the license fee of **FJD\$25.00** per annum, per vehicle. However, if you have 10 vehicles, you pay only **FJD\$125.00** per annum.

What is the license fee for an excise factory?

The license fee for an excise factory is **FJD\$500.00** per annum. However, if you would like to operate a warehouse in an excise factory, you have to pay FIRCA another **FJD\$500.00** per annum.

How much license fees do container (CFS) and air freight station (AFS) operators have to pay FIRCA per annum?

If they have full time officers in either of these stations, they pay a fee of **FJD\$4500.00** per annum. However, if they have part time officers in either of these stations they pay **FJD\$2812.50** per annum.