

GATE PASSES

Guidelines



Stephanie Ruggier – Senior Systems Analyst
Shanel Sciriha – Senior Systems Administrator

1. Document Information

1.1 Revision History

Date	Version	Description
10/05/2022	1.0	Launch of the electronic Gate pass module
27/08/2025	1.1	Update of the MTCA website

Table 1 - Revision History

1.2 Purpose and Structure

This user guide aims to provide general information and step-by-step instructions on how to issue a Gate Pass till the exit of the container from Freeport. Furthermore, the Gate Pass User Guide describes the functional and navigational capabilities of the system:

- Issuing of Gate Pass
- Accept/Reject Proof of Union Status
- Accept/Reject Extension of a Gate Pass
- Accept/Reject Cancellation of a Gate Pass
- Selecting a Gate Pass for scanning
- Scanning a container and recording result
- Keeping records of Haulier at Freeport Gate
- Filling Seal numbers for **Selected for Control** containers at Freeport Gate

This user guide is intended for Declarants and Importers, Hauliers, Customs Customer Services, Customs Scanning Unit (CSU), Customs Intelligence Services (CIS), Customs Assistants and Officers at Freeport gate.

It is divided into six parts. Part one is intended for Declarants/Importers. The second part is intended for Customer Service officers, the third and fourth parts are intended for Risk Analysts and Scanning officers, while the fifth and sixth parts are for Customs Assistants and Customs Officers at Freeport gate respectively.

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4. General Use

4.1 Malta Tax and Customs Administration (MTCA) Portal

The Gate System can be accessed through the Malta Tax and Customs Administration (MTCA) Portal under **CUSTOMS**, under **ELECTRONIC SYSTEMS**, in the page **CUSTOMS ELECTRONIC SYSTEMS (CES)**[Figure 1 & 2].

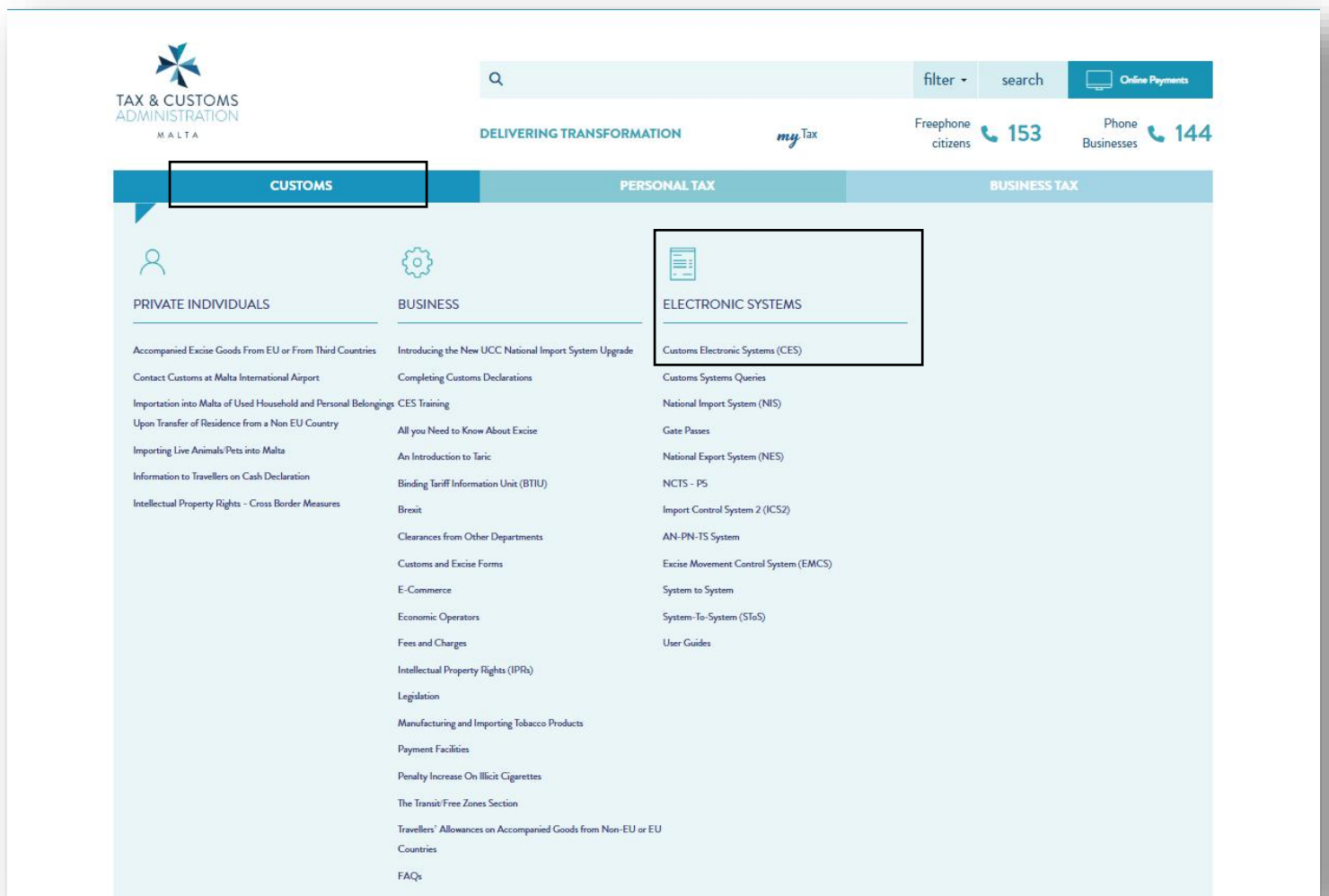


Figure 1 – Malta Tax and Customs Administration (MTCA) Portal

Proceed to the **NIS** home page, the user must select **National Import System (NIS)** from the **Customs Electronic System (CES)** Web page [Figure 2].

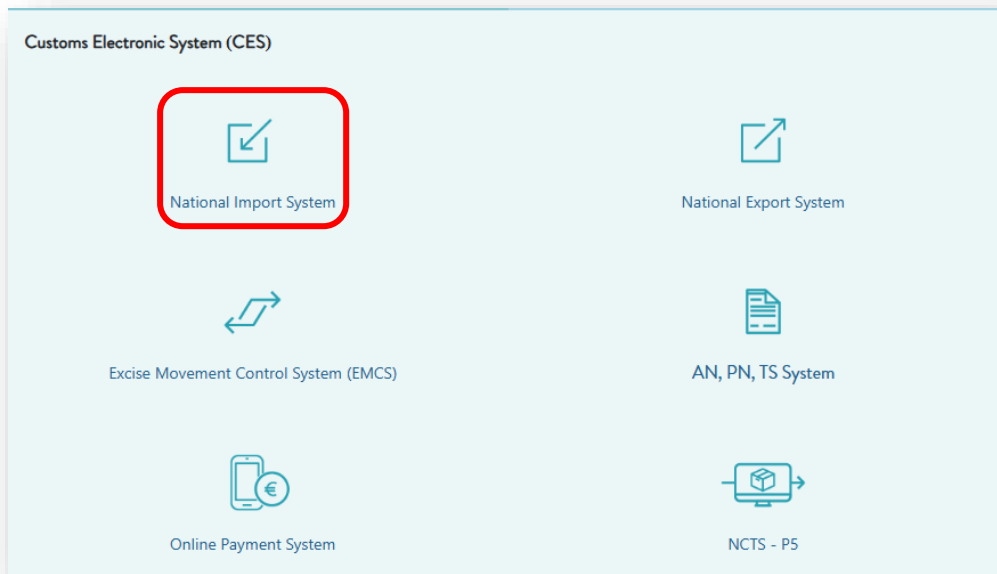


Figure 2 - Customs Electronic System

4.2 Login

User must type a correct username and password and then click on **Sign in** [Figure 3] to log in to the system.

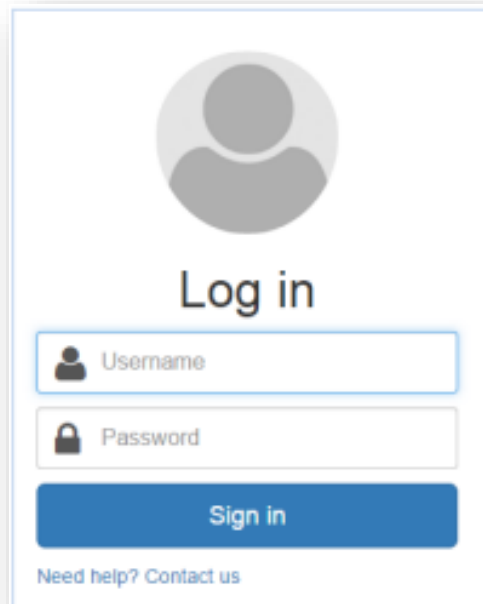


Figure 3 - Login Screen

5. Economic Operator

Currently, a gate pass can only be issued for containers exiting Freeport. Declaration's status must be **Selected for Control, Goods Released** or **C/T2L**.

5.1 Gate Pass Dashboard

Go to **Procedures** and select **Gate Passes** [Figure 4].



Figure 4 - Procedure/Gate Pass

User will be directed to the Gate Passes dashboard. From the Menu, user can create a **New** gate pass and view gate passes which are **In Progress** and **Completed** [Figure 5] and [Table 2].

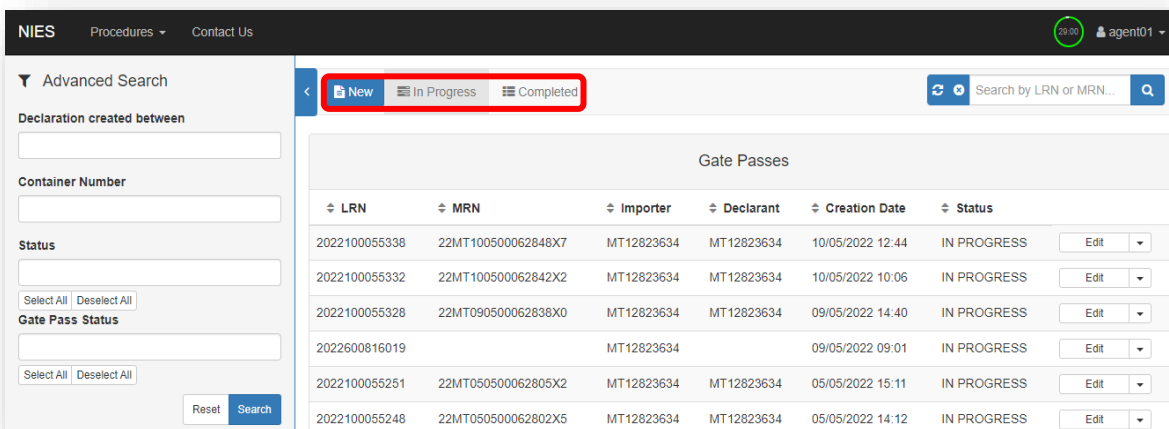


Figure 5 - Gate Pass Menu

Function	Description
New	To create a new Gate Pass
In Progress	Can Edit or View a created Gate Pass
Completed	Completed Gate Passes

Table 2 - Gate Passes Functions

A list of Gate Passes created by the user will be shown under Gate Passes [Figure 6]. The list of declarations displays the **LRN**, **MRN**, **Importer**, **Declarant**, **Creation Date** and **Status**, of which can be sorted either by ascending or descending order.

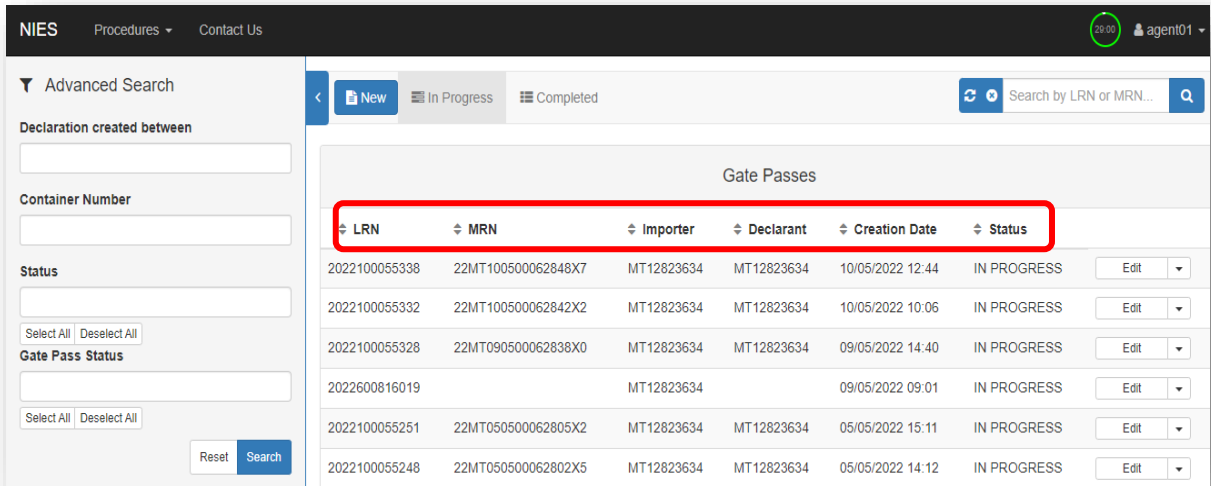


Figure 6 - Gate Pass Dashboard

5.1.1 Gate Pass dashboard - 'In Progress'

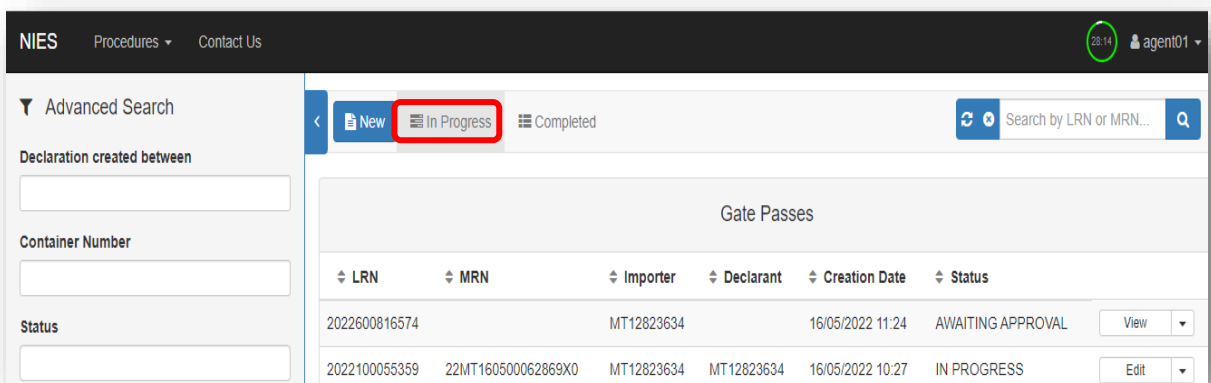


Figure 7 - In Progress tab

Furthermore, under the dropdown menu [Figure 8] and [Figure 9], several actions [Table 3] and [Table4] are available. Actions available vary depending on the gate pass status.

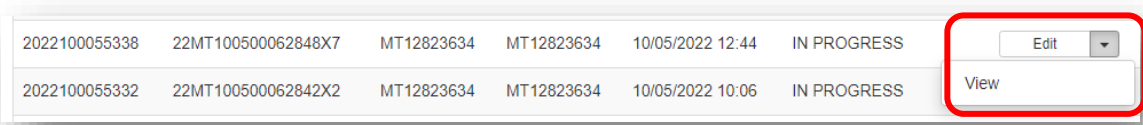


Figure 8 - Gate Pass dropdown menu - Edit

Action	Description
Edit	Edit Gate Pass
View	View Gate Pass details

Table 3- Gate Pass dropdown actions (non-EU goods)

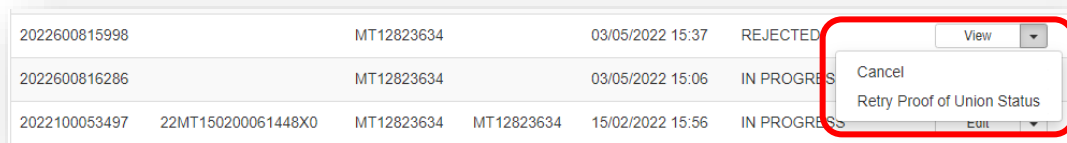


Figure 9 - Gate Pass dropdown menu - View

Action	Description
Cancel	Cancel Gate Pass
Retry Proof of Union Status	Submit a corrected proof of union status

Table 4- Gate Pass dropdown actions (EU goods)

5.1.2 Gate Pass dashboard - 'Completed'

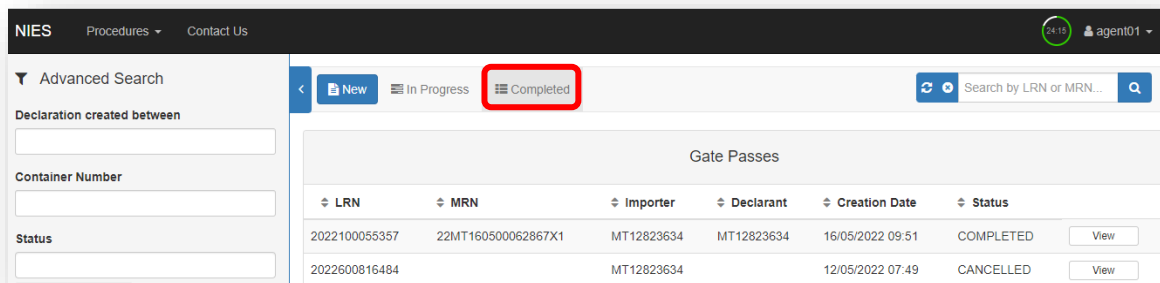


Figure 10 - Completed tab

Completed gate passes can only be viewed.

↕ LRN	↕ MRN	↕ Importer	↕ Declarant	↕ Creation Date	↕ Status	
2022100055357	22MT160500062867X1	MT12823634	MT12823634	16/05/2022 09:51	COMPLETED	View

Figure 11 – Completed gate pass - View

Action	Description
View	View Gate Pass details

Table 5 – Completed gate pass - View

5.1.3 Quick and Advanced Search

Quick Search allows searching for a declaration by the Local Reference Number (LRN) or Movement Reference Number (MRN) [Figure 12].



Figure 12 - Quick Search

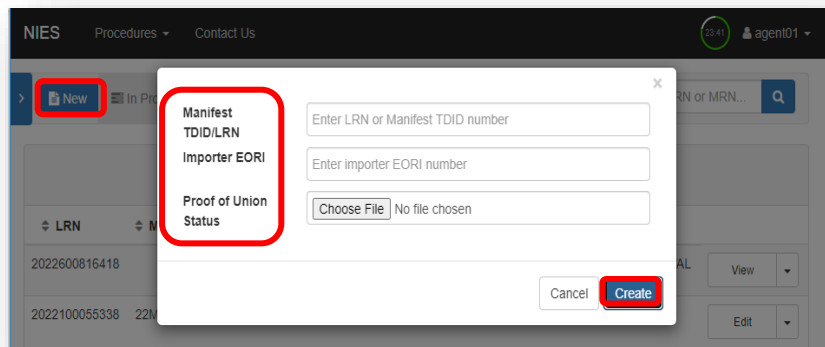
Advanced Search allows searching declarations by Declaration created between, Container number, Status, Gate Pass Status [Figure 13].

The screenshot shows a modal window titled 'Advanced Search'. The title is highlighted with a red box. The form contains several input fields: 'Declaration created between', 'Container Number', and 'Status'. Below the 'Status' field are 'Select All' and 'Deselect All' buttons. Below the 'Status' field is another input field for 'Gate Pass Status', also with 'Select All' and 'Deselect All' buttons. At the bottom right of the form are 'Reset' and 'Search' buttons.

Figure 13 - Advanced Search

5.2 Create a new Gate Pass.

To generate a new gate pass, user must select **New** and a box will be shown for the user to enter **Manifest TDID/LRN** and **Importer EORI**. If good's status is **C** or **T2L**, declarant/importer must attach the Proof of Union Status. Then click **Create** [Figure14].



The screenshot shows the NIES web interface. A 'New' button is highlighted with a red box. A modal form is open with the following fields: 'Manifest TDID/LRN' (with a red box around the label), 'Importer EORI', and 'Proof of Union Status'. The 'Create' button at the bottom right of the form is also highlighted with a red box.

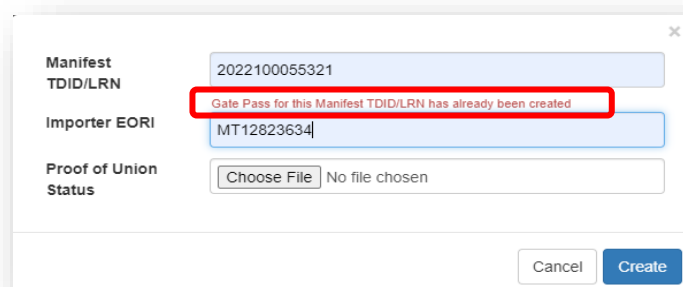
Figure 14 – Create new gate pass

5.2.1 Possible error messages when creating a gate pass

5.2.1.1 Scenario 1 - Various LRNs for one container

A container is covered by several import declarations and importer/declarant successfully creates a gate pass for one of the LRNs.

If importer/declarant attempts to create another gate pass for a different LRN pertaining to the same container number, the system will return a message stating that **Gate Pass for this Manifest TDID/LRN has already been created** [Figure15]. In such case, the first gate pass issued must be used for all LRNs related to the same container number.

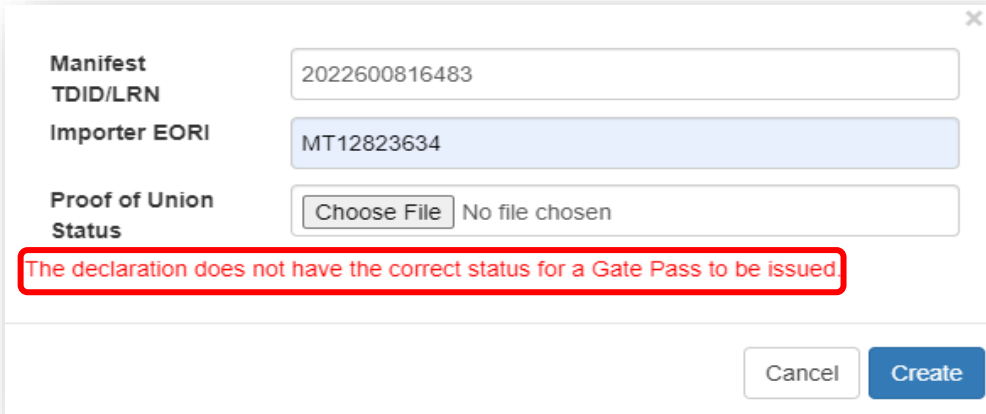


The screenshot shows the same form as Figure 14, but with an error message displayed in a red box: 'Gate Pass for this Manifest TDID/LRN has already been created'. The error message is positioned over the 'Manifest TDID/LRN' field, which contains the value '2022100055321'.

Figure 15 - Scenario 1 - Various LRNs for one container

5.2.1.2 Scenario 2 - Incorrect declaration Status

Declarations not accepted into customs area, awaiting payment or not successfully submitted in NIS, system will prompt an error message: **The declaration does not have the correct status for a Gate Pass to be issued** [Figure 16].



The screenshot shows a web form with the following fields and values:

- Manifest TDID/LRN:** 2022600816483
- Importer EORI:** MT12823634
- Proof of Union Status:** Choose File No file chosen

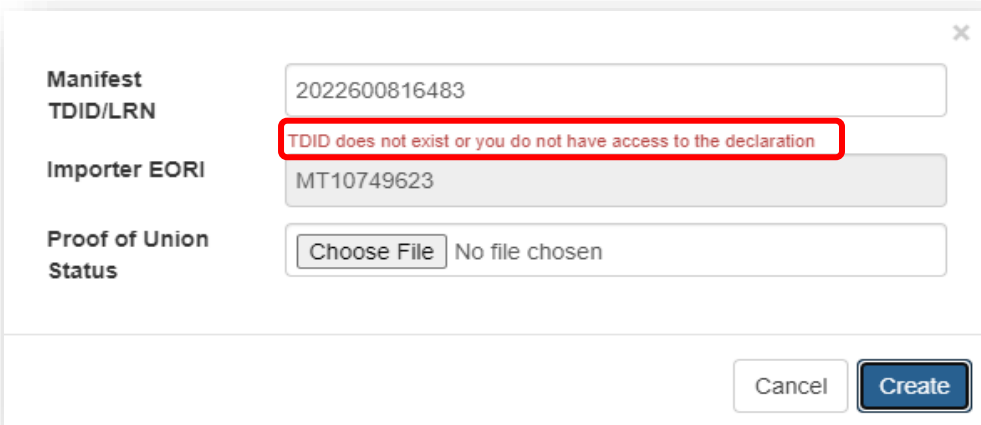
An error message is displayed in a red-bordered box: **The declaration does not have the correct status for a Gate Pass to be issued.**

At the bottom right, there are two buttons: **Cancel** and **Create**.

Figure 16 - Scenario 2 - Incorrect declaration Status

5.2.1.3 Scenario 3 - Incorrect EORI number

LRN and EORI number must pertain to the same declaration, if otherwise the system will prompt error: **TDID does not exist or you do not have access to the declaration** [Figure 17]



The screenshot shows a web form with the following fields and values:

- Manifest TDID/LRN:** 2022600816483
- Importer EORI:** MT10749623
- Proof of Union Status:** Choose File No file chosen

An error message is displayed in a red-bordered box: **TDID does not exist or you do not have access to the declaration**

At the bottom right, there are two buttons: **Cancel** and **Create**.

Figure 17 - Scenario 3 - Incorrect EORI number

5.2.1.4 Scenario 4 - Invalid file type of the proof of union status (EU goods)

The proof of union status attachment must have the correct file type. System returns error **Invalid file type** when file type attached is not valid [Figure 18]. The accepted file types are the following: pdf, xps, oxps, gif, jpg, jpeg, bmp, png, tif, tiff, doc, docx, xls, xlsx, odt and ods files.

Manifest TDID/LRN: 2022600816415

Importer EORI: MT12823634

Proof of Union Status: Choose File MT40010112100000000333.xml

Invalid file type XML

Cancel Create

Figure 18 - Scenario 4 - Invalid file type of the proof of union status (EU goods)

5.2.1.5 Scenario 5a - Goods Status left blank in Manifest system (EU goods)

EU goods must be marked as **C** or **T2L** in Manifest system. If **T Status** field is left blank [Figure 19], goods will automatically be considered as non-union goods. Therefore, system will return error: **The declaration does not have the correct status for a Gate Pass to be issued** [Figure20] and Gate Pass cannot be created for EU goods unless Manifest is amended.

Bill Of Lading

Prefix* IT-Genoa No.* 1036 ID 2022600816420 Status Registered

Importer/Consignee TR#* MT12823634 Name Customs Department Consolidated* No Client Notify

Restrictions Transshipment* No Freight Prepaid* No **T Status**

Area code* CTS-Malta Free Port 113 Remark

MRN not applicable

Lines Of Packages

	Package Type*	Mark	Quantity*	Weight(Kg)*	Desc.*	Remark
<input type="checkbox"/>	BX Box	addr	50	15000.000	Goods	
<input type="checkbox"/>						

Save Delete Containers

Figure 19 - Scenario 5a - Goods status left blank in Manifest system (EU goods)

The screenshot shows a form for creating a Gate Pass. The fields are: Manifest TDID/LRN (2022600816441), Importer EORI (MT12823634), and Proof of Union Status (Choose File User Registration 2021.xls). A red box highlights the error message: "The declaration does not have the correct status for a Gate Pass to be issued". At the bottom, there are "Cancel" and "Create" buttons.

Figure 20 - Scenario 5b - Missing goods status in Gate Pass system (EU goods)

5.3 Issue Gate Pass

5.3.1 EU goods

After creating the gate pass, declarant/importer must obtain an approval from Customs for EU goods [Figure 21]. The attached proof of union status document must be valid to proceed.

The screenshot shows the NIES dashboard for a Gate Pass. The LRN is 2022600816418 and the Status is AWAITING APPROVAL. The form includes fields for Created On (11/05/2022 10:05), Requested by (agent01), Arrival Date (03/05/2022 00:00), Ship's Name (MS VALLETTA), and Proof of Union Status (AWAITING APPROVAL). A red box highlights the "AWAITING APPROVAL" status. At the bottom, it says "Approval required first."

Figure 21 - Awaiting approval for proof of union status

Customs automatically receives the attachment of the proof of union status, verifies document and accepts or rejects attachment.

Declarant/importer checks if proof of union status was accepted or rejected by accessing gate passes dashboard and searches for declaration. The status changes from **Awaiting Approval** to **In Progress** if approved or **Rejected** if rejected [Figure 22].

LRN	MRN	Importer	Declarant	Creation Date	Status	
2022600816483		MT12823634		12/05/2022 07:52	REJECTED	View
2022600816484		MT12823634		12/05/2022 07:49	AWAITING APPROVAL	View
2022600816418		MT12823634		11/05/2022 10:05	IN PROGRESS	Edit

Figure 22 - Approved or Rejected proof of union status

When accessing the gate pass details, user can also view the result [Figure 23] and [Figure24].

LRN: 2022600816418 | Status: IN PROGRESS

Created On: 11/05/2022 10:05 | Requested by: agent01

Arrival Date: 03/05/2022 00:00 | Ship's Name: MS VALLETTA

Expiry Date: 26/05/2022 08:58 | **Proof of Union Status: APPROVED**

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00154	GHJU1245789	CREATED	NOT APPLICABLE			+9696	Issue Email

Figure 23 - Proof of union status approved

LRN: 2022600816483 | Status: REJECTED

Created On: 12/05/2022 07:52 | Requested by: agent01

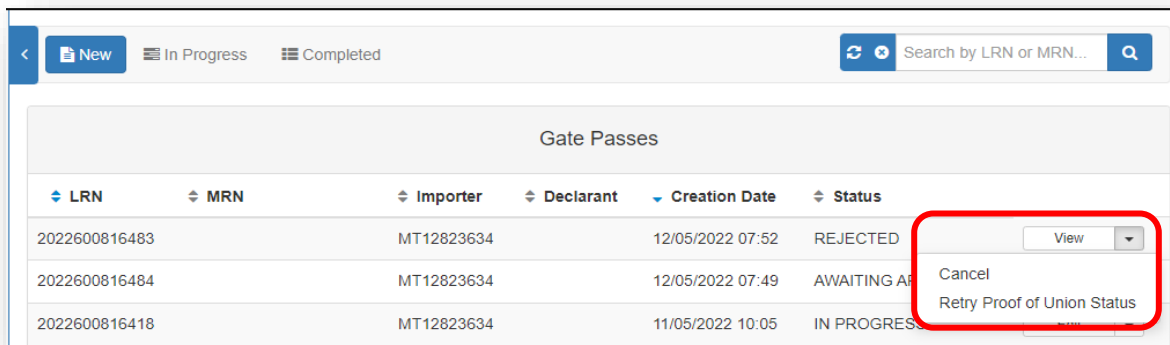
Arrival Date: 03/05/2022 00:00 | Ship's Name: MS VALLETTA

Expiry Date: | **Proof of Union Status: REJECTED**

Figure 24 - Proof of union status rejected

When proof of union status is **Rejected**, declarant/importer can **Cancel** or **Retry Proof of Union Status** [Figure 25]. User searches for LRN/MRN in Gate Pass dashboard and clicks on drop down menu near

View. User can choose **Cancel** to stop the entire request or **Retry Proof of Union Status** to reattach and resend a new valid proof of union status.



LRN	MRN	Importer	Declarant	Creation Date	Status	
2022600816483		MT12823634		12/05/2022 07:52	REJECTED	View Cancel Retry Proof of Union Status
2022600816484		MT12823634		12/05/2022 07:49	AWAITING AP	
2022600816418		MT12823634		11/05/2022 10:05	IN PROGRESS	

Figure 25 - Cancel or retry proof of union status

After receiving the rejection from Customs, if declarant/importer has in hand a valid proof of union status, s/he can choose **Retry proof of union status**. Subsequently, a box will be prompted with the reason for rejection. Declarant/importer can **Retry Request** or **Cancel Request** [Figure 26].

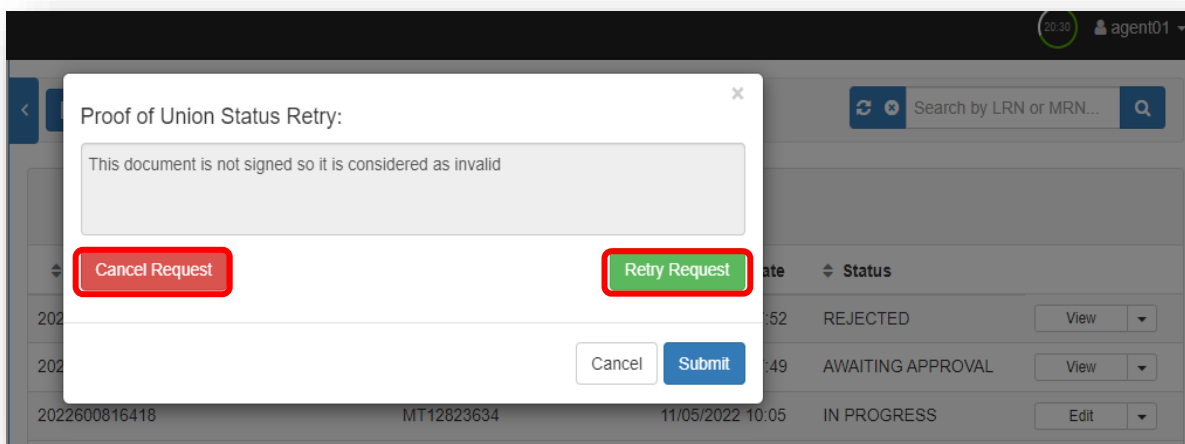


Figure 26 - Cancel or retry request

By selecting **Retry Request**, declarant/importer can upload a new file and **Submit** a new proof of union status [Figure 27].

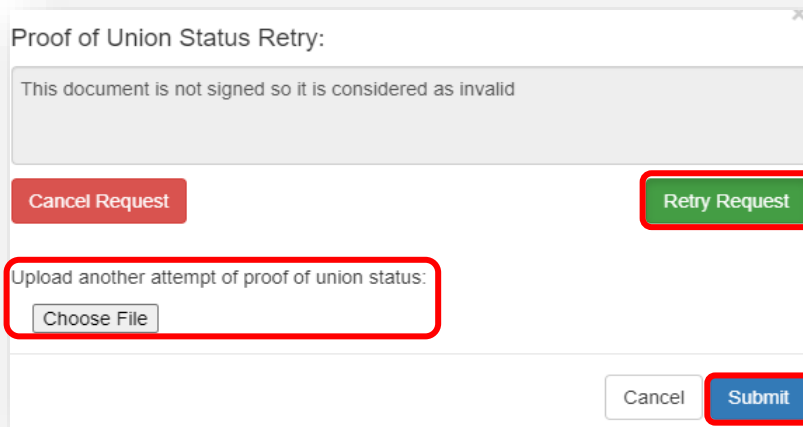


Figure 27 - Upload a new proof of union status file

Gate pass status will change from **Rejected** to **Amended** [Figure 28].

LRN	MRN	Importer	Declarant	Creation Date	Status
2022600816483		MT12823634		12/05/2022 07:52	AMENDED

Figure 28 - Gate pass for union goods amended

Gate pass status will show **Cancelled** [Figure 29] when declarant/importer selects **Cancel Request** [Figure 27].

LRN	MRN	Importer	Declarant	Creation Date	Status
2022600816484		MT12823634		12/05/2022 07:49	CANCELLED

Figure 29 - Gate pass for union goods cancelled

5.3.2 Non-Union Goods

5.3.2.1 Goods Released

Following the creation of gate pass, declarant/importer will be directed to the gate pass details. Prior to clicking **Issue email**, user must fill in **Haulier Email** details (mandatory) and **Mobile number** (when available) so that the gate pass can be generated and sent to the given email address [Figure 30].

The screenshot shows the NIES system interface for a gate pass. At the top, there are navigation links for 'Procedures' and 'Contact Us', and a user profile for 'agent01'. The main area displays the gate pass details for LRN 2022100055350, which is currently 'IN PROGRESS'. The 'Created On' date is 12/05/2022 15:33, and it was requested by 'agent01'. The arrival date is 12/05/2022 15:30 and the expiry date is 26/05/2022 15:33. The ship's name is 'MS VALLETTA'. Below this, there is a table with the following data:

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00155	OOLU1245896	CREATED	NOT APPLICABLE		qqqq@ggg	9696	Issue Email

Figure 30 - Issue Gate Pass for Goods Released

When emailed is issued, gate pass status changes from **Created** to **Assigned** [Figure 31].

The screenshot shows the same table as in Figure 30, but the status has changed to 'ASSIGNED'. The 'Haulier Email' is now '@gov.mt' and the 'Haulier Mob. No' is '9696'. The 'Action' column now has an 'Edit' dropdown menu.

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00156	ZZLU1245896	ASSIGNED	NOT APPLICABLE		@gov.mt	9696	Edit

Figure 31 - Change of Gate Pass status when assigned

Upon receiving email, haulier may print a hard copy or save gate pass on an electronic device to present at Freeport Gate to exit container. It is imperative that prior haulier collects container, s/he checks if container is selected for scanning. If container is **To be Scanned** [Figure 32], Haulier must go to Customs Scanning Unit to scan container.

Malta Customs Container Pass

Container Ref No:	APRU6112196
Arrival Date:	05/05/2022 18:53
Status Code:	GOODS RELEASED
Ship's Name:	TEST
LRN/TDID:	2022100055276
Scan Status:	TO BE SCANNED

(valid for 10 working days)
Requested by fclarks01 on 06/05/2022 11:19

22MT00136

Close Print

Figure 32 - Gate Pass printout

If scanning result is **Satisfactory**, s/he can proceed to Freeport Gate.

On the other hand, Customs Scanning Unit can **Withhold** a container. In such instance, the container is seized and Customs will be liable for the container.

Another scanning result is **On Hold**, meaning that Customs Scanning Unit requires further clarification. In such case, haulier must wait for the final scanning result namely **Satisfactory** or **Withheld**.

If haulier has the clearance from Customs Scanning Unit, s/he may proceed to Freeport Gate.

The Customs Assistant at Freeport Gate, will then scan the gate pass QR code [Figure 33] to verify container number, register haulier's I.D. card number and vehicle's registration number in the system.

Malta Customs Container Pass

Container Ref No:	APRU6112196
Arrival Date:	05/05/2022 18:53
Status Code:	GOODS RELEASED
Ship's Name:	TEST
LRN/TDID:	2022100055276
Scan Status:	TO BE SCANNED

(valid for 10 working days)
Requested by fclarks01 on 06/05/2022 11:19

22MT00136

Close Print

Figure 33 - Gate Pass QR Code

N.B: Containers pending to be scanned, cannot exit Freeport Gate. System will not permit Customs assistant to discharge container.

5.3.2.2 Completed Gate Pass

When selecting **View** in dashboard [Figure 34], declarant/importer will be directed to Gate Pass details [Figure 35]. To view all gate pass information, go to **View** under **Action** [Figure 35].

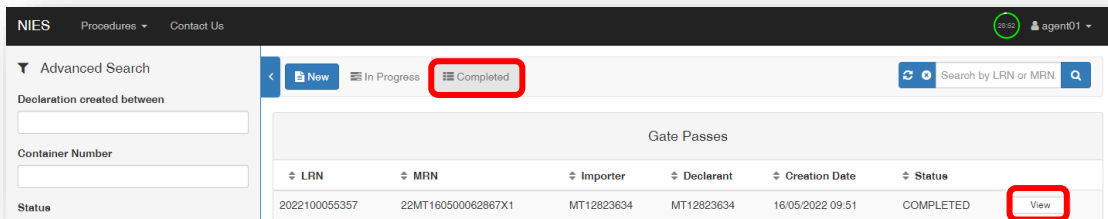


Figure 34 – Completed gate pass - View

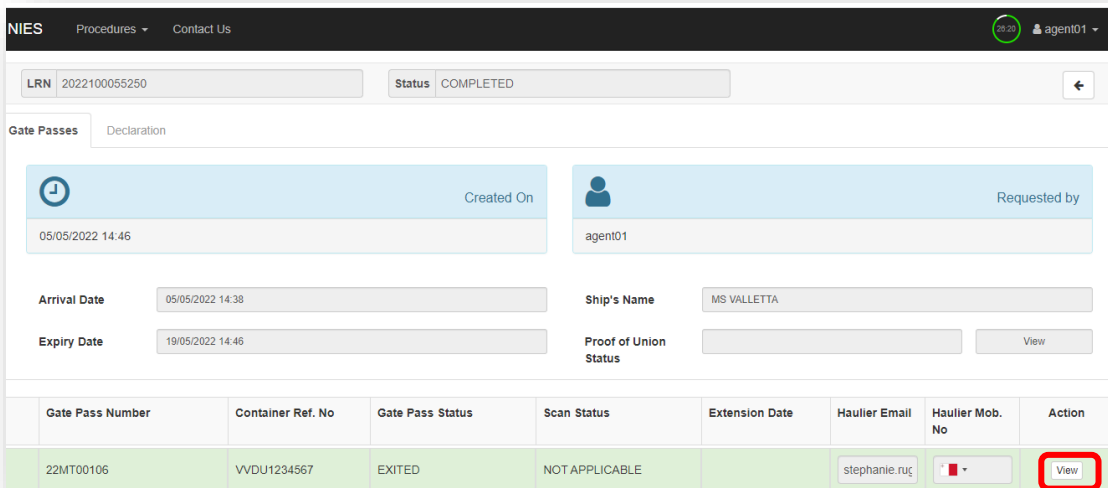


Figure 35 - Gate pass Details

When clicking **View**, declarant/importer will be directed to another screen, where user can view the **Details, Records** and **Status Logs** [Figure 36].

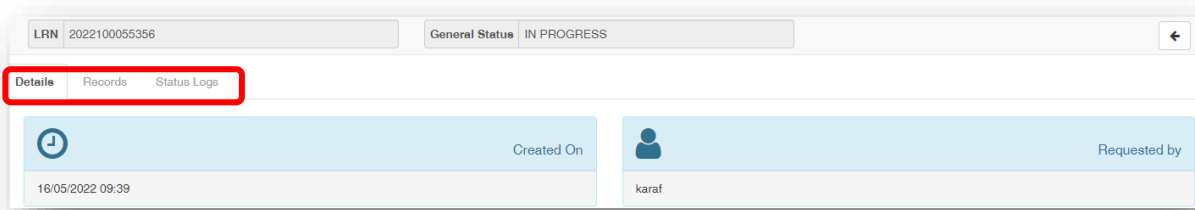


Figure 36 - Details, Records, Status Logs

From **Details** screen, user may view all information on the gate pass [Figure 37].

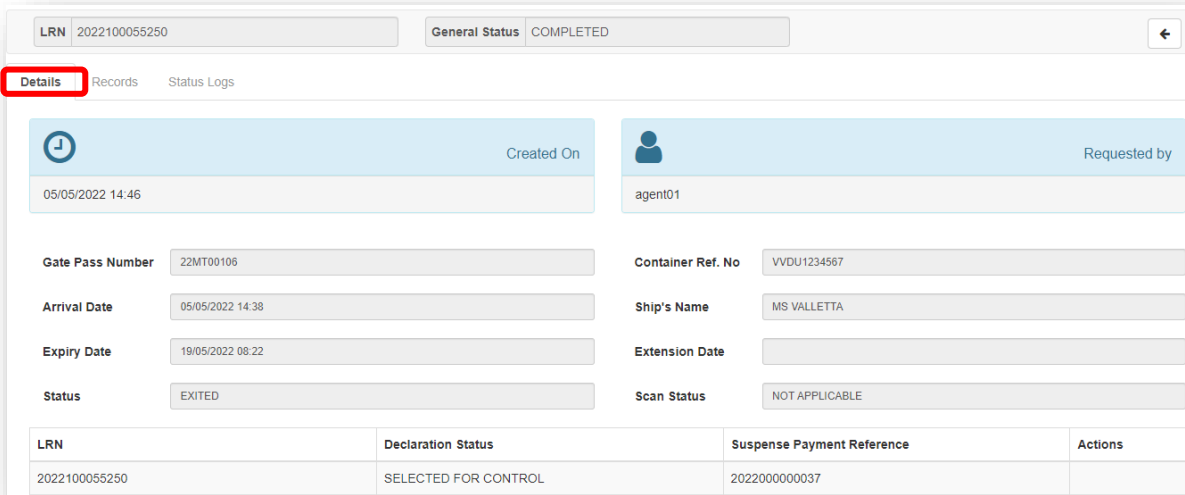


Figure 37 - Gate pass Details screen

From **Records** screen, user may view haulier and vehicle details [Figure 38].

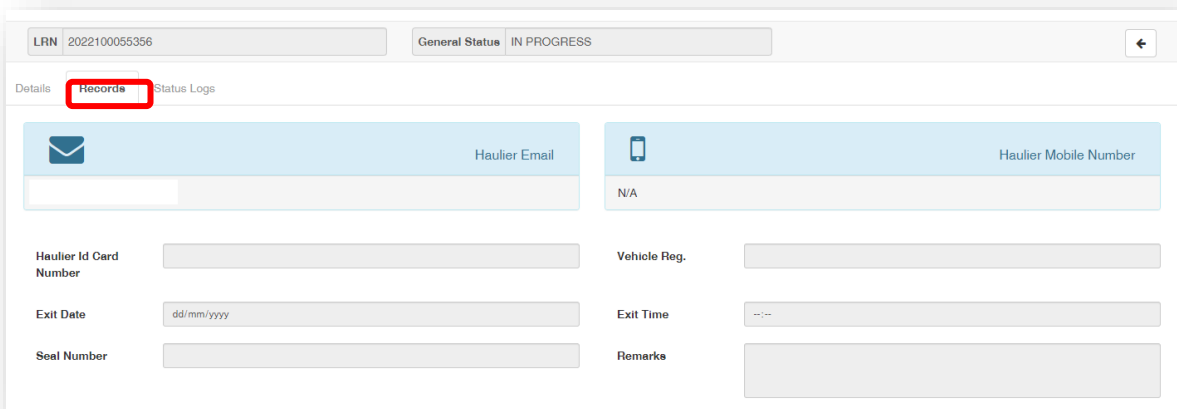


Figure 38 - Gate pass Records screen

From **Status Logs**, user may view all actions performed to issue gate pass [Figure 39].

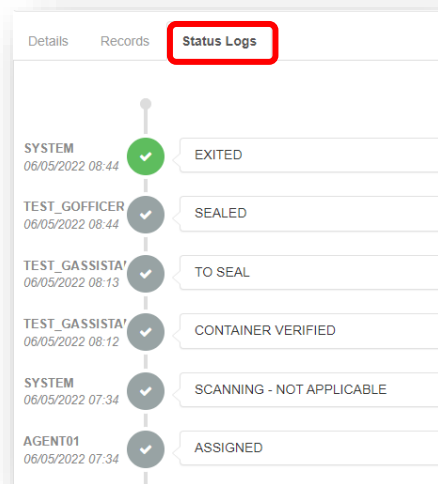


Figure 39 – Gate pass Status Logs screen

5.3.2.3 Selected for Control (No payment)

Selected for Control declarations with no payment due, shall follow same procedure as 7.3.2.1 (Goods Released).

N.B. All Selected for Control containers, after Customs Assistant verifies container, must go to the Customs Officer’s office at Freeport gate, so that officer on duty seals the container before exiting Freeport.

5.3.2.4 Selected for Control (With payment)

Selected for Control declarations with payment, undergo the same procedure as 7.3.2.1 (Goods Released) until user clicks on **Issue Email**. Immediately after, the system will prompt a message that **Suspense payment reference number/s are required to issue this gate pass** [Figure 40].

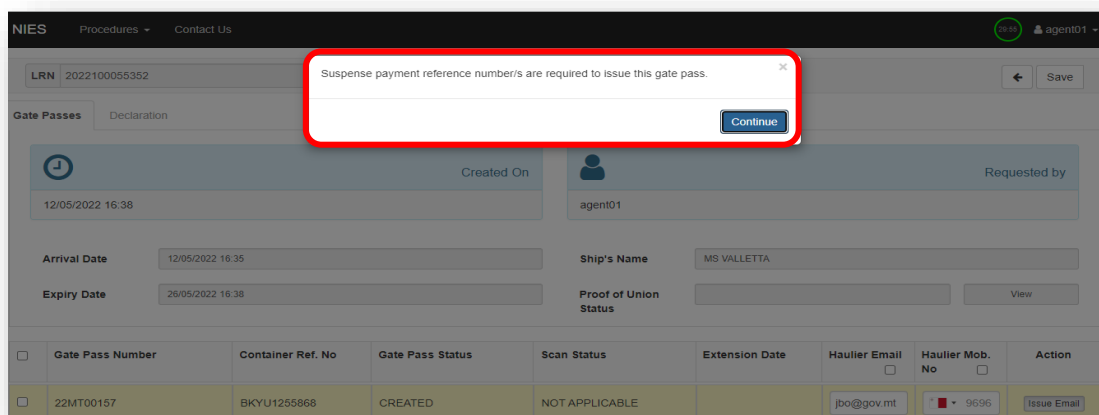


Figure 40 - Suspense payment reference number message

By clicking **Continue** [Figure 40], user will be directed to gate pass details to provide **Suspense Payment Reference** number, then selects **Submit** [Figure 41].

The screenshot shows a web interface for gate pass details. At the top, there is a header with 'LRN 2022100055352' and 'General Status IN PROGRESS'. A 'Submit' button is highlighted with a red box. Below the header, there are tabs for 'Details', 'Records', and 'Status Logs'. The main content area is divided into two columns. The left column shows 'Created On' as '12/05/2022 16:38'. The right column shows 'Requested by' as 'agent01'. Below this, there are several input fields for 'Gate Pass Number', 'Arrival Date', 'Expiry Date', 'Status', 'Container Ref. No', 'Ship's Name', 'Extension Date', and 'Scan Status'. At the bottom, there is a table with the following data:

LRN	Declaration Status	Suspense Payment Reference	Actions
2022100055352	SELECTED FOR CONTROL	200000035	

Figure 41 - Suspense payment reference number

After **Suspense Payment** is submitted successfully, user will be redirected to issue email. Upon clicking **Issue Email**, haulier receives email and may collect container from Freeport. Furthermore, he must check if container is selected for scanning [Figure 42].

The screenshot shows the same web interface as Figure 41, but with different data. The 'Created On' date is '16/05/2022 08:29'. The 'Arrival Date' is '16/05/2022 08:27' and the 'Expiry Date' is '30/05/2022 08:29'. The 'Ship's Name' is 'MS VALLETTA'. The 'Proof of Union Status' field has a 'View' button. At the bottom, there is a table with the following data:

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00158	AAYU1255868	CREATED	NOT APPLICABLE		jbo@gov.mt	+9696	Issue Email

Figure 42 - Issue email for Selected for Control gate pass

Then, haulier must proceed to Freeport Gate where Customs Assistant verifies container and takes note of the necessary details. Since container is **Selected for Control**, haulier must go to the Customs officer's office to seal container.

5.3.2.5 Multiple declarations for one container

Multiple LRNs can pertain to one container. When one of the LRNs is **Selected for Control**, all the other LRNs linked to the same container, irrelevant of their status, will be considered as **Selected for Control**.

If declarations have payments, follow procedure as 7.3.2.3 (Selected for Control with payment). System will prompt a message that **Suspense payment reference number/s are required to issue this gate pass**. Write suspense payment receipt number near each LRN. Goods Released declarations do not require the **Suspense Payment Reference** since they are already paid [Figure 43].

Created On	Requested by
16/05/2022 09:39	karaf
Gate Pass Number: 22MT00159	Container Ref. No: XXYU1255868
Arrival Date: 16/05/2022 09:11	Ship's Name: MS VALLETTA
Expiry Date: 30/05/2022 09:52	Extension Date:
Status: CREATED	Scan Status: NOT APPLICABLE

LRN	Declaration Status	Suspense Payment Reference	Actions
2022100055356	SELECTED FOR CONTROL	2022000000058	
2022100055358	GOODS RELEASED	N/A	
2022100055357	SELECTED FOR CONTROL	2022000000060	

Figure 43 - Multiple LRNs suspense payment receipt numbers

After **Suspense Payment** is submitted successfully, user will be redirected to issue email. Same procedure applies as per 7.3.2.3 (Selected for Control with payment).

5.3.3 Possible error messages when issuing a gate pass

5.3.3.1 Scenario 1: Missing email address

When clicking **Issue Email** without filling an email address, the system will return error **Haulier email address is required** [Figure 44].

The screenshot shows a web application interface for 'Gate Passes'. At the top, there is a header with 'LRN 2022100055359' and 'Status IN PROGRESS'. Below this, there are two tabs: 'Gate Passes' and 'Declaration'. The main content area is divided into two columns. The left column contains a 'Created On' field with the value '16/05/2022 10:27'. The right column contains a 'Requested by' field with the value 'karaf'. Below these are several input fields: 'Arrival Date' (16/05/2022 10:24), 'Expiry Date' (30/05/2022 10:27), 'Ship's Name' (MS VALLETTA), and 'Proof of Union Status'. At the bottom, there is a table with the following columns: Gate Pass Number, Container Ref. No, Gate Pass Status, Scan Status, Extension Date, Haulier Email, Haulier Mob. No, and Action. The table contains one row with the following data: Gate Pass Number: 22MT00160, Container Ref. No: OCCU1212123, Gate Pass Status: CREATED, Scan Status: NOT APPLICABLE, Extension Date: (blank), Haulier Email: (blank), Haulier Mob. No: 9696, and Action: Issue Email. A red box highlights the 'Haulier Email' field, and a red error message at the bottom of the table reads 'Haulier email address is required'.

Figure 44 – Scenario 1: Missing email address

5.3.3.2 Scenario 2: Incorrect email address

When inputting an incorrect email address, the system will return error **Mobile number or email does not have the correct format** [Figure 45].

The screenshot shows the same web application interface as Figure 44. In this scenario, the 'Haulier Email' field in the table contains the value 'fg@hnl'. A red box highlights this field, and a red error message at the bottom of the table reads 'Mobile number or email does not have the correct format'.

Figure 45 - Scenario 2: Incorrect email address

5.3.3.3 Scenario 3: Missing suspense payment receipt number

Suspense payment receipt number is mandatory for **Selected for Control** declarations with payment. If left blank, system will return error **Suspense payment reference is required** [Figure 46].

<div style="display: flex; justify-content: space-between;"> Created On Requested by </div>									
<div style="display: flex; justify-content: space-between;"> 16/05/2022 10:27 karaf </div>									
Gate Pass Number 22MT00160 Arrival Date 16/05/2022 10:24 Expiry Date 30/05/2022 10:56 Status CREATED	Container Ref. No CCCU1212123 Ship's Name MS VALLETTA Extension Date Scan Status NOT APPLICABLE								
<table border="1"> <thead> <tr> <th>LRN</th> <th>Declaration Status</th> <th>Suspense Payment Reference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2022100055359</td> <td>SELECTED FOR CONTROL</td> <td> <input type="text" value="Enter suspense payment reference number"/> <small>Suspense payment reference is required</small> </td> <td></td> </tr> </tbody> </table>	LRN	Declaration Status	Suspense Payment Reference	Actions	2022100055359	SELECTED FOR CONTROL	<input type="text" value="Enter suspense payment reference number"/> <small>Suspense payment reference is required</small>		
LRN	Declaration Status	Suspense Payment Reference	Actions						
2022100055359	SELECTED FOR CONTROL	<input type="text" value="Enter suspense payment reference number"/> <small>Suspense payment reference is required</small>							

Figure 46 - Scenario 3: Missing suspense payment receipt number

5.3.3.4 Scenario 4: Incorrect suspense payment receipt number

Declarant/importer must declare the correct receipt number for **Selected for Control** declarations with payment, or else system will return error **Suspense payment reference is incorrect or does not cover the amount of payable taxes of the declaration** [Figure 47].

<div style="display: flex; justify-content: space-between;"> Created On Requested by </div>									
<div style="display: flex; justify-content: space-between;"> 16/05/2022 10:27 karaf </div>									
Gate Pass Number 22MT00160 Arrival Date 16/05/2022 10:24 Expiry Date 30/05/2022 10:56 Status CREATED	Container Ref. No CCCU1212123 Ship's Name MS VALLETTA Extension Date Scan Status NOT APPLICABLE								
<table border="1"> <thead> <tr> <th>LRN</th> <th>Declaration Status</th> <th>Suspense Payment Reference</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>2022100055359</td> <td>SELECTED FOR CONTROL</td> <td> <input type="text" value="2022000000079"/> <small>Suspense payment reference is incorrect or does not cover the amount of payable taxes of the declaration</small> </td> <td></td> </tr> </tbody> </table>	LRN	Declaration Status	Suspense Payment Reference	Actions	2022100055359	SELECTED FOR CONTROL	<input type="text" value="2022000000079"/> <small>Suspense payment reference is incorrect or does not cover the amount of payable taxes of the declaration</small>		
LRN	Declaration Status	Suspense Payment Reference	Actions						
2022100055359	SELECTED FOR CONTROL	<input type="text" value="2022000000079"/> <small>Suspense payment reference is incorrect or does not cover the amount of payable taxes of the declaration</small>							

Figure 47 - Scenario 4: Incorrect suspense receipt number

5.4 Gate Pass Extension Request

A gate pass is valid for 10 days from the date of issue. Once date expires, declarant/importer must apply for an extension.

User must log in the Gate Pass system. From the Gate Pass dashboard, searches for the LRN related to the gate pass and clicks on **Edit**. Then, user will be directed to gate pass details, clicks on drop down arrow near **Edit** and selects **Request Extension** [Figure 48].

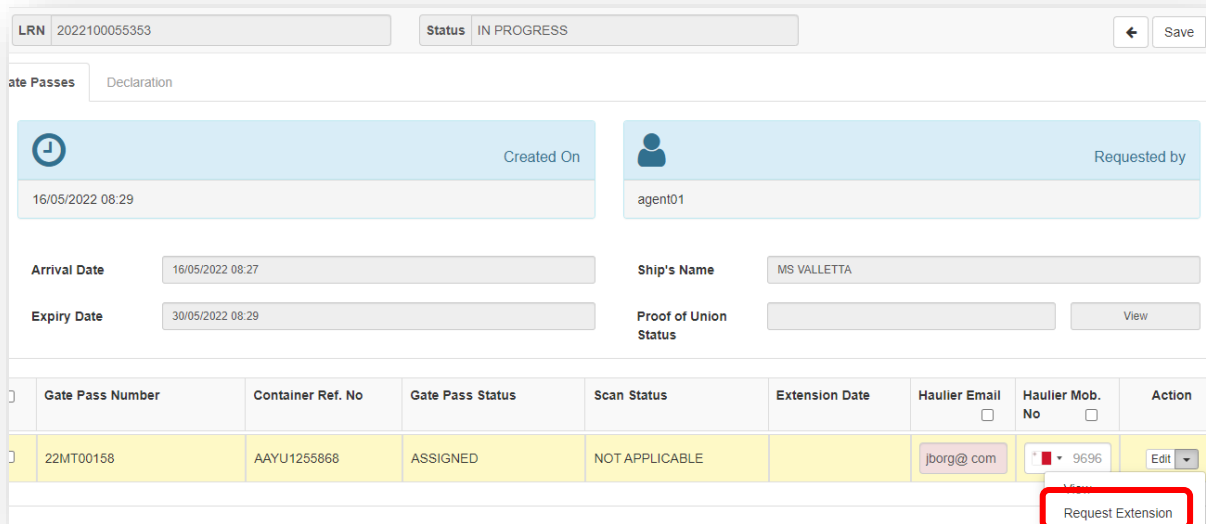


Figure 48 - Request extension for a gate pass

Instantly, a box will appear to give the reason for requesting an extension [Figure 49]. After justification is given, user clicks **Apply** and automatically request will be sent to Customs Customer Services Unit.

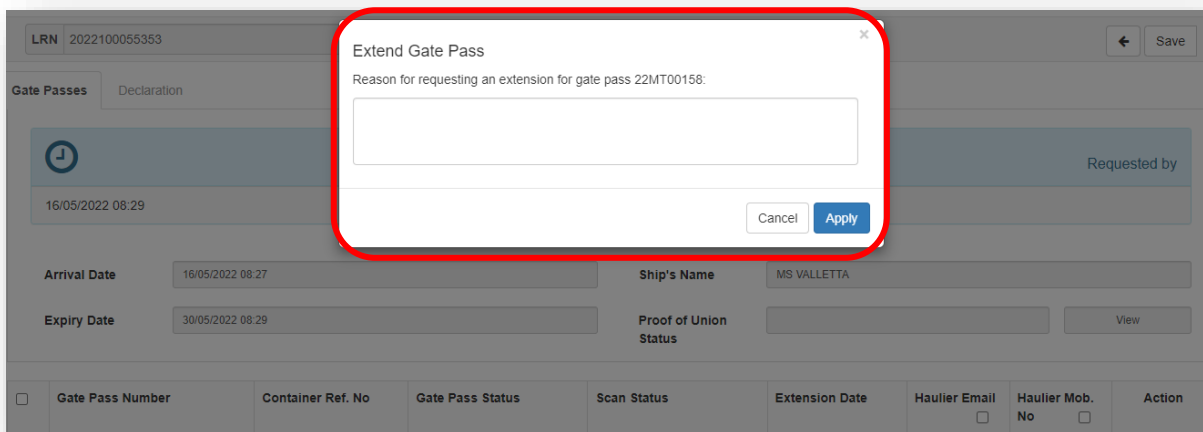


Figure 49- Reason for extension of gate pass

Declarant/importer can check if request for extension was approved or otherwise by accessing the declaration and clicks **View** under **Edit** [50].

The screenshot shows a web interface for 'Gate Passes'. At the top, the LRN is 2022100053467 and the status is 'IN PROGRESS'. Below this, there are tabs for 'Gate Passes' and 'Declaration'. The main area displays details for a declaration created on 09/02/2022 07:15, requested by 'karaf'. It includes fields for 'Arrival Date' (09/02/2022 07:11), 'Expiry Date' (24/02/2022 07:15), 'Ship's Name' (MS PINTO), and 'Proof of Union Status'. A table below lists gate pass details:

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00001	JMIZ1234567	ASSIGNED	NOT APPLICABLE	01/06/2022	juan.mizzi.1@	9967	Edit View

Figure 50 - View extension result

Declarant/importer will then be directed to the below screen and clicks on **Status Logs** [Figure 51], where s/he can find if extension was approved or otherwise [Figure52].

The screenshot shows the 'Status Logs' interface. At the top, the LRN is 2022100053467 and the 'General Status' is 'IN PROGRESS'. Below this, there are tabs for 'Details', 'Records', and 'Status Logs'. The main area displays details for a declaration created on 09/02/2022 07:15, requested by 'karaf'. It includes fields for 'Gate Pass Number' (22MT00001), 'Container Ref. No' (JMIZ1234567), 'Arrival Date' (09/02/2022 07:11), 'Expiry Date' (24/02/2022 08:28), 'Status' (ASSIGNED), 'Ship's Name' (MS PINTO), 'Extension Date' (01/06/2022 08:19), and 'Scan Status' (NOT APPLICABLE). A table below lists declaration status logs:

LRN	Declaration Status	Suspense Payment Reference	Actions
2022100053467	SELECTED FOR CONTROL	2021000000178	

Figure 51 – Gate pass Extension Status Logs

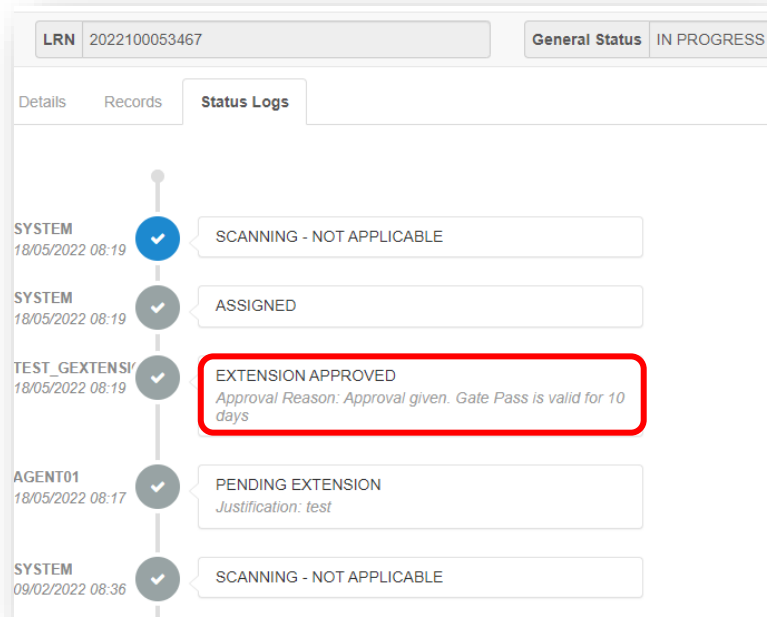


Figure 52 – Gate pass Extension Approval from Customs

Another method for the declarant /importer to check if extension was approved or otherwise, is by clicking on the drop down near **Edit** and select **Print Gate Pass** [Figure 53].

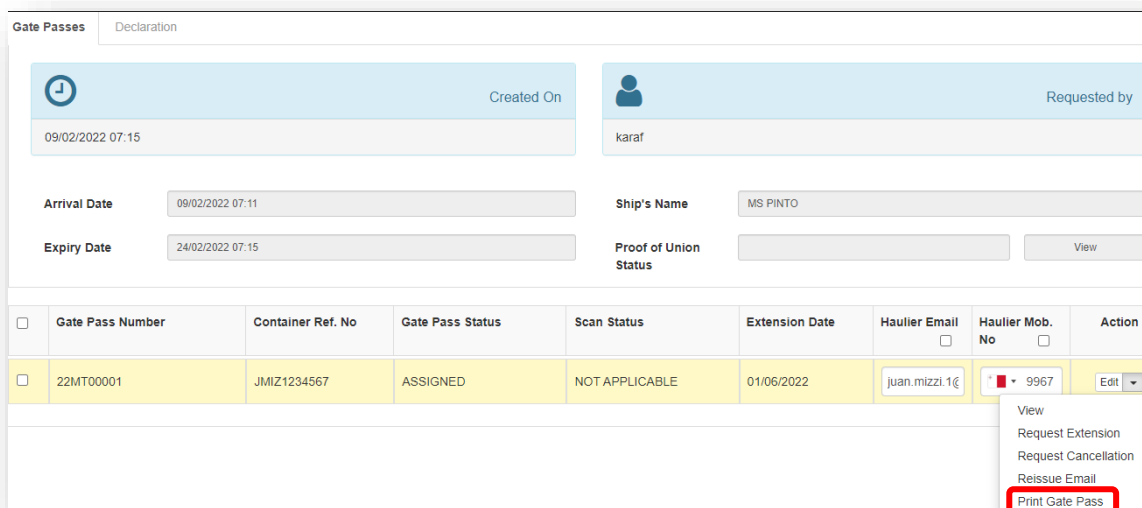


Figure 53 – View Extension Approval from gate pass screen

Declarant /importer then checks that date on gate pass is valid [Figure 54].

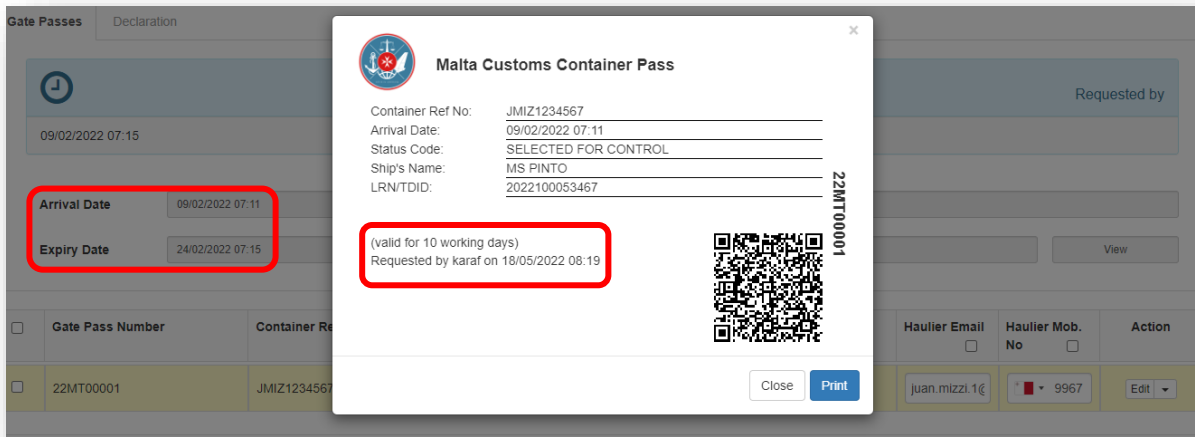


Figure 54 - Gate pass validation date

5.5 Gate Pass Cancellation Request

Declarant/importer can request for a gate pass cancellation as long as the gate pass is not selected for scanning.

User must log in the Gate Pass system. From the Gate Pass dashboard, searches for the LRN related to the gate pass and clicks on **Edit**. Then, user will be directed to gate pass details, clicks on drop down arrow near **Edit** and selects **Request Cancellation** [Figure 55].

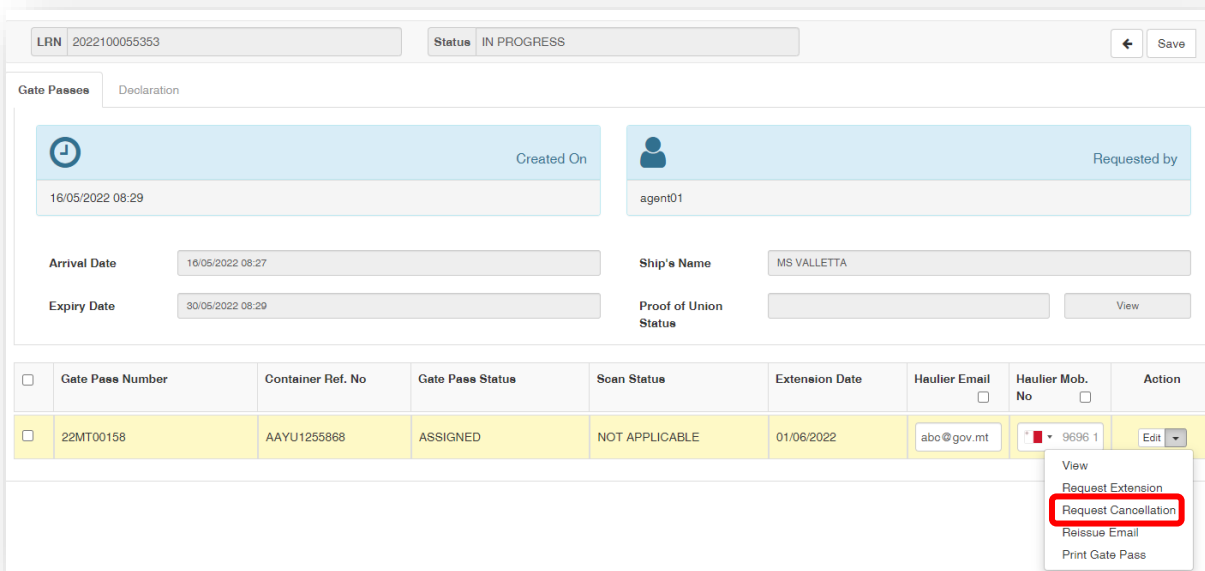


Figure 55 - Gate pass request cancellation

Instantly, a box will appear to give the reason for requesting a cancellation [Figure 56]. After justification is given, user clicks **Apply** and automatically request will be sent to Customs Customer Services Unit.

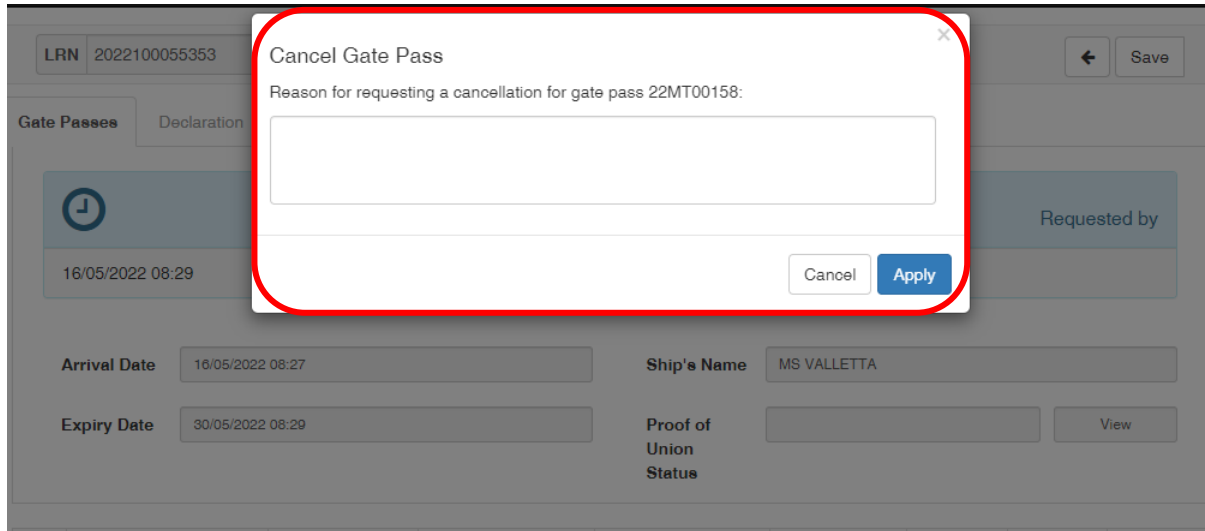


Figure 56 – Gate pass request for cancellation justification

Once cancellation request is sent, the gate pass status changes to **Pending Cancellation** [Figure 57].

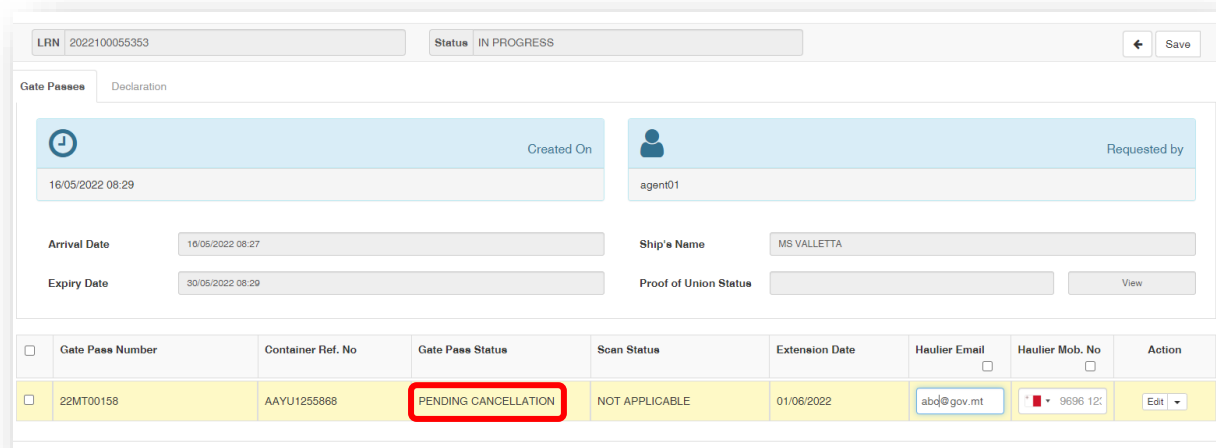


Figure 57 - Gate pass pending cancellation status

Declarant/importer will then be directed to the below screen and clicks on **Status Logs** [Figure 58], where s/he can find if cancellation was approved or otherwise [Figure59].

LRN	Declaration Status	Suspense Payment Reference	Actions
2022100055234	SELECTED FOR CONTROL	N/A	

Figure 58 – Gate pass cancellation Status Logs

- SYSTEM 18/05/2022 10:54 SCANNING - NOT APPLICABLE
- SYSTEM 18/05/2022 10:54 ASSIGNED
- TEST_GCANCEL 18/05/2022 10:54 **CANCELLATION REJECTED**
Rejection Reason: Container to be inspected before cancellation
- AGENT01 18/05/2022 10:51 PENDING CANCELLATION
Justification: Please cancel. Container damaged.
- SYSTEM 04/05/2022 15:09 SCANNING - NOT APPLICABLE
- AGENT01 04/05/2022 15:09 ASSIGNED
- AGENT01 04/05/2022 15:09 CREATED

Figure 59 - Cancellation rejection from Customs

When a cancellation request will be rejected, the gate pass status will be reverted to the previous status [Figure 60].

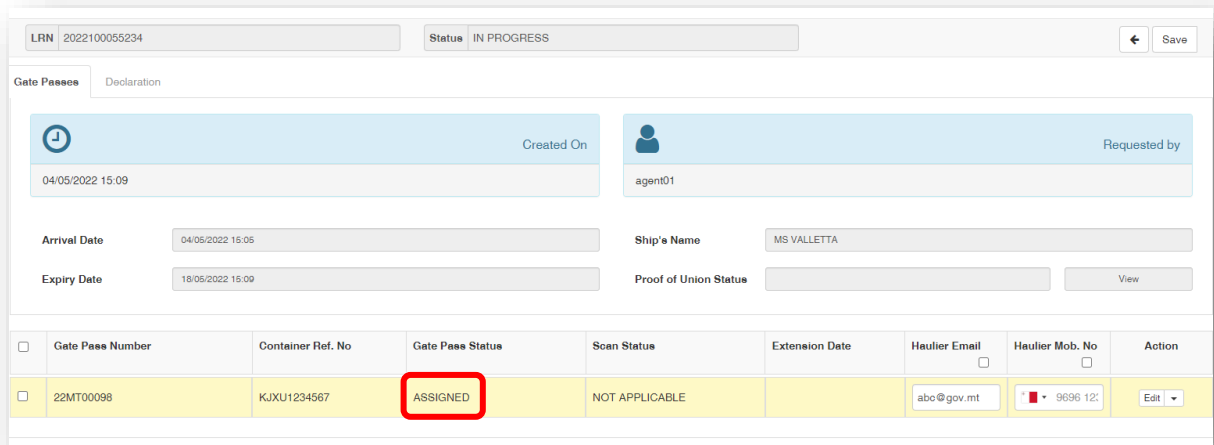


Figure 60 - Gate pass status reverted to former status

5.6 View, Reissue Email and Print Gate Pass

5.6.1 View Gate Pass

User must log in the Gate Pass system. From the Gate Pass dashboard, searches for the LRN related to the gate pass and clicks on **Edit**. Then, user will be directed to gate pass details, clicks on drop down arrow near **Edit** and selects **View** [Figure 61].

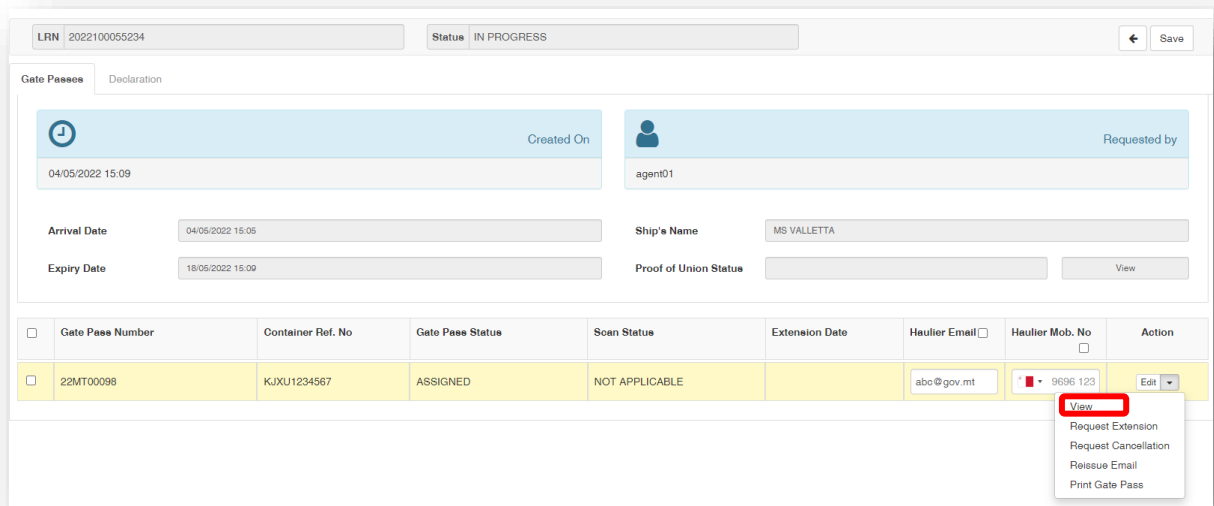


Figure 61 - View Gate Pass from gate pass details screen

Declarant/importer can view all the gate pass Details, Records and Status Logs [Figure 62].

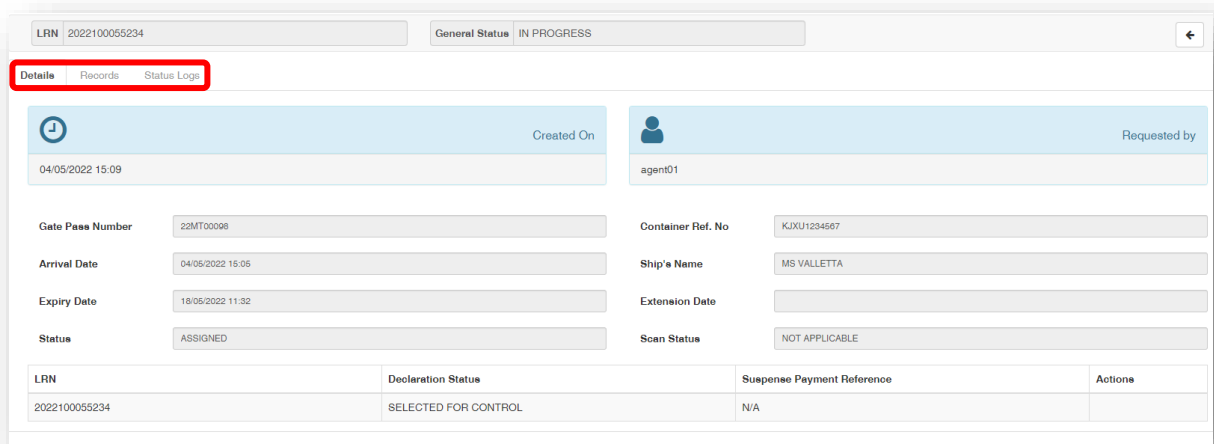


Figure 62 - Gate Pass Details, Records and Status Logs

5.6.2 Reissue Email of Gate Pass

When declarant/importer requires to reissue gate pass email, s/he must log in the Gate Pass system and from the Gate Pass dashboard, searches for the LRN related to the gate pass and clicks on **Edit**. Then, user will be directed to gate pass details, clicks on drop down arrow near **Edit** and selects **Reissue Email** [Figure 63].

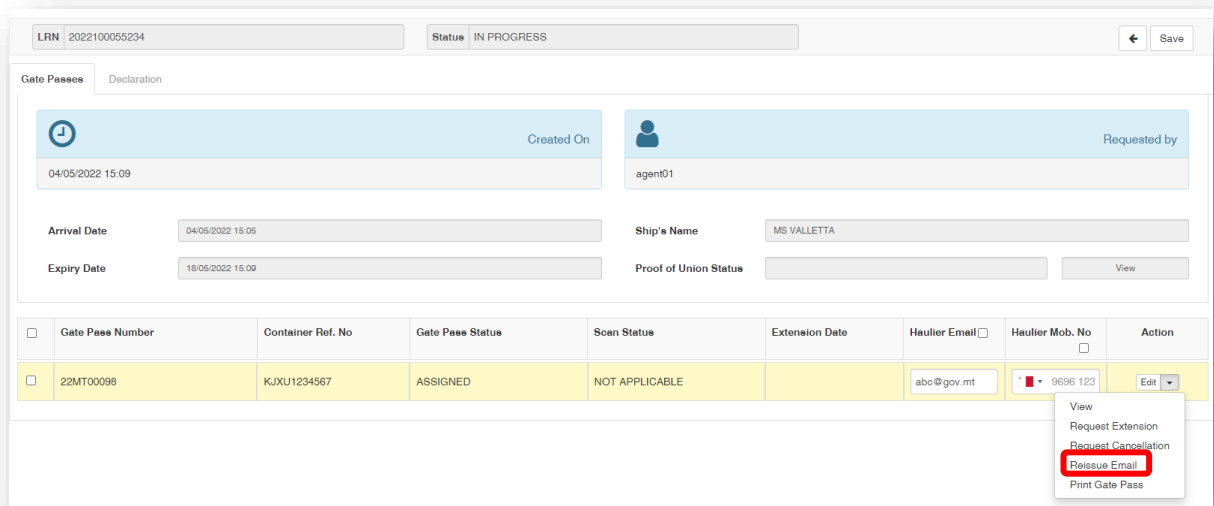


Figure 63 - Reissue Email of gate pass

5.6.3 Print Gate Pass

When declarant/importer requires to print a gate pass, s/he must log in the Gate Pass system and from the Gate Pass dashboard, searches for the LRN related to the gate pass and clicks on **Edit**. Then, user will be directed to gate pass details, clicks on drop down arrow near **Edit** and selects **Print Gate Pass** [Figure 64].

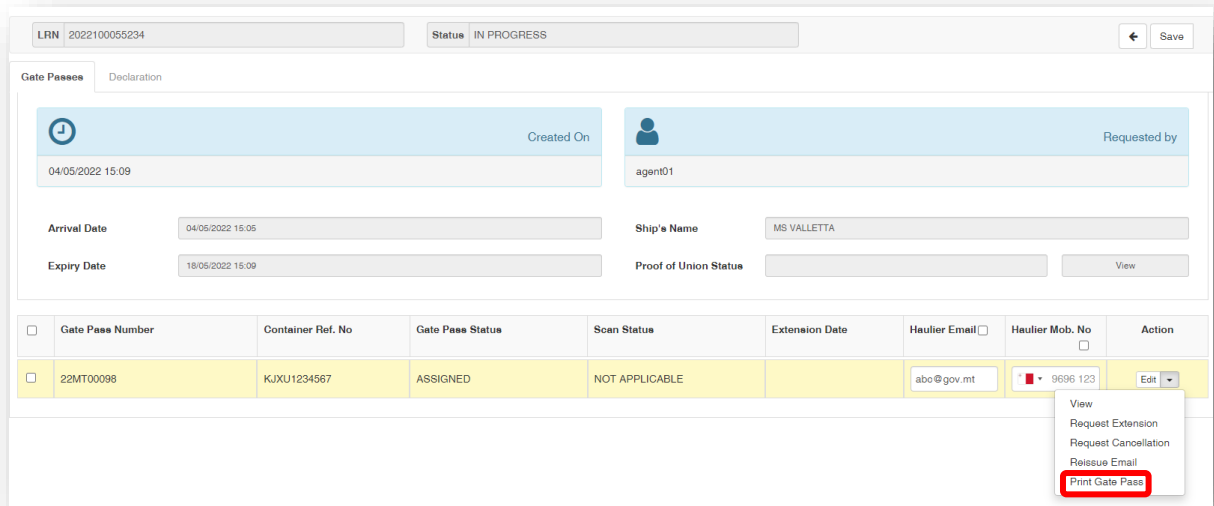


Figure 64 - Print gate pass

User must click on **Print** [Figure 65].

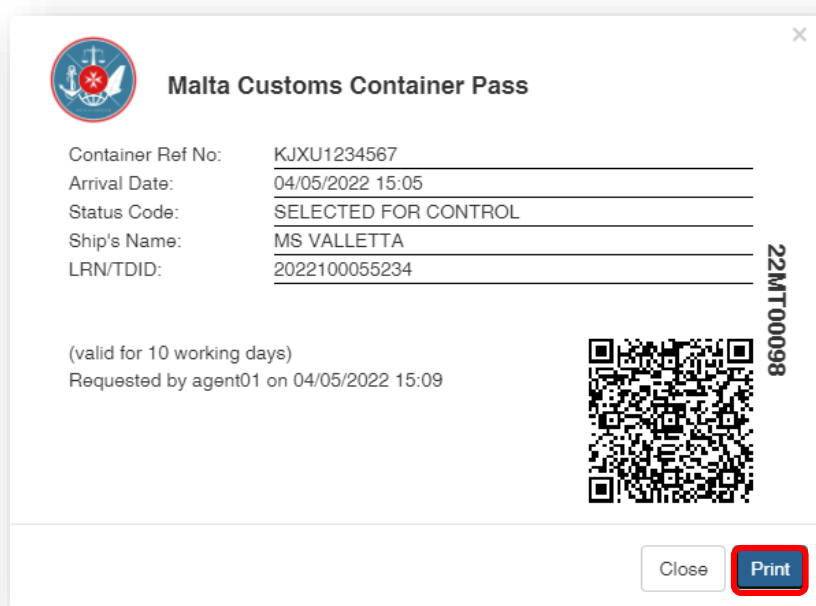


Figure 65 - Gate pass printout

6. Customs Officers

The new digitized Gate Pass system entails various roles performed by different Customs sections, from the issuing of the gate pass till the exit of the container from Freeport.

The following table describes the Customs sections involved and their respective roles:

Section	Role
Customer Service Unit	<ul style="list-style-type: none"> • Approve or reject proof of union status • Approve or reject request for gate pass extension • Approve or reject request for gate pass cancellation
Customs Scanning Unit	<ul style="list-style-type: none"> • Scan containers and record results: Satisfactory On Hold Withheld
Customs Intelligence Service	<ul style="list-style-type: none"> • Selects containers for scanning
Customs Assistant at Freeport gate	<ul style="list-style-type: none"> • Records details of haulier and vehicle registration number
Customs Officer at Freeport gate	<ul style="list-style-type: none"> • Seals containers when declaration status is Selected for Control

Table 6 - Customs roles

6.1 Customer Service Unit

This section is responsible for the approval or rejection of the proof of union status for EU goods, approval or rejection of gate pass extension and approval or rejection of gate pass cancellation.

Customs Officer must log into NIES and selects **Procedures** and then **Gate Passes** [Figure 66].

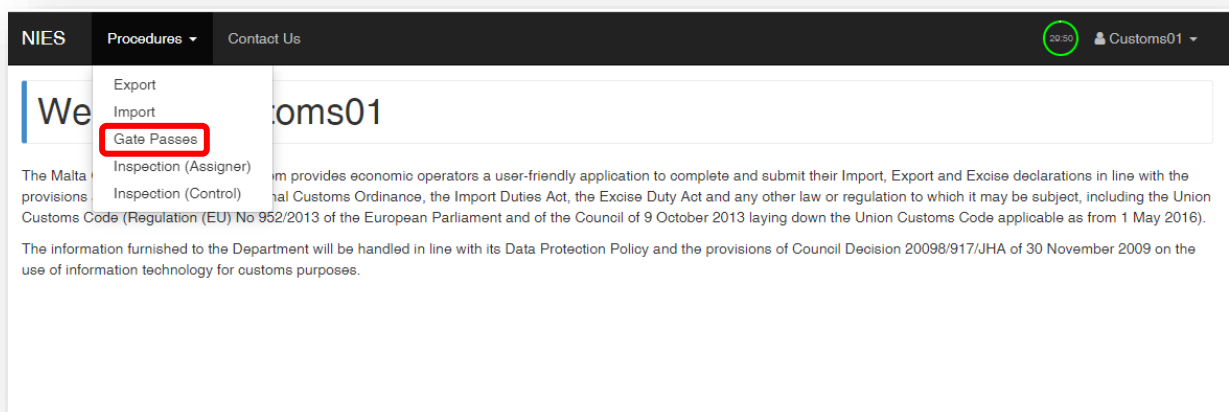


Figure 66 – Customs Officer Gate Passes login

Once logged, Customs Officer will be directed to the Gate Pass dashboard [Figure 67].

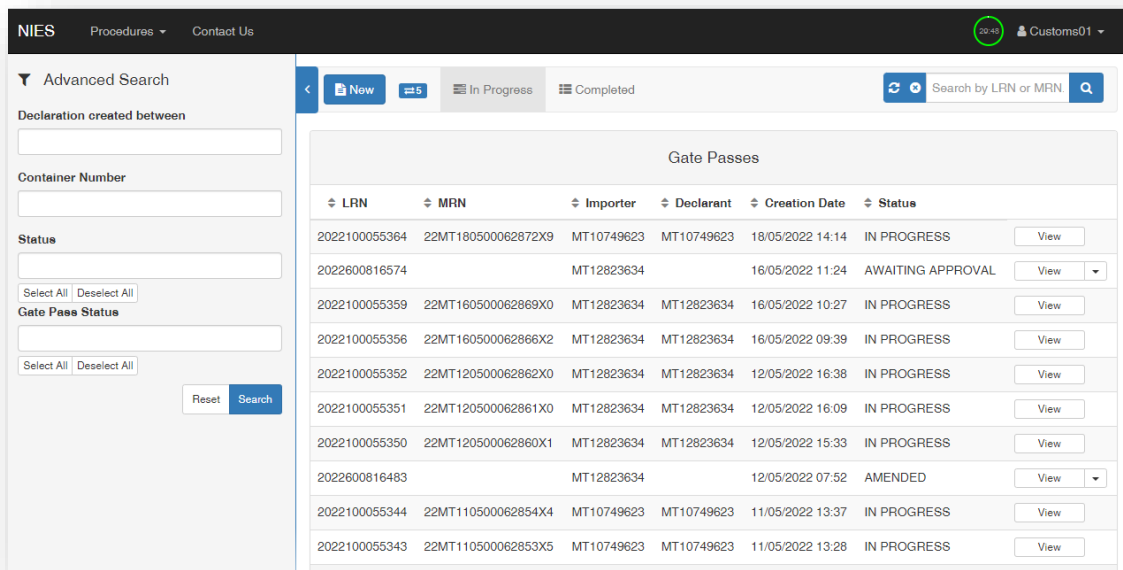


Figure 67 - Customs Officer Gate Passes dashboard

Gate Pass statuses available are as follows:

Gate Pass Status	Description
In Progress	<ul style="list-style-type: none"> View all gate passes in progress
Awaiting Approval	<ul style="list-style-type: none"> Awaiting Customs approval of the proof of union status attached
Rejected	<ul style="list-style-type: none"> Incorrect proof of union status attached, rejected by Customs
Amended	<ul style="list-style-type: none"> Customs receives the amended attachment of proof of union status by Importer/declarant
Cancelled	<ul style="list-style-type: none"> Importer/declarant cancels proof of union status
Completed	<ul style="list-style-type: none"> Completed gate pass Extension rejection by Customs

Table 7 - Customs Officer Gate Passes statuses

6.1.1 Accept or Reject Proof of Union Status

For EU goods, declarant/importer must attach a proof of union status document when creating gate pass. Then, Customs receives request for approval.

Customer Service Unit can view pending approvals for proof of union status by clicking on the small blue button near **In Progress** [Figure 68].

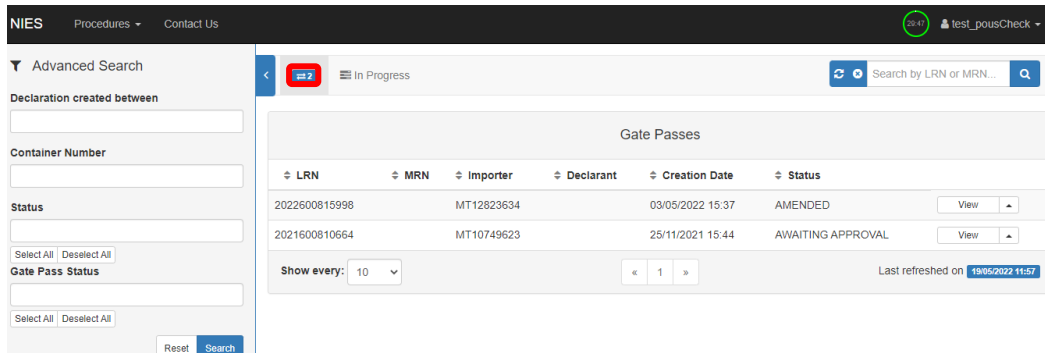


Figure 68 – Gate passes pending approval of proof of union status

Another option to view pending approvals is by using the **Advanced Search**. Customs Officer must select **Status**, choose **Awaiting Approval** from the drop-down and select **Search** [Figure 69].

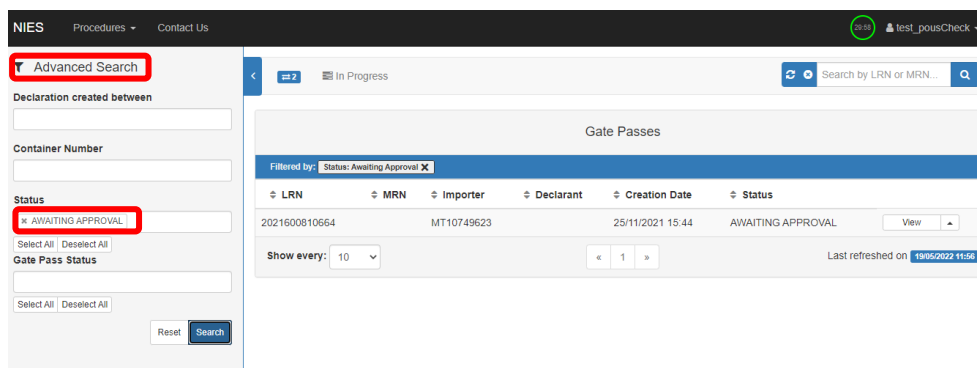


Figure 69 - Advanced search to view gate passes 'Awaiting Approval'

Customs Officer, initiates process by clicking on the dropdown menu near **View** and selects **View Proof Union Status** [Figure 70].

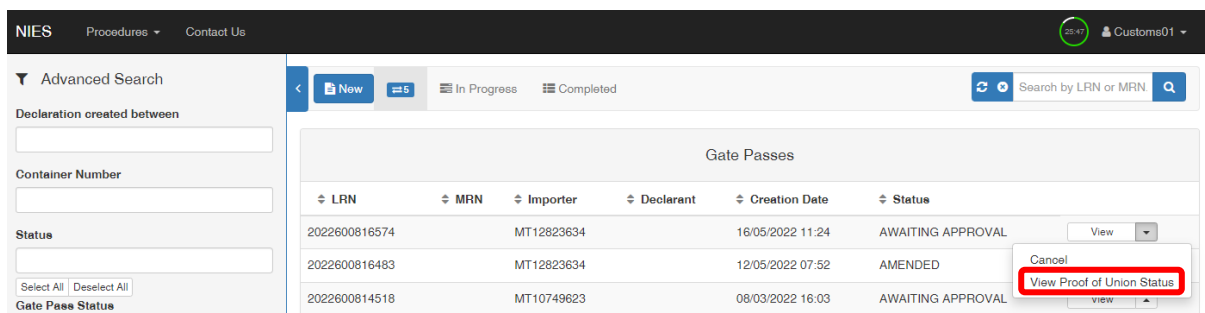


Figure 70 – Customs Officer to 'View proof of union status'

A box will be prompted, and officer can check proof of union attached by clicking **Open**. If attached document is valid and correct, Customs officer clicks **Approve** and **Submit** [Figure 71].



Figure 71 -Open and approve proof of union status

Once approval is submitted, **Status** changes from **Awaiting Approval** to **Completed** [Figure 72].

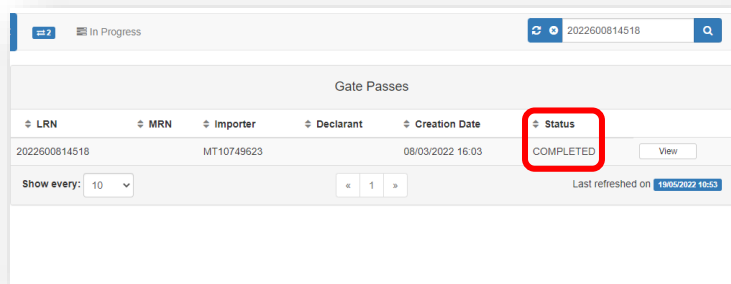


Figure 72 - Proof of union status completed

On the other hand, if attached document is incorrect, Customs Officer clicks **Reject**. Instantly, an additional segment appears so that officer provides reason for rejection, then **Submit** [Figure 73]

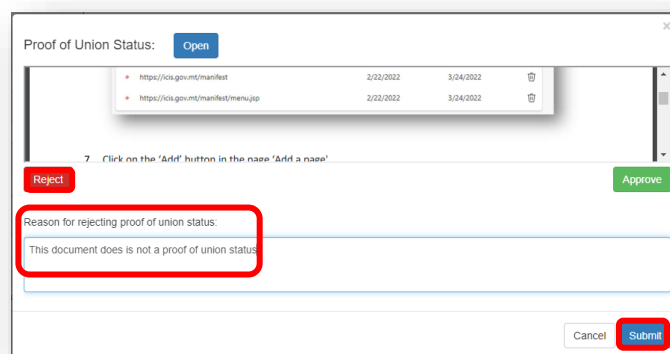
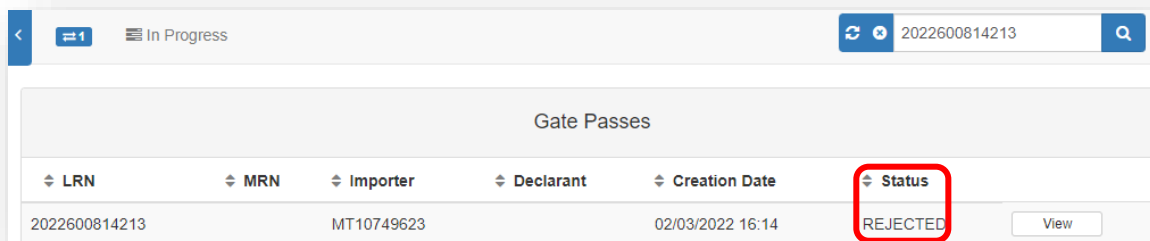


Figure 73 – Rejection reason for proof of union status

When rejection is submitted, **Status** changes from **Awaiting Approval** to **Rejected** [Figure 74].

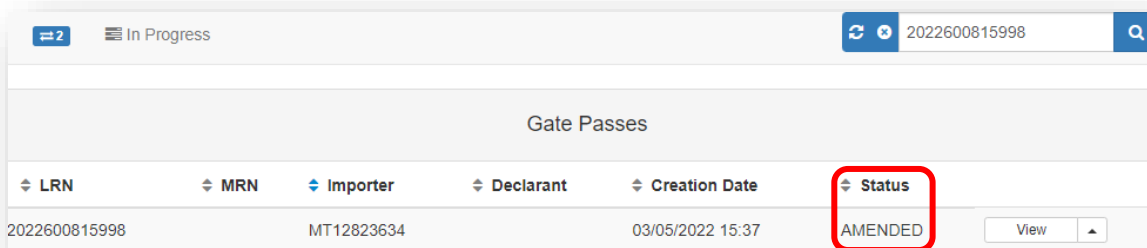


The screenshot shows a web interface for 'Gate Passes'. At the top, there is a search bar with the value '2022600814213'. Below the header, a table lists gate pass details. The 'Status' column for the entry with LRN 2022600814213 is highlighted with a red box and contains the text 'REJECTED'. A 'View' button is located to the right of the table row.

LRN	MRN	Importer	Declarant	Creation Date	Status
2022600814213		MT10749623		02/03/2022 16:14	REJECTED

Figure 74 - Proof of union status rejected

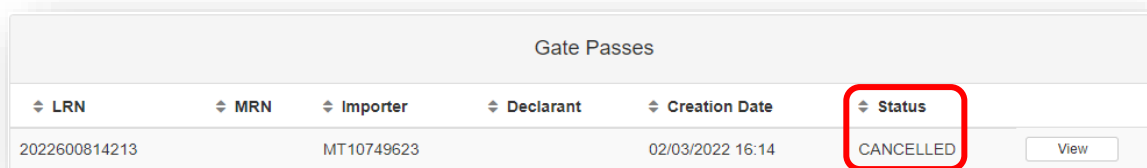
As soon as Customs Officer submits rejection, declarant/importer can view rejection and will be able to correct attachment. When declarant/importer amends proof of union status and resends it to Customs, status will change from **Rejected** to **Amended** [Figure 75]. Moreover, if declarant/importer cancels request for amendment, status will change from **Rejected** to **Cancelled** [Figure 76].



The screenshot shows a web interface for 'Gate Passes'. At the top, there is a search bar with the value '2022600815998'. Below the header, a table lists gate pass details. The 'Status' column for the entry with LRN 2022600815998 is highlighted with a red box and contains the text 'AMENDED'. A 'View' button is located to the right of the table row.

LRN	MRN	Importer	Declarant	Creation Date	Status
2022600815998		MT12823634		03/05/2022 15:37	AMENDED

Figure 75 - Proof of union status – Amended



The screenshot shows a web interface for 'Gate Passes'. At the top, there is a search bar with the value '2022600814213'. Below the header, a table lists gate pass details. The 'Status' column for the entry with LRN 2022600814213 is highlighted with a red box and contains the text 'CANCELLED'. A 'View' button is located to the right of the table row.

LRN	MRN	Importer	Declarant	Creation Date	Status
2022600814213		MT10749623		02/03/2022 16:14	CANCELLED

Figure 76 - Proof of union status – Cancelled

Next step for the Customer Service Unit is to check the amended proof of union status. Officer must access declaration by clicking on the **small blue button** or use **Advanced Search**. A list with status **Awaiting Approval** or **Amended** [Figure 77] proof of union status will be generated.

Officer finds declaration and clicks on **View Proof of Union Status** to approve or reject attachment.

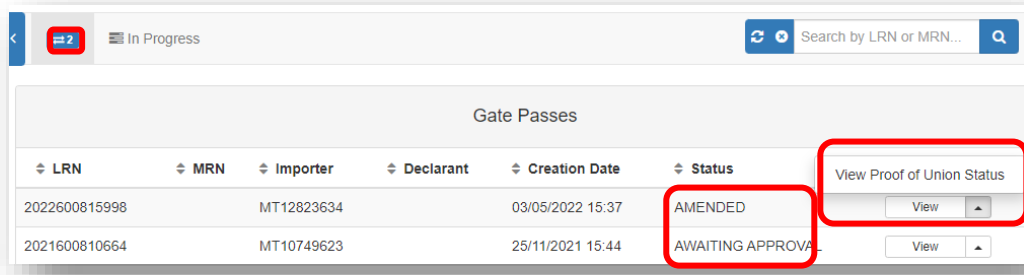


Figure 77 - View amended proof of union status

6.1.2 Accept or Reject Extension of Gate Pass

Once issued, a gate pass will be valid for 10 days. When gate pass expires, declarant/importer must apply through the system for a gate pass extension. Then, Customs automatically receives a request for extension.

Customs Officer can view pending extensions for proof of union status through **Advanced Search** and from **Gate Pass Status** drop down selects **Pending Extension**, then presses **Search** [Figure 78]

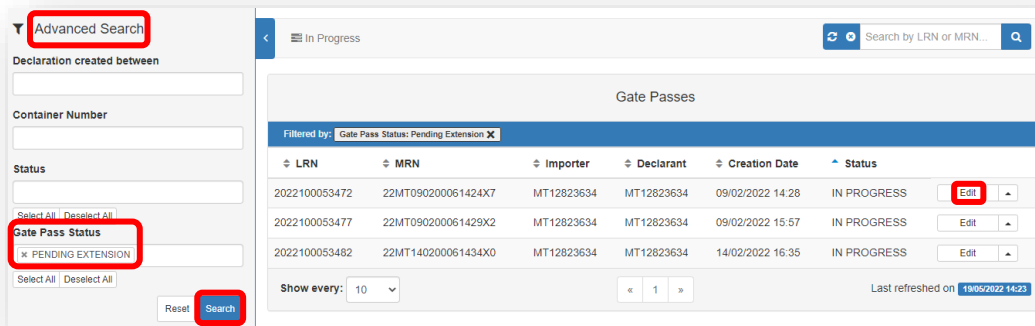


Figure 78 - Search 'Pending Extension' gate passes

Customs Officer then checks pending declarations by clicking on **Edit** [Figure 78]. S/he will be directed to the gate pass details screen. Officer can view that the **Gate Pass Status** is **Pending Extension**. By clicking the drop down near **View**, officer then selects **Process Extension** [Figure 79].

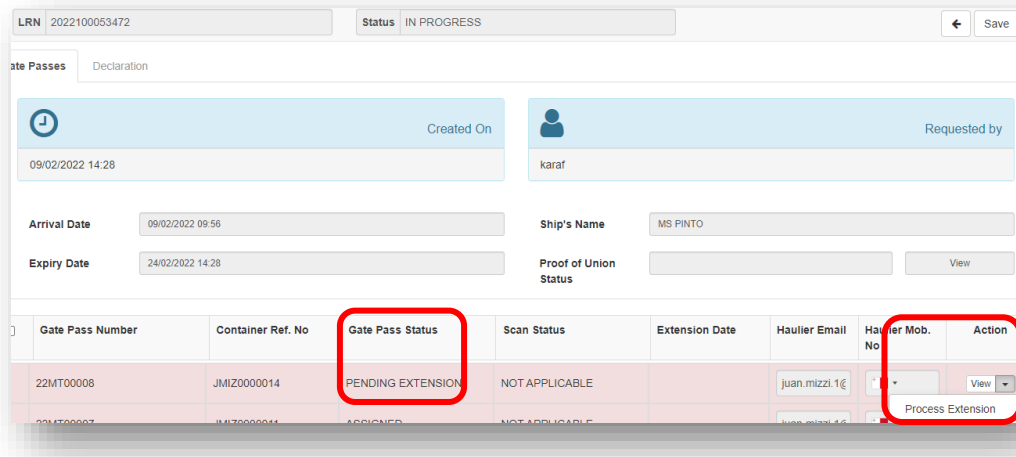


Figure 79 - Process gate pass extension

When clicking on **Process Extension**, a pop-up box will be prompted. Officer can view reason for request and then selects **Reject** or **Approve** [Figure 80].



Figure 80 - Approve or reject gate pass extension

After clicking **Approve** or **Reject**, an additional segment will be prompted so that officer provides reason for approval or rejection and presses **Submit** [Figure 81].

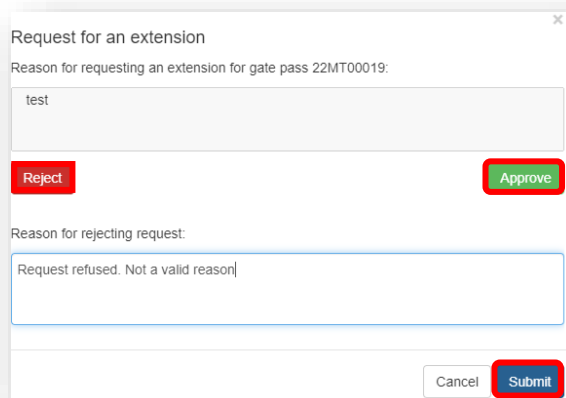


Figure 81 - Reason for gate pass approval or rejection

Gate Pass Status will change to **Assigned** when approved [Figure 82] or **Cancelled** when rejected [Figure 83].

The screenshot shows a web interface for 'Gate Passes' with a 'Declaration' tab. At the top, there is a search bar with 'LRN 2022100053482' and a 'Status' dropdown set to 'IN PROGRESS'. Below this are two main sections: 'Created On' (14/02/2022 16:35) and 'Requested by' (karaf). The 'Arrival Date' is 14/02/2022 16:24 and the 'Expiry Date' is 28/02/2022 16:35. The 'Ship's Name' is 'MS PINTO'. Below these fields is a table with the following data:

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00025	JMIZ1000000	ASSIGNED	NOT APPLICABLE	02/06/2022	juan.mizzi.1@	[Red icon]	View

Figure 82- Gate pass extension approved status - Assigned

The screenshot shows a web interface for 'Gate Passes' with a 'Declaration' tab. At the top, there is a search bar with 'LRN 2022100053482' and a 'Status' dropdown set to 'IN PROGRESS'. Below this are two main sections: 'Created On' (09/02/2022 15:57) and 'Requested by' (karaf). The 'Arrival Date' is 09/02/2022 15:51 and the 'Expiry Date' is 24/02/2022 15:57. The 'Ship's Name' is 'MS PINTO'. Below these fields is a table with the following data:

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00019	JMIZ0000023	CANCELLED	NOT APPLICABLE		juan.mizzi.1@	[Red icon]	View

Figure 83 - Gate pass extension rejected status- Cancelled

6.1.3 Accept or Reject Cancellation of Gate Pass

Declarant/importer can apply through the system to cancel a gate pass. Then, Customs automatically receives request for cancellation.

Customs Officer can view pending cancellations by going to **Advanced Search** and from **Gate Pass Status** drop down selects **Pending Cancellation**, then presses **Search** [Figure 84].

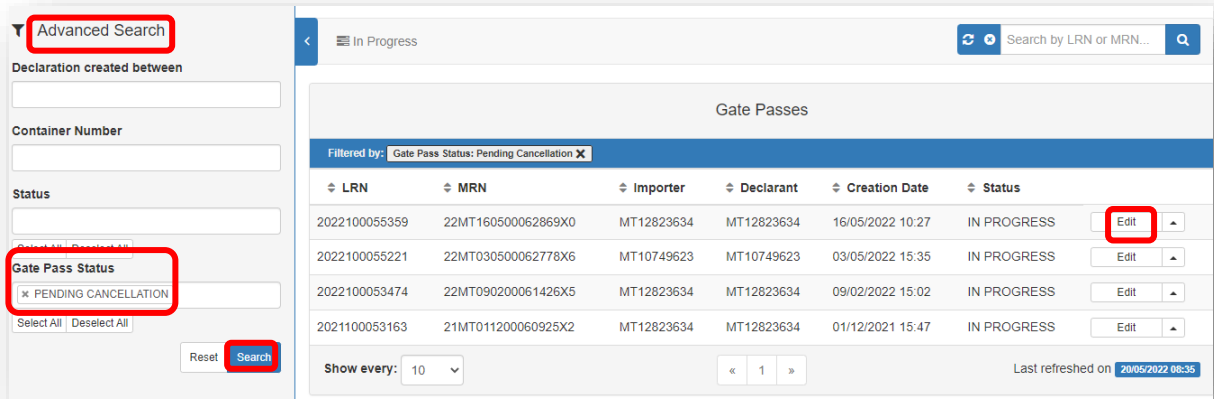


Figure 84 - Search pending cancellation gate passes

Customs Officer selects declaration to be cancelled and clicks on **Edit** [Figure 84]. S/he will be directed to the gate pass details screen. Officer can view that the **Gate Pass Status** is **Pending Cancellation**. By clicking the drop down near **View**, officer then selects **Process Cancellation** [Figure 85].

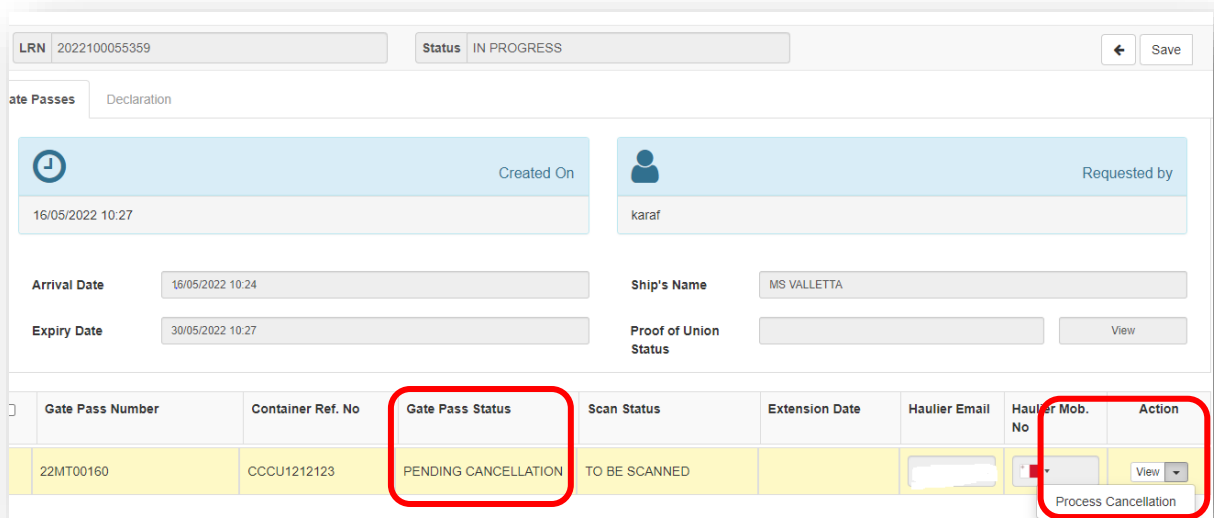


Figure 85 - Process gate pass request for cancellation

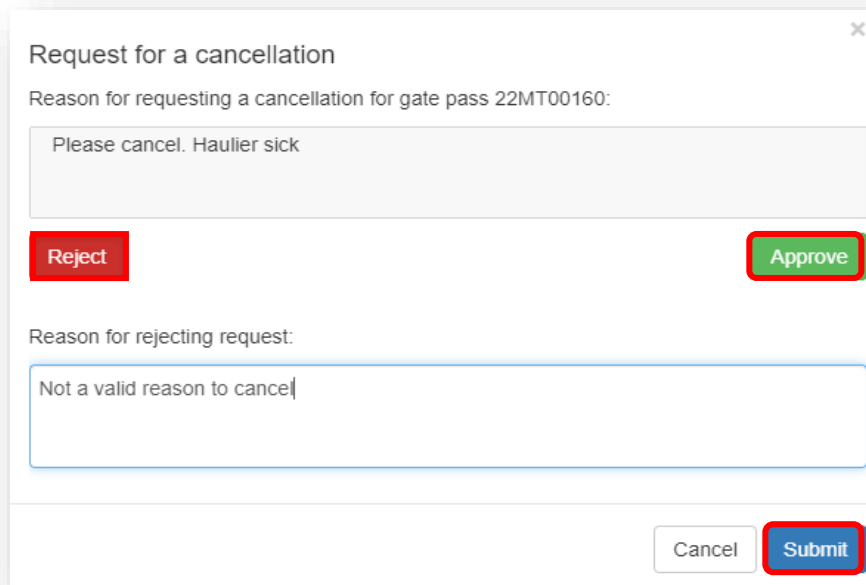
When clicking on **Process Cancellation**, a pop-up box will be prompted. Officer can view reason for request and then selects **Reject** or **Approve** [Figure 86].



The screenshot shows a dialog box titled "Request for a cancellation" with a close button (X) in the top right corner. Below the title, it says "Reason for requesting a cancellation for gate pass 22MT00160:". There is a text input field containing "Please cancel. Haulier sick". Below the input field are two buttons: "Reject" (red) and "Approve" (green), with the "Approve" button highlighted by a red border. At the bottom right, there are "Cancel" and "Submit" buttons.

Figure 86 - Approve or reject cancellation

After clicking **Approve** or **Reject**, an additional segment will be prompted so that officer provides reason for approval or rejection. Then presses **Submit** [Figure 87].



The screenshot shows the same dialog box as Figure 86. The "Approve" button is still highlighted. Below the "Approve" and "Reject" buttons, there is a label "Reason for rejecting request:" followed by a text input field containing "Not a valid reason to cancel". The "Submit" button at the bottom right is now highlighted with a red border.

Figure 87 - Reason for action taken

Gate Pass Status will change to **Assigned** when approved [Figure 88] or **Cancelled** when rejected [Figure 89].

LRN 2022100053482 Status IN PROGRESS

Gate Passes Declaration

Created On: 14/02/2022 16:35

Requested by: karaf

Arrival Date: 14/02/2022 16:24

Expiry Date: 28/02/2022 16:35

Ship's Name: MS PINTO

Proof of Union Status: [View]

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00025	JMIZ1000000	ASSIGNED	NOT APPLICABLE	02/06/2022	juan.mizzi.1@	[Redacted]	[View]

Figure 88 - Gate pass approved extension status – Assigned

Gate Passes Declaration

Created On: 09/02/2022 15:57

Requested by: karaf

Arrival Date: 09/02/2022 15:51

Expiry Date: 24/02/2022 15:57

Ship's Name: MS PINTO

Proof of Union Status: [View]

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00019	JMIZ0000023	CANCELLED	NOT APPLICABLE		juan.mizzi.1@	[Redacted]	[View]

Figure 89 - Gate pass rejected extension status – Cancelled

6.2 Customs Scanning Unit

This section is responsible for containers selected for scanning. After scanning the container, Customs Officer must record result in gate pass system.

Customs Officer must log into NIES, **Procedures** and then **Gate Passes** to record scanning result [Figure 90]. **Container Scanning List** under **Procedures** is for viewing list of all containers selected for scanning.

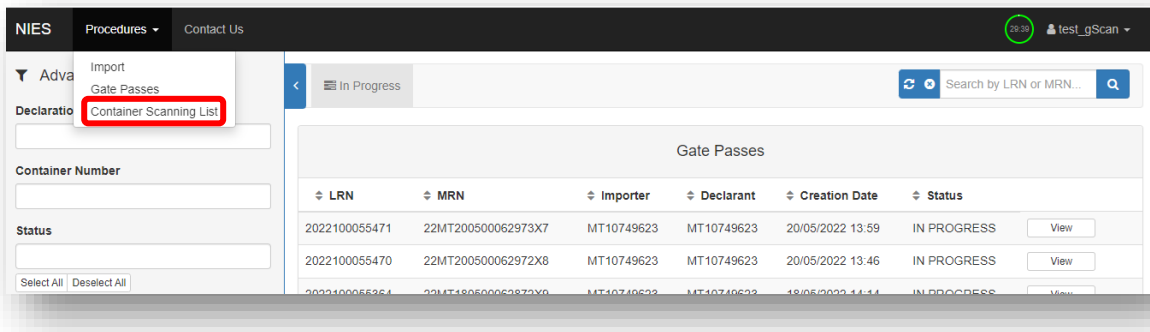


Figure 90 – Customs Officer Gate Passes login

Customs Officer will be directed to the Gate Pass dashboard [Figure 91].

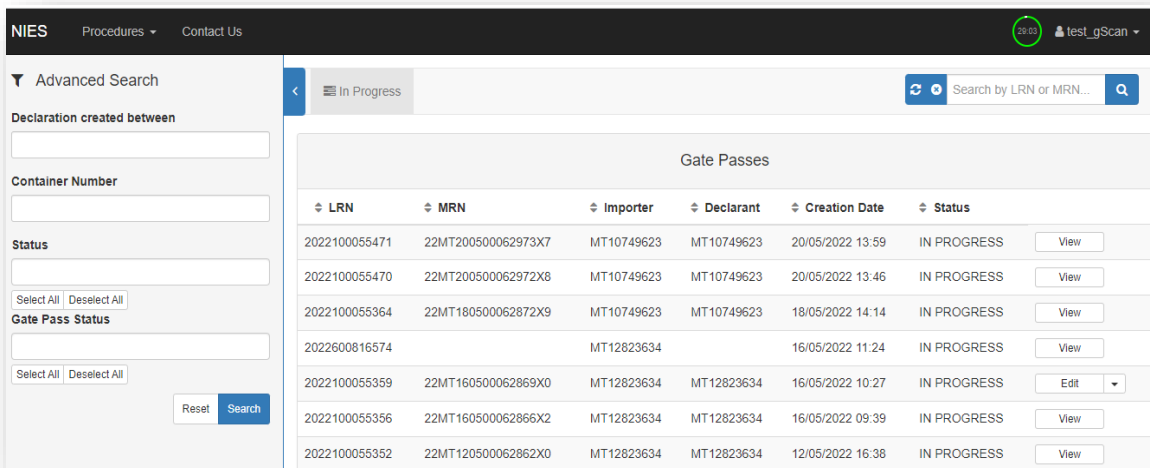


Figure 91 - Customs Officer Gate Passes dashboard

Customs Officer can view container presented for scanning by searching for the declaration linked to the container in the **Quick Search** [Figure 92].

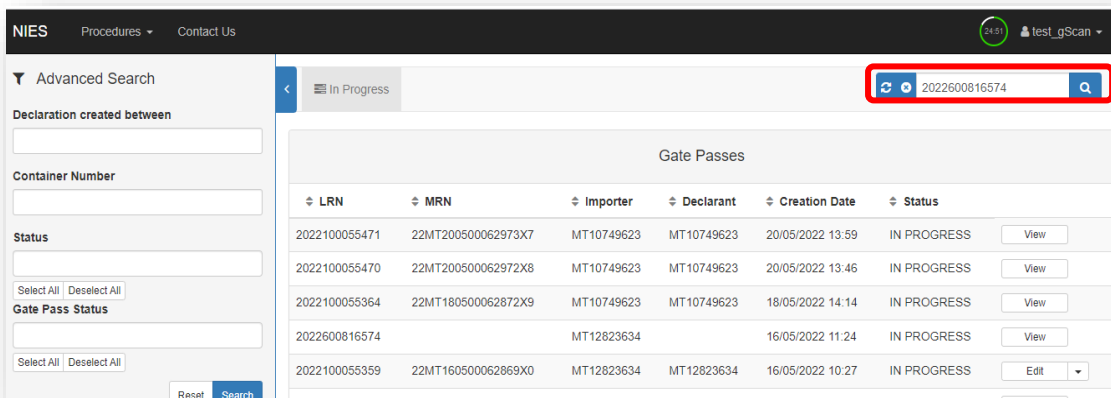


Figure 92 – Quick Search for LRN

Another option is by using the **Advanced Search**. Customs Officer inputs container number under the **Container Number** field and presses **Search**. Customs Officer then clicks on **Edit** [Figure 93].

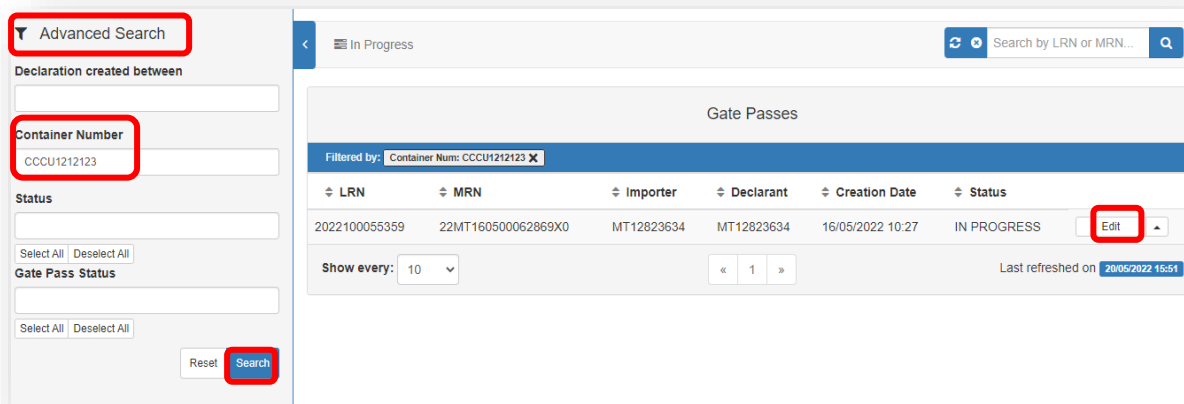


Figure 93 – Advanced Search for Container number

Customs Officer will be directed to the gate pass details screen. Officer can view that the **Scan Status** is **To Be Scanned** [Figure 94].

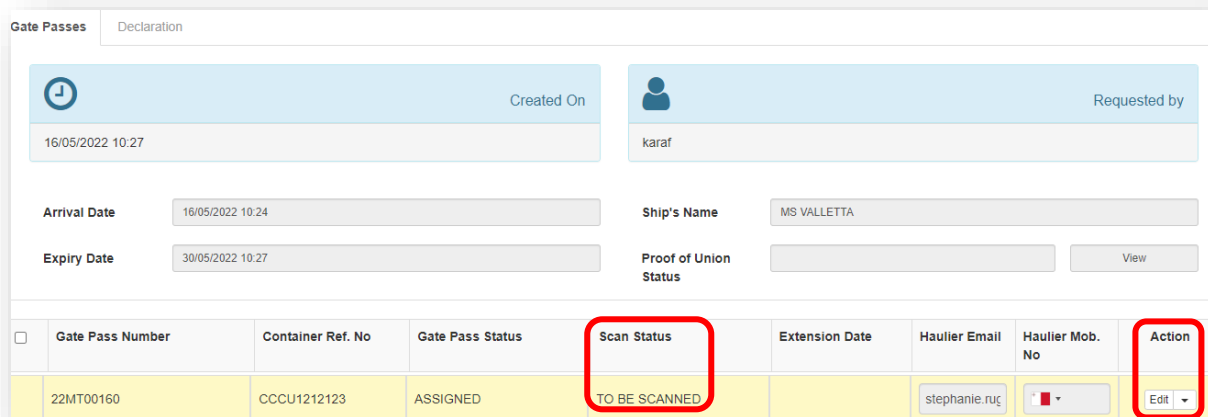


Figure 94 – Gate Pass status 'To Be Scanned'

When Customs Officer clicks on **Edit**, s/he will be directed to the screen where **Scan Status** result must be reported. Officer must go to the **Scan Status** [Figure 95] and from the drop-down list selects the applicable result [Table 8].

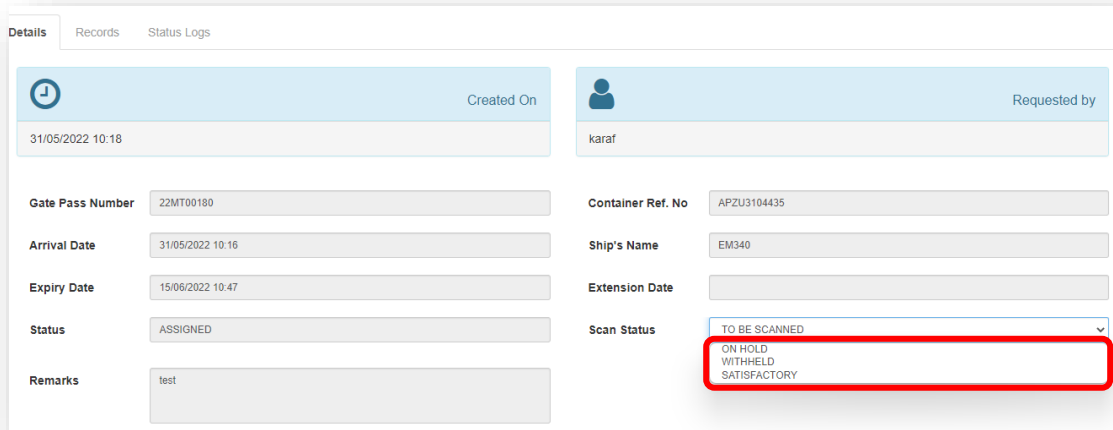


Figure 95 – Gate pass scanning result screen

Scan Result	Description
Satisfactory	Hauler can proceed to exit container
On Hold	Scanning officer requires more information, more documents etc...
Withheld	Container seized by Customs

Table 8 - Scanning results

N.B. Customs Scanning Unit can use the Gate Pass system only to record scan result. Any other reporting must follow the usual procedure.

6.3 Customs Intelligence Service

This section is responsible to select and compile the list of containers to be scanned in Gate Pass system.

Customs Officer must log into NIES, **Procedures** and then **Container Scanning List** to add a container for scanning. **Gate Passes** under **Procedures** is for viewing all gate passes.

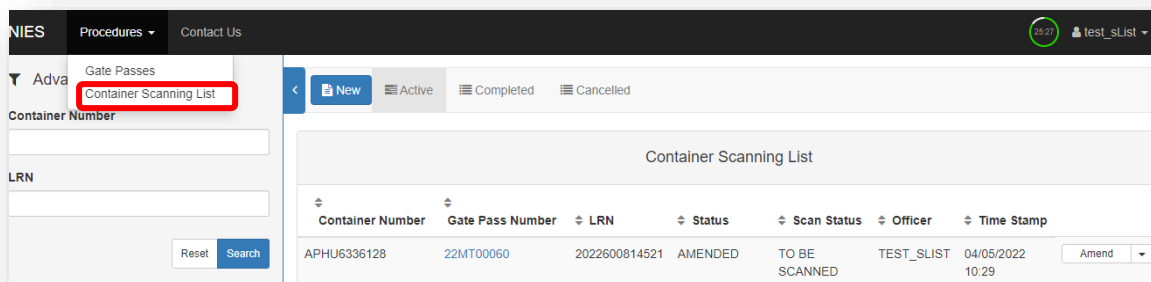


Figure 95 – Customs Officer Gate pass login

Through the **Container Scanning List**, Customs Officer can create **New** containers for scanning and also access **Active**, **Completed** and **Cancelled** gate passes for scanning [Table 9]. Moreover, a Customs Officer can search by **Container Number** or **LRN** using the **Advanced Search** [Figure 96].

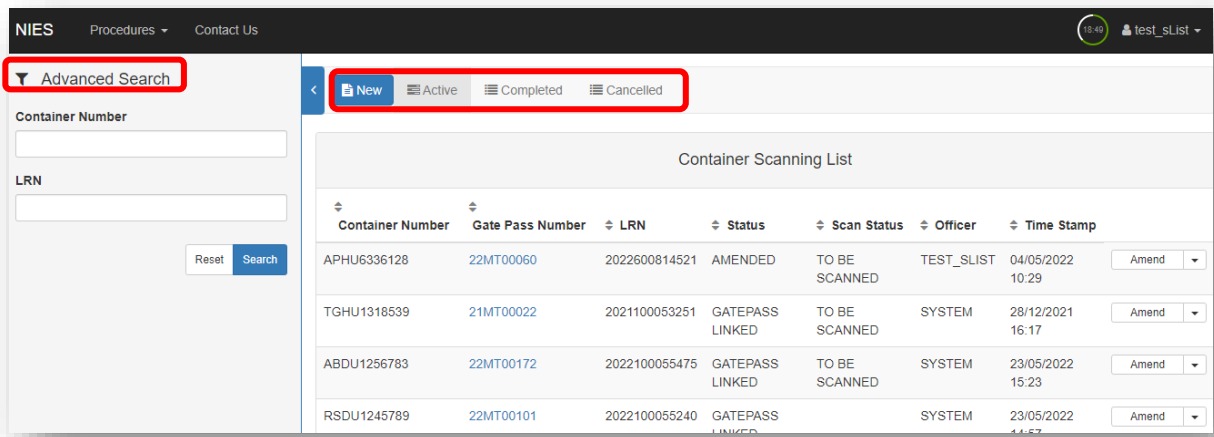


Figure 96 - Container Scanning List dashboard

Function	Description
New	To create a new container for scanning
Active	To view containers waiting for scanning and Customs Officer can amend analyst instructions
Completed	To view all scanned containers and their result
Cancelled	To view containers that were selected for scanning but were cancelled at a later stage

Table 9 - Options on dashboard

Customs Intelligence Unit can add a new container to the scanning list by pressing **New** [Figure 97].

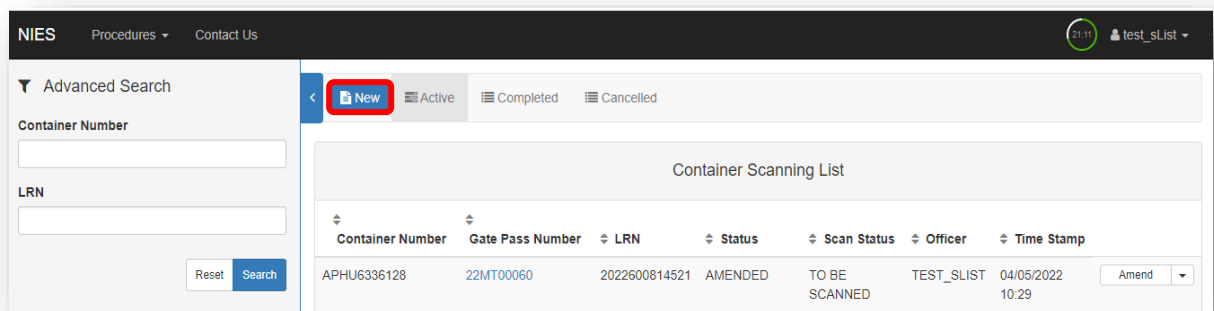


Figure 97 - To add a new container for scanning

A pop-up box will be prompted to input **Container Number** and **Inspector Instructions** for the Customs Scanning Unit officer and presses **Submit** [Figure 98].

The screenshot shows a modal window titled "Add New Container for Scanning". It has two input fields: "Container Number" with the value "RSDU1245789" and "Inspector Instructions" with the text "Please scan container and check if container is fully packed.". At the bottom right, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box.

Figure 98 - Fill in details of new container

Once container is added, system will direct Customs Officer to **Container List** screen. When Customs Intelligence Unit adds a container for scanning before a gate pass is issued, **Status Log** in **Container List** will show as **Created** [Figure 99].

The screenshot shows the "Container List" interface. On the left, there is a "Details" section with fields for "Container Number" (ABDU1256783), "LRN", "Risk Analyst Instructions" (test), "Status" (CREATED), "Scan Status", and "Gate Pass Number". On the right, there is a "Status Log" section showing a log entry for "TEST_SLIST" at "23/05/2022 15:06" with a status of "CREATED" highlighted in a red box.

Figure 99 - Status Log 'Created'

On the other hand, once a gate pass is issued, **Status Log** will change to **Gatepass Linked**. This occurs when a declaration is already submitted in NIS with that container number [Figure 100].

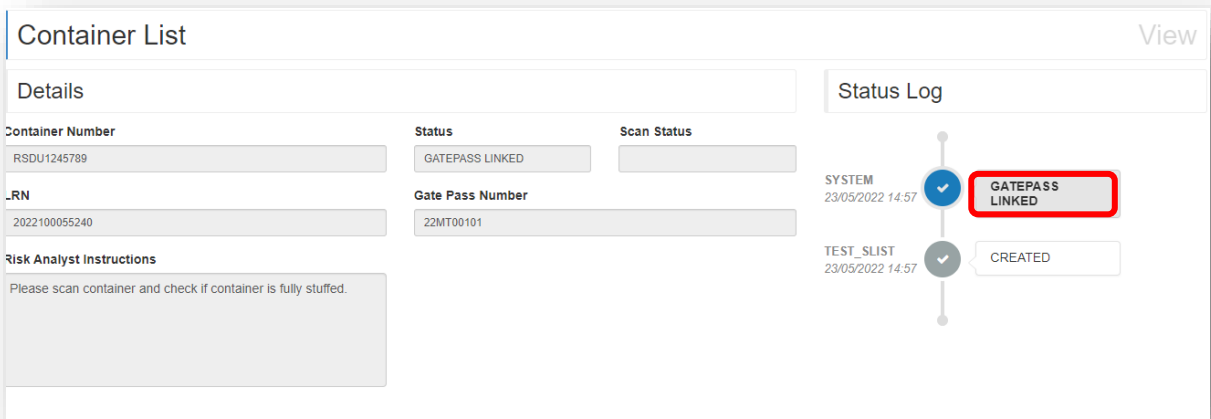


Figure 100 – Status log ‘Gatepass Linked’

Customs Intelligence Unit can **Amend** the **Risk Analyst Instructions** [Figure 102] for all gate passes under the **Active** tab [Figure 101].

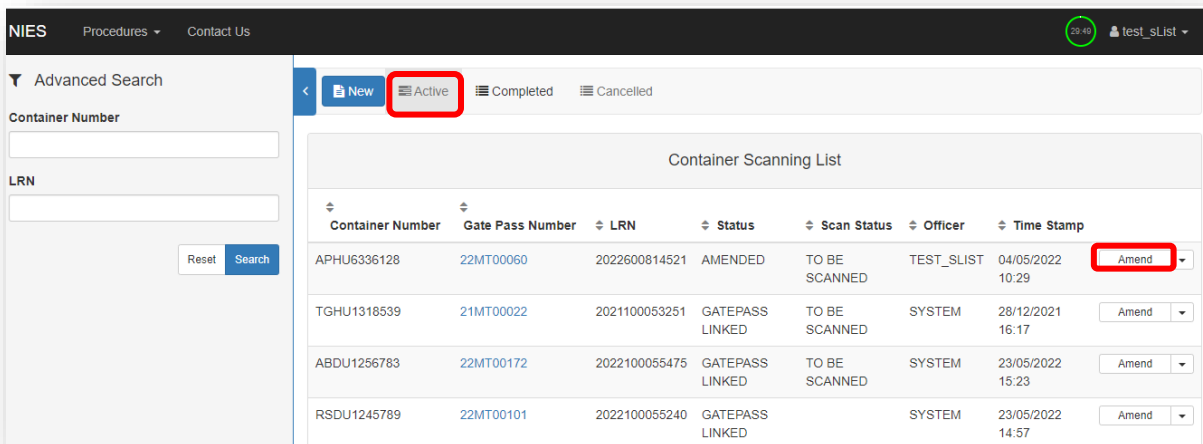


Figure 101 - Amend instructions

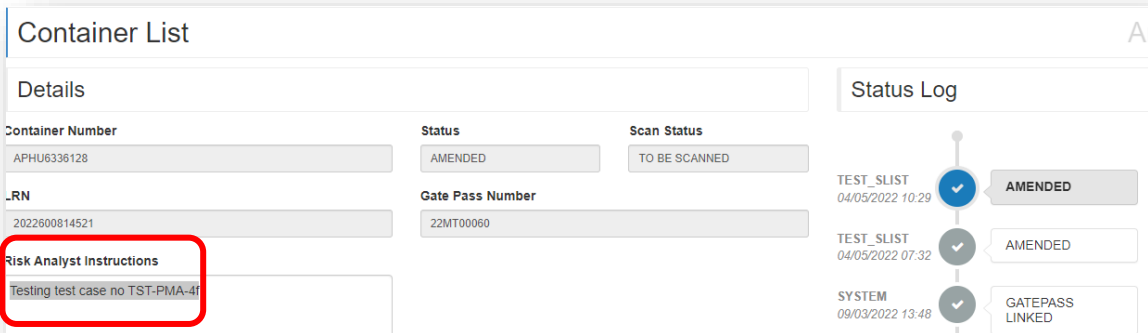


Figure 102 - Risk Analyst Instructions

6.3.1 Possible errors when adding a container number in scanning list

7.3.1.1 Scenario 1: Incorrect container number

While adding a container number to the scanning list, Customs Officer can erroneously input an incorrect number. Gate Pass system returns message **The container number inputted does not follow the ISO6346 convention. Are you sure you want to continue?** Then officer must select **Yes** or **No** [Figure 103].

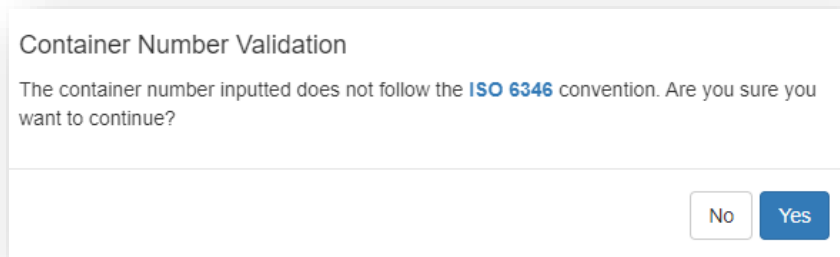


Figure 103 – Scenario 1 - Incorrect container number

N.B. Customs Officers should keep in mind that Trailer numbers do not fall under ISO 6346 convention, so in such case officer must proceed by selecting 'Yes'.

7.3.1.2 Scenario 2: Adding container already in list

When an officer tries to add an already listed container for scanning, the Gate Pass system returns message **Container is already active and cannot be added for scanning** [Figure 104].

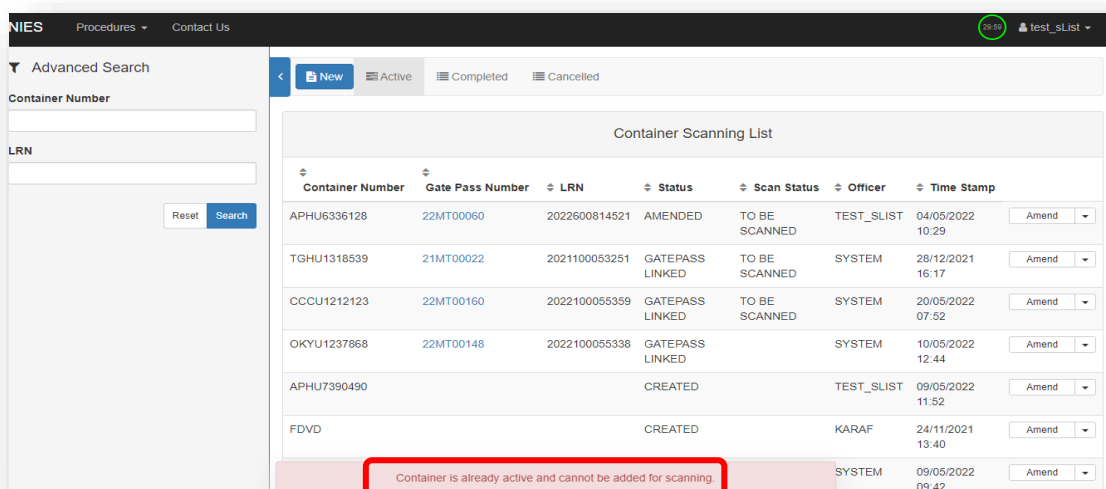


Figure 104 - Scenario 2 - Adding container already in list

7.3 Customs Assistant at Freeport gate

This section is responsible to verify containers exiting gate with a gate pass. Moreover, Customs Assistant at Freeport gate must record haulier's ID card number and vehicle registration number.

Customs Assistant must log into NIES, go to **Procedures** and then **Gate Passes** [Figure 105].

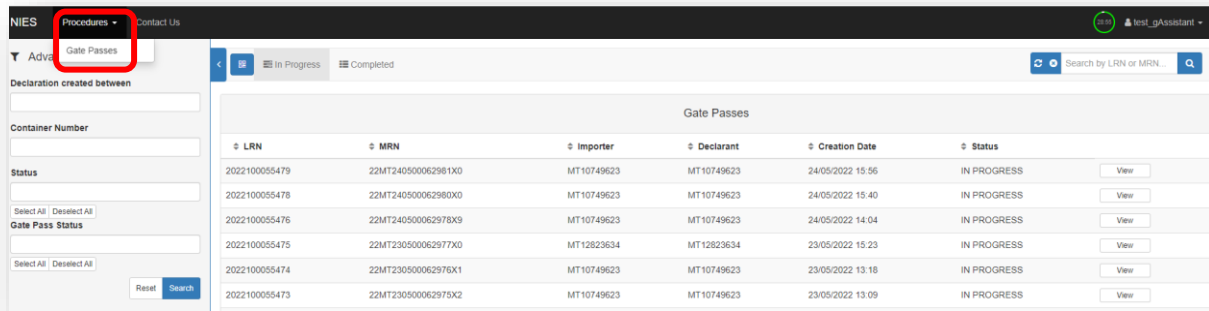


Figure 105 – Gate pass log in system

Customs Assistant must scan gate pass QR code presented by haulier. Assistant must click on the QR code icon on the Menu [Figure 106].

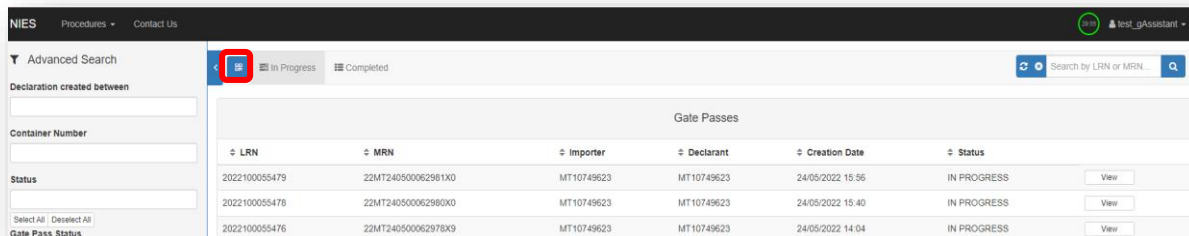


Figure 106 - Scan icon

Once Customs Assistant clicks on the icon, a pop up will be prompted asking Assistant to use the device's camera. When Assistant clicks **Allow**, camera will be activated and s/he can scan gate pass. While scanning, the corners of the box must be green, the Customs Assistant clicks **Next** to proceed [Figure 107].

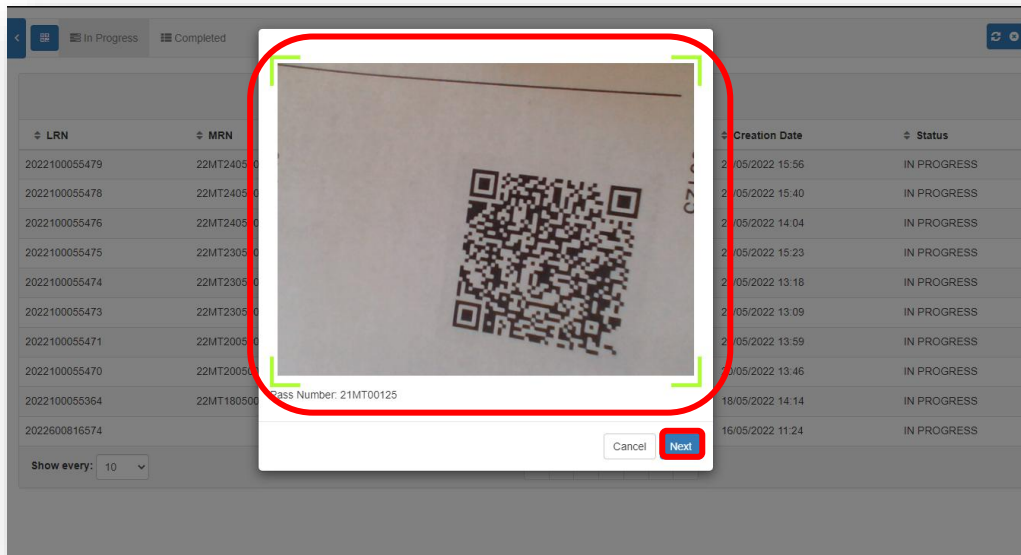


Figure 107 - Scanning process

Customs Assistant will be directed to gate pass details, then s/he must click on **Verify container** if the container number on gate pass tallies with the container at the gate [Figure 108].

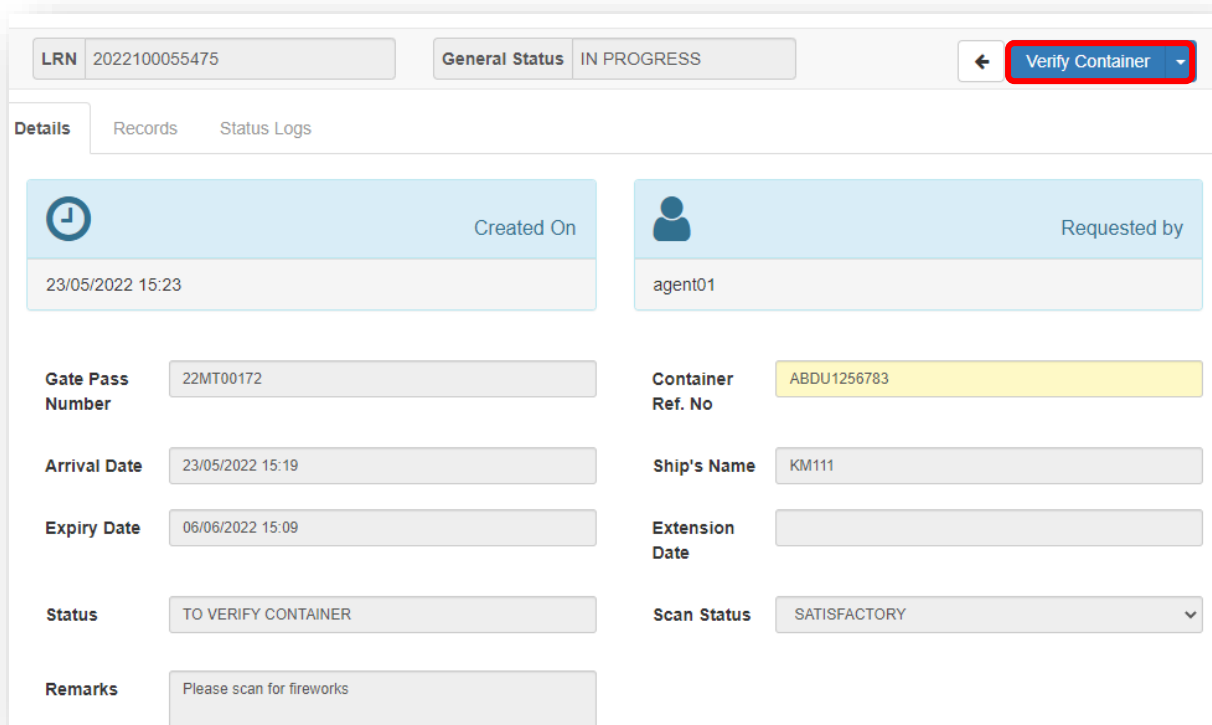


Figure 108 - Verify Container

After Customs Assistant clicks on **Verify Container**, a pop-up box will be prompted to ascertain that container number is correct [Figure 109].

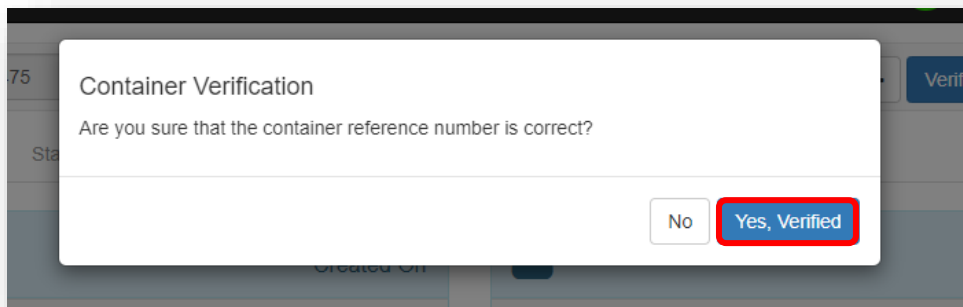


Figure 109 - Container number

Once container is verified, Customs Assistant will be directed to **Records**, where s/he must record **Haulier Id Card Number** and **Vehicle Reg.**, then presses **Submit** [Figure 110].

Figure 110 - Details to be filled

Prior inputting haulier's details, Customs Assistant must go to **Details** and checks that **Scan Status** (if applicable) is **Satisfactory**. If **Scan Status** is still **To Be Scanned**, **On Hold** or **Withheld**, container cannot exit Freeport and system does not permit Customs Assistant to **Verify Container**. In such case s/he can only view the gate pass details [Figure 111].

Details | Records | Status Logs

Created On: 23/05/2022 15:23 | Requested by: agent01

Gate Pass Number: 22MT00172 | Container Ref. No: ABDU1256783

Arrival Date: 23/05/2022 15:19 | Ship's Name: KM111

Expiry Date: 06/06/2022 15:20 | Extension Date:

Status: CONTAINER VERIFIED | Scan Status: SATISFACTORY

Remarks: Please scan for fireworks

LRN	Declaration Status	Suspense Payment Reference	Actions
2022100055475	SELECTED FOR CONTROL	N/A	

Figure 111 - Check Scan Status

N.B. Customs Assistant must check the Declaration Status before the container exits Freeport. If Declaration Status is Goods Released, container can exit after Customs Assistant records haulier's details. On the other hand, if Declaration Status is Selected for Control [Figure 111], s/he must instruct haulier to stop at the Customs Officer's office to seal container before exiting Freeport.

7.4 Customs Officer at Customs Freeport office

This section is responsible to seal containers with declaration status **Selected for Control** before exiting Freeport.

Customs Officer at Customs Freeport office must log into NIES, go to **Procedures** and then **Gate Passes** [Figure 112].

NIES | Procedures | Contact Us | 23/05/2022 15:23 | In Progress | Completed

Declaration created between: []

Container Number: []

Status: []

Select All | Deselect All | Gate Pass Status

LRN	MRN	Importer	Declarant	Creation Date	Status
2022100055479	22MT240500062981X0	MT10749623	MT10749623	24/05/2022 15:56	IN PROGRESS
2022100055478	22MT240500062980X0	MT10749623	MT10749623	24/05/2022 15:40	IN PROGRESS
2022100055476	22MT240500062978X9	MT10749623	MT10749623	24/05/2022 14:04	IN PROGRESS
2022100055475	22MT230500062977X0	MT12823634	MT12823634	23/05/2022 15:23	IN PROGRESS
2022100055474	22MT230500062976X1	MT10749623	MT10749623	23/05/2022 13:18	IN PROGRESS
2022100055473	22MT230500062975X2	MT10749623	MT10749623	23/05/2022 13:09	IN PROGRESS

Figure 112 – Gate pass log in

Customs Officer can access container presented to be sealed by searching for the declaration in the **Quick Search** [Figure 113].

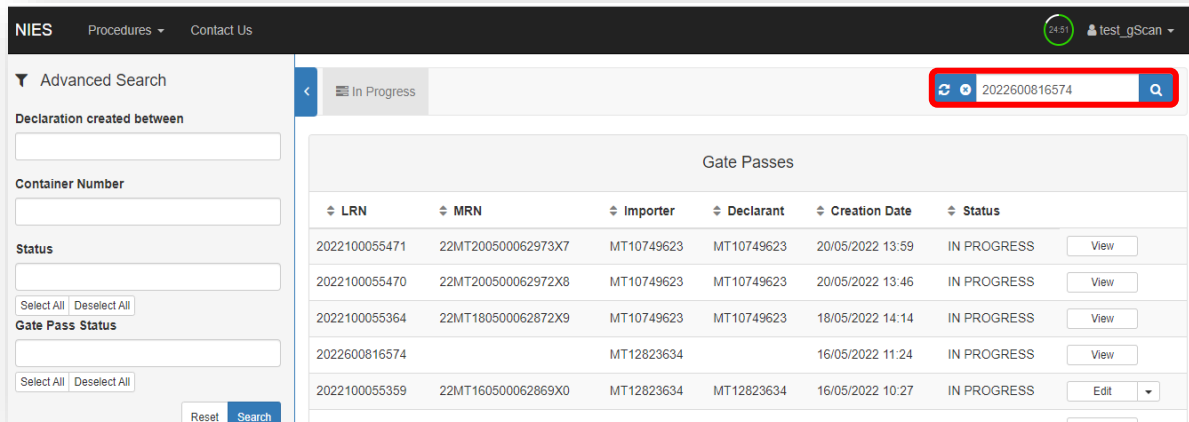


Figure 113 – Quick Search by LRN

Another option is by using the **Advanced Search**. Customs Officer inputs container number under the **Container Number** field and presses **Search**. Customs Officer then clicks on **Edit** [Figure 114].

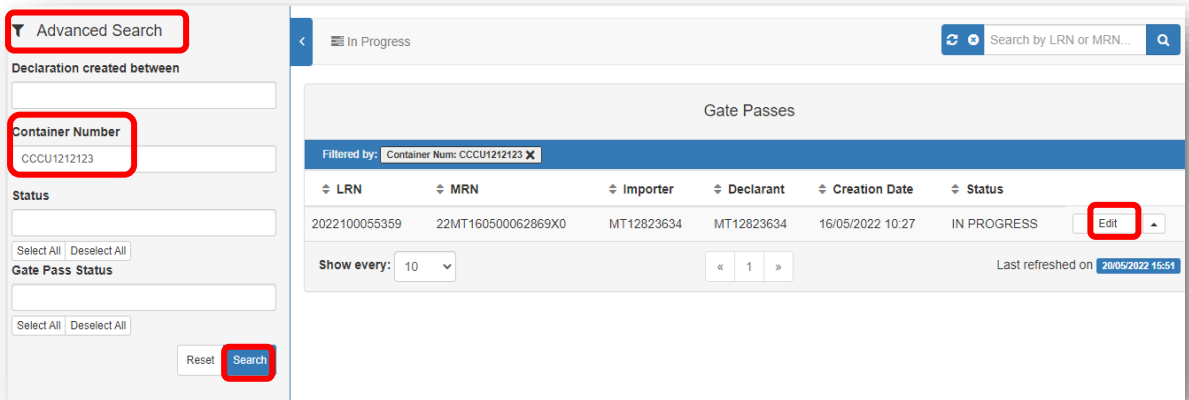


Figure 114 - Advanced Search by container number

Customs Officer will be directed to gate pass details. S/he clicks on **Edit** [Figure 115].

LRN 2022100055475 Status IN PROGRESS Save

Gate Passes Declaration

Created On: 23/05/2022 15:23 Requested by: agent01

Arrival Date: 23/05/2022 15:19 Ship's Name: KM111

Expiry Date: 06/06/2022 15:23 Proof of Union Status: View

Gate Pass Number	Container Ref. No	Gate Pass Status	Scan Status	Extension Date	Haulier Email	Haulier Mob. No	Action
22MT00172	ABDU1256783	TO SEAL	SATISFACTORY		stephani		Edit

Figure 115 – Edit gate pass screen

After clicking on Edit, Officer will be directed to the screen where the Customs Assistant recorded haulier’s details [Figure 116].

LRN 2022100055475 General Status IN PROGRESS Submit

Details Records Status Logs

Created On: 23/05/2022 15:23 Requested by: agent01

Gate Pass Number: 22MT00172 Container Ref. No: ABDU1256783

Arrival Date: 23/05/2022 15:19 Ship's Name: KM111

Expiry Date: 06/06/2022 16:17 Extension Date:

Status: TO SEAL Scan Status: SATISFACTORY

Remarks: Please scan for fireworks

Figure 116 - Haulier's details

Then Customs Officer must click on **Records** to record **Seal Number** attached to the container, then presses **Submit** [Figure 117]. Container now can exit Freeport.

The screenshot shows a web application interface with the following elements:

- Top bar: LRN 2022100055475, General Status IN PROGRESS, and a Submit button.
- Navigation tabs: Details, Records (highlighted), and Status Logs.
- Form fields:
 - Haulier Email: (empty)
 - Haulier Mobile Number: N/A
 - Haulier Id Card Number: 124578M
 - Vehicle Reg.: EDQ456
 - Exit Date: 25/05/2022
 - Exit Time: 16:07:23
 - Seal Number: (empty, highlighted with a red box)
 - Remarks: (empty)

Figure 117 - Container seal number