

What are the processes used by PCA?

The below steps are followed by PCA to conduct an audit:

1. Planning

Audit planning is essential for an effective PCA. During the planning phase the auditors will familiarise themselves with the company and commodity or issues that are subject to the audit..

Audit Planning

Objective

Audit Test

Scope

Resources

- Client Notification

- Client Profile Update

- Developing Audit Program

2. Audit Execution

To start the formal part of the audit an entrance interview will be organised with the client to gain a basic understanding of the client processes, systems and approaches.

Entry Conference

System Review & audit approach

Audit option

Review Audit sample

Evidence gathering & Data Analysis

Review & Evaluation Audit Program

3. Reporting

The findings will be documented in an interim report that will be presented to the client. The review and feedback will be held within 30 days.

Preliminary Audit report

Exit Conference

Audit Report

Communicate Results to Clients

Seychelles Revenue Commission

Information Brochure

Customs Post Clearance Audit

For more information

This brochure is not intended as an exhaustive explanation of the law. If you require detailed information about your tax obligations you should visit the SRC or write to us.

Visit:

Seychelles Revenue Commission
3rd Floor
Maison Collet
Victoria, Mahé

Write to:

PO Box 50
Victoria, Mahé

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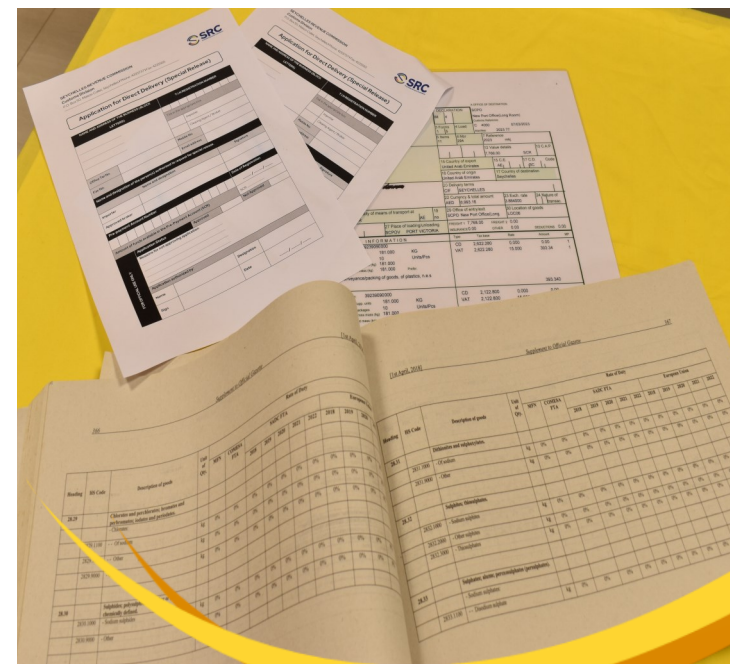
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Customs Post Clearance Audit (PCA) Process



An explanation about Customs Post Clearance Audit Process

SEYCHELLES

What is Customs Post Clearance Audit (PCA)?

Post Clearance Audit (PCA) is a structured evaluation of a trader's commercial systems, processes, financial and non-financial records and physical stock. The audit is conducted at the traders' location or at Customs premises, after the release of goods from Customs control. This process is necessary to measure if the traders' is compliant to Customs laws and regulations.

PCA is a Customs control process conducted to ensure the accuracy and authenticity of declarations made through the examination of relevant books, records, business systems and commercial data kept by businesses/persons.

PCA helps to facilitate the fast clearance of goods; however, clients should be informed that their records may be subjected to audit at a later date. (Refer to Customs Management Act Section 55).

What are the objectives of PCA?

- To assure that Customs declarations have been completed in compliance with Customs requirements.
- To verify that the amount of revenue legally due has been identified and paid and to establish that condition relating to specific approvals were observed.
- To facilitate international trade movements of the compliant trade sector.
- To ensure goods liable to specific import/export controls are properly declared, including prohibitions and restrictions, licenses,

es, quota.

- To confirm whether the traders are complying to their obligations and are retaining all supporting documents for the period stipulated in the law.

What are the powers and authority of PCA officers?

Under the CMA 2011, Customs officers have the powers to:

- Examine and take accounts of goods.
- Take samples of any goods for examination.
- Inspect books, records and documents from computer records.

Failure for organizations to provide information, as per CMA Act 2011, Section 256 may result in;

(I) A person committing an offence if that person fails or failure to refuses to comply with a requirement of Customs under section 36 and is liable on conviction in the case of an

(a) in the case of an individual, to a fine not exceeding SCR20,000

(b) in the case of a body corporate, to a fine not exceeding SCR50,000.

What are the types of Post Clearance activity ?

The Audit process entails three main components; Desk Reviews, Limited Scope Audits and Compliance Audits.

Desk Reviews – The review of a single Customs

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transaction, process or procedures of a transaction generally performed at Customs facilities.

Limited Scope Audit– The on-site audit at the clients premises for a single Customs transaction, process and procedures.

Compliance Audit – The on-site audit for multiple Customs transactions, processes and procedures to determine the Client's compliance with the law.

It should be noted that the type of Customs Audit may change during the course of the audit.

What are the different documents required for PCA?

Documents required to conduct an audit:

- Purchase Orders
- Packing Slip
- Certificate of Origin (If applicable)
- Proof of Payment
- Receiving Record
- Quantity ordered
- Bill of Lading/ Airway Bill
- Shipment Documents
- Binding Tariff Information
- Trails of email/ Communication log between ongoing with suppliers pertaining to purchase.
- Freight Documents
- Customs Invoice
- Commercial invoice