

HM Customs Gibraltar

# Temporary Import to Import for Home Use User Guide



ASYCUDA  
09/07/2025

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## Introduction

Temporary importations within the ASYCUDA system refer to the temporary entry of goods into a country for specific purposes, such as exhibitions, repairs, or processing, with the intention of subsequently re-exporting them. ASYCUDA facilitates these processes by providing a framework for customs authorities to manage and track such transactions efficiently. Temporary importation allows businesses to bring goods into a country without paying import duties. Providing that they are intended for a temporary stay and will be re-exported within a specified timeframe. However, after a limited period of 730\* days. If goods haven't been re-exported from Gibraltar import duty will be applicable and its status of these goods will be change from "temporary importation (IM5)" to "home use (IM4)".

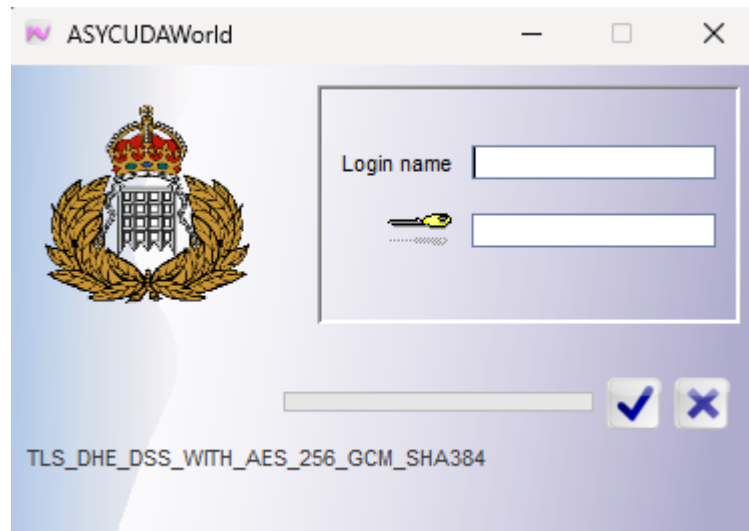
\* Current policy is set to 730 days (2 years) however this can be changed in the future.

## Accessing ASYCUDA

Navigate to the HM Customs Gibraltar [website](#) and click on the ASYCUDA World ICIS Environment. A file will be saved to your computer. After the download is complete, simply double-click the file to launch ASYCUDA. Please ensure that you have Java installed on your local computer for the program to function correctly. You can find additional instructions on our website on how to install and configure Java on a Windows machine.

## Login to ASYCUDA

1. Start by logging into the ASYCUDA platform using your current username and password which has been created in the registration process.
  - a. Insert your Login Name
  - b. Insert your Password
  - c. Click on the “Tick” symbol



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

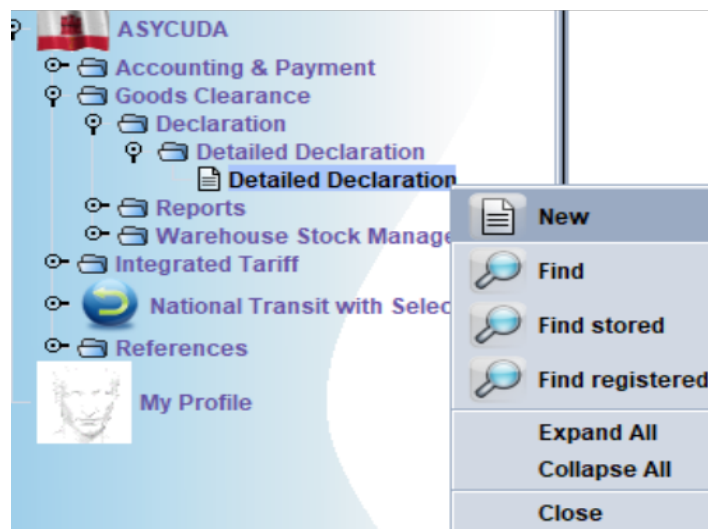


# Temporary Importation

## Creating a Temporary Importation (IM5)

Navigating to creating a new declaration.

1. Double click on **ASYCUDA**
2. Double click on **Goods Clearance**
3. Double click on **Declaration**
4. Double click on **Detailed Declaration**
5. Click the right-hand mouse button on **"New"**. This will open a new declaration.




Maximize the SAD declaration by clicking on the following icon marked in red below.

A screenshot of the 'Detailed Declaration - New [2024]' window. The window has a menu bar (File, Edit, View, Help) and a toolbar with icons for file operations and search. The main area displays the ASYCUDA logo and a landscape image. Below the logo is a barcode and a form with the following fields:

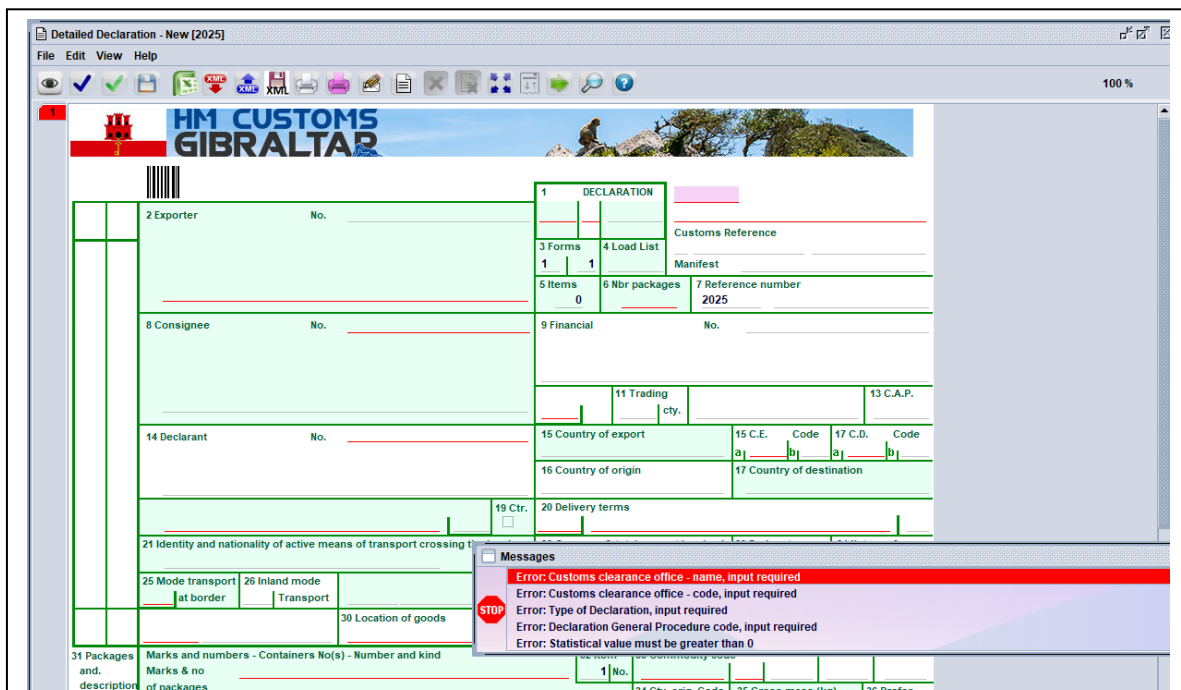
2 Exporter		No.	
1	DECLARATION	A OFFICE OF DESTINATION	
IM	5	GIEPU v1	
3 Forms		ENTRY PROCESSING UNIT	
1	1	Customs Reference	
4 Load List		Manifest	
5 Items		6 Nbr packages	
1	0	7 Reference number	
		2024	

Fill in the type of declaration  followed by the extended procedure code 

Click the  to be prompted with the necessary boxes which need to be filled in. They will appear as errors and/or be underlined in red.

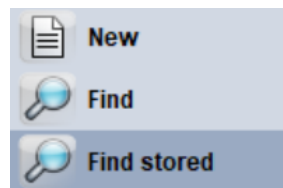
Before filling in the rest of the declaration it is advised to make sure to give your declaration a reference number like the box below. This will be used later on to do an importation for home use (IM4) if the goods exceed the time limitation period of 730 days.

7 Reference number	
2017	
No.	User reference - number




**Note:** When submitting a temporary importation the commodity codes, supplementary units, weights and country of origin need to match for both custom procedures.

Navigate back to the Document Library, right click -> Detailed Declaration and click on -> Find stored.



The finder box will appear. This is used to search for your specific declaration. Under the drop down, criteria box enters equals and under the value #1 box enter your declaration reference as seen in the box below.

Name	criteria	value #1
Truck Plate#	all	
Trailer Plate#	all	
Transit shed	all	
Clearance off.	all	
Declarant	all	
Dec. reference year	all	
Ref. Nber	equals	TEMPGUIDE

Then click the find 

Your specific searched declaration should appear like the results below.

Year	Clearan...	Declarant	Ref. Nber	Type	Gen. ...	Truck	Trailer	Shed	Ite...	Exp...	Consignee	Auth	Total duties & t...
2018	GIEPU	321123	TEMPGUIDE	IIM	5	G1414	G1414	GIGVG	1		321123		11009.17

Right click on the highlighted declaration and retrieve



To validate/register the declaration click the blue tick.

Then click the tick again in the **Do you really want to validate this declaration?** box

This will complete your transaction giving your declaration an Entry number.

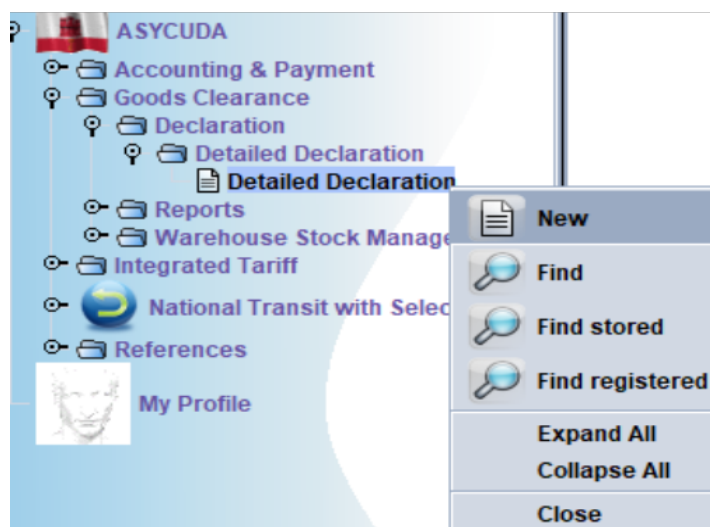


## Creating an Importation for Home Use Declaration (IM4)

If the time limitation period of 730 days has been exceeded from the original temporary importation (IM5).

A new declaration will need to be created for home use (IM4) by the Customs Clearing Agent, Declarant or Authorized Economic Operator.

1. Double click on **ASYCUDA**
2. Double click on **Goods Clearance**
3. Double click on **Declaration**
4. Double click on **Detailed Declaration**
5. Click the right-hand mouse button on **"New"**. This will open a new declaration.



6. Create and fill in a new declaration for home use (IM4).

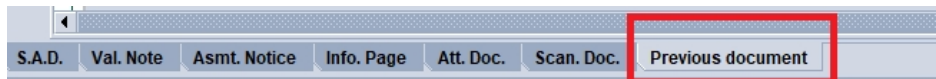
A screenshot of the ASYCUDA 'A OFFICE OF DESTINATION' form. The form has a header with a landscape image and a '100 %' zoom indicator. Below the header, there's a section for 'DECLARATION' with a table of fields. The table has columns for 'IM', '4', '3 Forms', '4 Load List', '5 Items', '6 Nbr packages', and '7 Reference number'. The values are: IM (IM), 4 (4), 3 Forms (1), 4 Load List (1), 5 Items (0), 6 Nbr packages (0), and 7 Reference number (2024). To the right of the table, there's a section for 'GIEPU' with a value of 'v1', and 'ENTRY PROCESSING UNIT' with a value of 'v1'. Below these, there's a 'Customs Reference' field and a 'Manifest' field.

7. On box 37 of the SAD you will need to choose the customs procedure code **4053**. This code is "Entry for home use of goods, initially placed under the temporary importation regime". Followed by 000 – Common Regime.

A screenshot of the '37 PROCEDURE' section of the SAD form. It shows a table with two columns. The first column contains the value '4053' and the second column contains the value '000'.

8. When selecting this option, at the bottom of the SAD a previous document tab will populate automatically by the system.

9. Select this option



10. You will need to fill in the top tab with the information generated from the original IM5 (Office, Year, Reg. Type, Reg. Number and Item Number). The commodity code will populate automatically.

**SAD - Previous documents**

Previous declaration						Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin					
GIEPU	2024	E 10941	1	85012000	00 ES		2	21,490.00	2.00	5,131.58
						Remaining Qty :	Packages	Net mass	Sup. Unit	
							2	0.00	0.00	

11. On the same tab under the current declaration section, click on the “Item Number” field and enter the value. This will generate the rest of the process of the previous declaration as seen below.

**SAD - Previous documents**

Previous declaration						Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin					
GIEPU	2024	E 10941	1	85012000	00 ES		2	21,490.00	2.00	5,131.58
						Remaining Qty :	Packages	Net mass	Sup. Unit	
							2	0.00	0.00	

**Current declaration**

						Itm. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value
						1	85012000	00 ES	2	21,490.00	2.00	5,131.58

Office	Year	Ser.	Reg. Nb.	Prv It.	SH Code	Prec Orig.	Packages	Weight	U./S.	Ref. value	Itm	Qty written-off	Weight written-off	U./S. written-off	Ref. value
GIEPU	2024	E	10941	1	85012000	00 ES	2	0.0	0.0	5131.58	1	2	21490.0	2.0	5,131.58

12. On the same tab, click on the “add entrant” button and it will add the items to the correct declaration to be written off.

**SAD - Previous documents**

Previous declaration						Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin					
GIEPU	2024	E 10941								
						Remaining Qty :	Packages	Net mass	Sup. Unit	

**Current declaration**

						Itm. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value

Office	Year	Ser.	Reg. Nb.	Prv It.	SH Code	Prec Orig.	Packages	Weight	U./S.	Ref. value	Itm	Qty written-off	Weight written-off	U./S. written-off	Ref. value
GIEPU	2024	E	10941	1	85012000	00 ES	2	0.0	0.0	5131.58	1	2	21490.0	2.0	5,131.58

14. Navigate back to the SAD tab.

15. On box 47 it will calculate the taxes due for the declaration of home use.

16. Validate your declaration to see if you have any errors. If there are no errors and everything is found correct, proceed with registering the entry.

## ASYCUDA Key



Verify the document (Will assist you in completing a validated declaration).



Once your declaration is verified, this icon will store your declaration.



Import from ASYCUDA XML file (template).



Export to ASYCUDA XML file (template).



Print a hard copy of declaration.



Add item to declaration.



Delete item from declaration.

Make sure your toolbar and Error Window are ticked as below.

