

HM Customs Gibraltar

Temporary Importation to Re- exportations User Guide



ASYCUDA
09/07/2025

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Introduction

Temporary importations and re-exportations 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. Re-exportation involves the export of goods out of the country after they have been temporarily imported.

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:

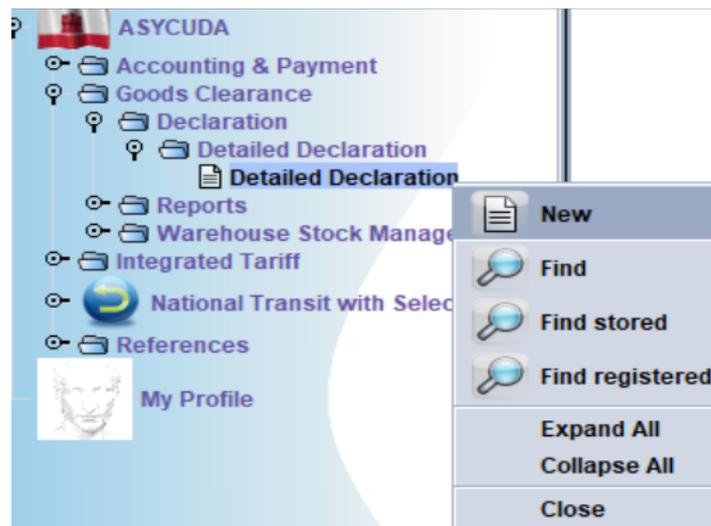


Temporary Importations and Re-exportations

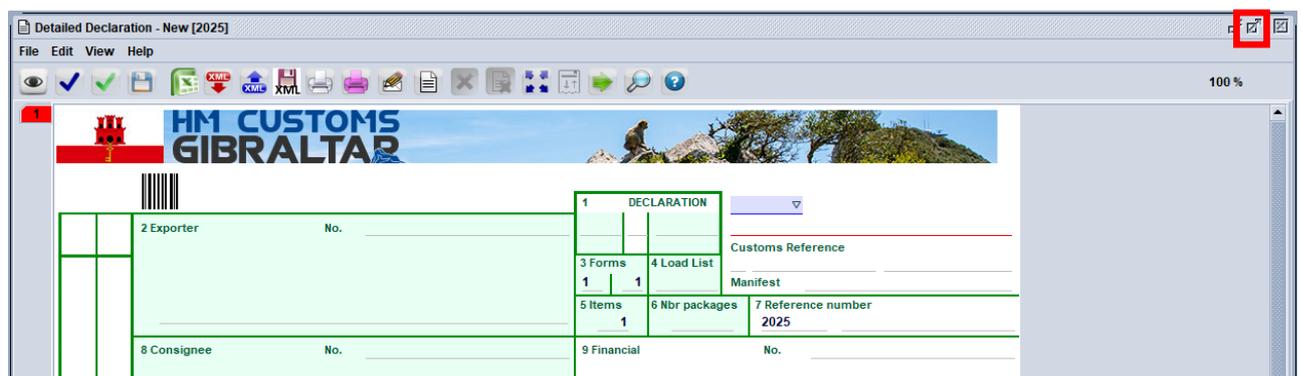
Temporary Importations (IM5)

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.



Fill in the type of declaration

1	DECLARATION
IM	5

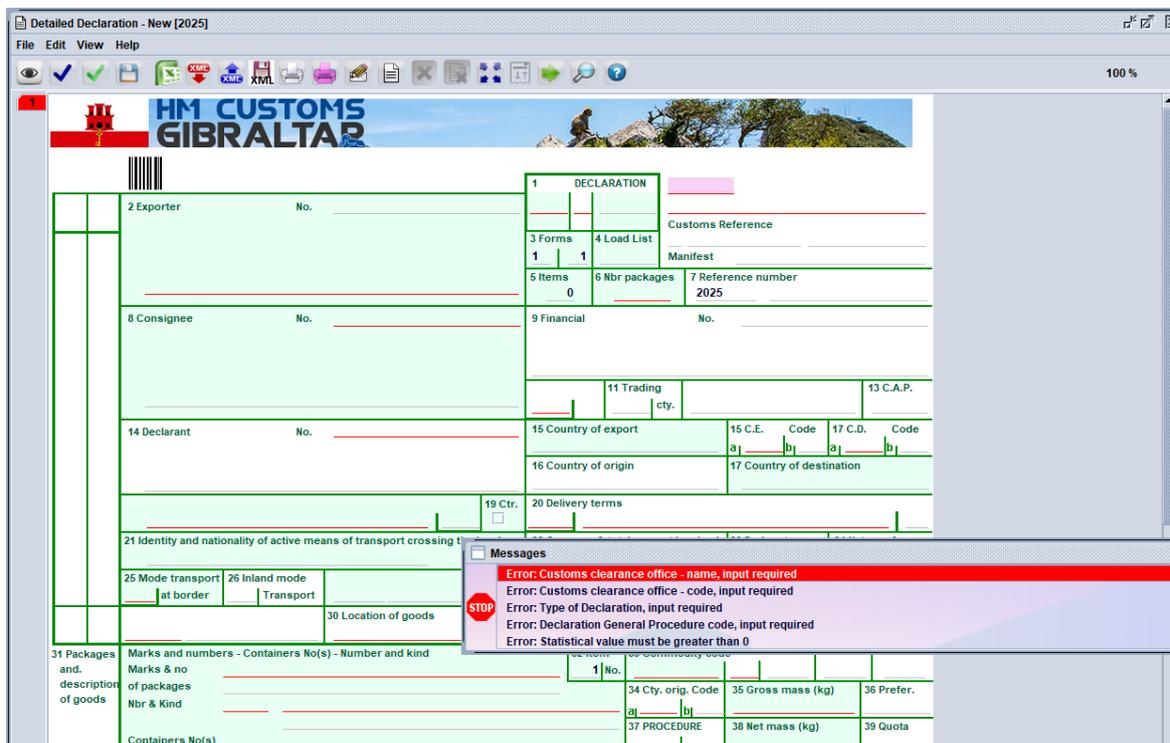
 followed by the extended procedure code

37 PROCEDURE	
5300	502

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 the re-exportation.

7 Reference number	
2017	<input type="text"/>
No.	User reference - number



The screenshot shows the 'Detailed Declaration - New [2025]' window. The form includes fields for:

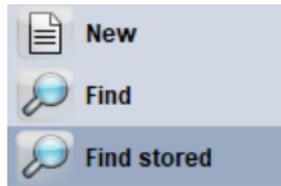
- 1 DECLARATION (with sub-fields for 3 Forms, 4 Load List, 5 Items, 6 Nbr packages, 7 Reference number)
- 2 Exporter No.
- 8 Consignee No.
- 14 Declarant No.
- 15 Country of export (with sub-fields for 15 C.E. Code, 17 C.D. Code)
- 16 Country of origin
- 17 Country of destination
- 19 Ctr. (checkbox)
- 20 Delivery terms
- 21 Identify and nationality of active means of transport crossing the border
- 25 Mode transport (checkboxes for at border, Transport)
- 26 Inland mode (checkboxes for at border, Transport)
- 30 Location of goods
- 31 Packages and description of goods (with sub-fields for Marks and numbers - Containers No(s) - Number and kind, Nbr & Kind, Containers No(s))
- 34 Cty. orig. Code (with sub-fields a, b)
- 35 Gross mass (kg)
- 36 Prefer.
- 37 PROCEDURE (with sub-fields a, b)
- 38 Net mass (kg)
- 39 Quota

 A 'Messages' pop-up window is visible, displaying several error messages:

- Error: Customs clearance office - name, input required
- Error: Customs clearance office - code, input required
- Error: Type of Declaration, input required
- Error: Declaration General Procedure code, input required
- Error: Statistical value must be greater than 0

Note: When submitting a temporary importation/re-exportation 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 enter 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	IM	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

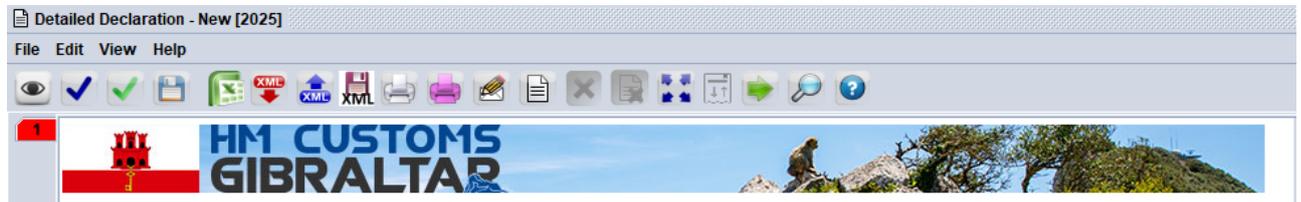
This will complete your transaction giving your declaration an Entry number.

Before the re-export takes place at a later date, we would advise that the relevant IM5 declaration be

found using your finder.

Re-exportation Declarations (EX3)

To export an XML declaration click on 



File Name: Tempguideforreexport
Files of Type: XML File (.xml)
Save Cancel

Give your XML a unique file name and save as

To create Re-export declaration

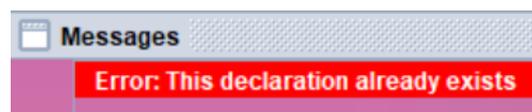
Open a new declaration.

Click  Import from ASYCUDA XML file (template)

Find your template and click Open

File Name: Tempguideforreexport
Files of Type: XML File (.xml)
Open Cancel

Click the 



The reference number needs to be changed as you can't have a declaration with the same reference number.

7 Reference number
2018
TEMPGUIDERE-EXPOR

1	DEC
EX	3

37 PROCEDURE
3153 | 502

Change the type of declaration to and the extended procedure code to relevant one



Fill in the remaining errors the

shows

No previous document specified

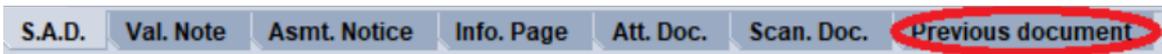


When this is shown click the blue tick and maximize declaration by

clicking on found at the top right-hand corner of the declaration.



At the bottom of the declaration, you will see an extra tab which has been added to what is usually seen.



Click on Previous document and fill in the 5 highlighted points as seen below (Office, Year, Reg Number, and Item Number).

Previous declaration

Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin	Initial Qty :	Packages	Net mass	Sup. Uni
<input type="text"/>									
						Remaining Qty :	Packages	Net mass	Sup. Uni
						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This will generate the rest of the process of the previous declaration as seen below.

Previous declaration

Office	Year	Reg. Nb.	Itm. Nb.	SH Code	Origin	Initial Qty :	Packages	Net mass	Sup. Unit	Reference CIF value
GIEPU	2018	E 63	1	86040000	00 ES		1	100,000.00	1.00	91,743.12
						Remaining Qty :	Packages	Net mass	Sup. Unit	
							1	100,000.00	1.00	

Next fill the highlighted icon current declaration box (Item Number)

Current declaration

	Itm. Nb.	SH Code	Origin	Packages	Net mass	Sup. Unit	Reference CIF value
	<input type="text"/>						

Which in this example would be 1 as it's only the 1 item being re-exported. Then click on



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	2018	E	63	1	86040000	00 ES	1	100000.0	1.0	91743.12	1	1	100000.0	1.0	91,743.12

Click on the



Document verified!



When this appears, we are ready to lodge declaration. Lodge clicking.



Next, we will retrieve the declaration and click the



to validate (register with Customs)

Then click the tick again in the

Do you really want to validate this declaration?

You will be prompted with the box seen below providing you with all the relevant details found.

Validate and assess is done.	
Declarant ref.:	2018 321123 TEMPGUIDERE-EXPOR
Customs ref.:	E 74 13/02/2018
Assessment ref.:	L 45 13/02/2018



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.

