CA_brandmark_rgb_linear_singlecolour_blue

**DRAFT**

**Standard Operating Procedures**

**Seizure of prohibited goods**

**The Lebanese Customs Administration**

**General Directorate of Customs**

**SEIZURE OF PROHIBITED GOODS - STANDARD OPERATING PROCEDURES**

1. These Standard Operating Procedures replace all existing procedures relating to Seizure of prohibited goods. **Separate Standard Operating Procedures have been produced for Seizure proceedings; and for Sale of seized goods and Auction procedures.**
2. The standardisation of General Directorate of Customs procedures is necessary for the following reasons:

* To reduce the financial impact of fraud in terms of evaded duties and taxes of national significance;
* To increase conformity and consistency with international norms and standards;
* To enhance transparency;
* To improve the operating and deployment framework of the Customs Brigade based on risk management principles;
* To increase levels of compliance, revenue security and facilitation relating to the control of cross border trade;
* To improve the interaction and operational co-ordination between customs and other law enforcement agencies.

1. Indeed, the principle for the need to achieve modern and standardised procedures is enshrined at the very beginning of the Lebanon Customs Act 2001, as follows:

|  |  |
| --- | --- |
| **Lebanon Customs Act 2001** | |
| **Article** | **Provision** |
| 4 | **1.** Customs and parties concerned shall implement all customs procedures subject to the principles of streamlining, publicity, transparency and common interest.  **2.** Pursuant to the provisions of paragraph (1) above, the customs administration shall adopt modern means and advanced and developed regulations for the organization of the customs business especially as concerns the following (there are 13 modern procedures listed).  **3.** Customs procedures laid down in this chapter should be implemented in the light of the principle of trade facilitation without violating efficient customs control, and upon guidance by new procedures of risks management and evaluation. |

1. A Standard Operating Procedure (SOP) is a document which describes regularly recurring Customs Officer work processes. The purpose of a SOP is to carry out the operations correctly and always in the same manner. When Customs Officers follow the SOP for a particular job, they produce a product that is consistent and predictable. An SOP is a compulsory instruction.
2. These Standard Operating Procedures contain instructions on the following operations:

* Legislative provisions for search, seizure of prohibited / false trademarks goods
* Seizure of prohibited and restricted goods, and products bearing false trademarks
* Investigation
* Penalties
* Firearms
* Offensive weapons
* Circumstances where restricted offensive weapons can be imported

1. **LEGISLATIVE PROVISIONS FOR SEARCH, SEIZURE OF PROHIBITED / FALSE TRADEMARK GOODS**

Articles 149, 338, 353 and 365 of the Lebanon Customs Act 2001 provides the legal basis for Search:

|  |  |
| --- | --- |
| **Lebanon Customs Act 2001** | |
| **Article** | **Provision** |
| 149 | To be added [Article 149 is not shown on the English version of legislation on-line]. |
| 338 | The customs territory shall be constituted of:  A- Maritime Customs Territory:  It means the waters within the belt 12 nautical miles wide that is adjacent to its coast and seaward of territorial sea baseline.  B- Land Customs Territory:  It includes the territory lying between the delimitation of the Lebanese shore or land line on one hand and an internal line lying behind the front customs offices or stations situated on the shore or the land baseline on the other. This line shall be drawn in accordance with control requirements, by decision of the Higher Council of Customs, following consultation with the Director General of Customs and published in the Official Gazette. |
| 353 | Customs employees shall have the right to inspect goods, means of transport and people in order to implement the provisions of this law and to investigate smuggling. |
| 365 | Customs employees may examine the identities of the persons entering to the customs territory or exiting there from or those who circulate within the customs territory. |

The table below details the main provisions of the Customs Act as they relate to seizure of prohibited and restricted goods. Article 421 provides the principal legal basis for Seizure, and specifically identifies the violation of the importation, or attempted importation, of prohibited and restricted goods as being liable to seizure and forfeiture proceedings. Products bearing false trademarks or labels must be treated in the same way as prohibited goods, and must be seized upon import or export (Article 59 – 3 of the Customs Act).

|  |  |
| --- | --- |
|  | **Lebanon Customs Act 2001** |
| **Article** | **Provision** |
| 57 | 1- Prohibited merchandise is merchandise the importation or exportation of which is strictly prohibited by laws, regulations, and decisions of relevant authorities or by virtue of International Agreements in which Lebanon is a party or a member.  Prohibitions may include other restrictions such as prohibiting the transit of such merchandise or their storage in customs warehouses and free zones as well as prohibiting the possession and circulation thereof.  2- Restricted merchandise is merchandise, which may only be imported or exported subject to a permit, license, certificate, prior approval or visa, issued by a relevant authority. |
| 59 | 1 - Prohibited goods are seized upon their presentation to customs houses notwithstanding the prerogatives in respect thereof even though such goods are declared at their real description. Violations of these provisions such as import or export of prohibited goods without submission of a customs declaration or through smuggling shall be subject to penalties prescribed in Article 421.  3- Goods bearing false marks and labels indicating their origin, prescribed in Articles 62 and 63 (paragraph 2) and Articles 64, 65, and 66 of this Law, should be treated similarly to prohibited goods, hence they should be seized upon import or export and shall be subject to penalties prescribed in Article 65, subject to the provisions of cancellation of seizure, as deemed necessary, according to the rules laid down in Articles 65 or 66 |
| 63 | It is strictly forbidden to import, transit, transport, export or re-export the following:  1- All products bearing false trademarks or labels or commercial descriptions which benefit from legal protection in Lebanon.  2- All products bearing false marks of origin, or marked or labeled directly or indirectly to indicate that they were produced or originated in one of the countries members or parties to the Madrid Agreement.  3- All products inconsistent with the conditions prescribed in agreements, laws and regulations pertaining to the Protection of the Intellectual Property. |
| 65 | 1-The violation or the attempted violation of the provisions of Articles 62, 63 and 64 should be dealt with as import or attempt to import prohibited goods without the submission of manifest or through smuggling, and should be subject to penalties prescribed in Article 421. |
| 68 | Prohibited or monopolized goods shall be included in the manifest mentioned in Article 67 here above and in the cargo and containers sheets prescribed in Articles 75 and 77 below, under their real nature, description and type at the risk of penalties prescribed in Article 421 of this Law. These provisions shall apply to the manifest or equivalent documents prescribed in Articles 84 to 90. |
| 112 | Any import or export or any attempt to import or export prohibited, restricted, monopolized, dutiable goods or duty-free goods without the submission of a customs declaration shall lead, as deemed appropriate, to the imposition of the penalties provided for in Articles 421 and 425. |
| 140 | 3- When the Customs department is in doubt about the existence of prohibited goods, it shall have the right to inspect the goods before notifying the owner or his representative. A special committee designated by the Customs administration shall carry out the inspection and maintain a record of the circumstances and the results of such inspection. |
| 359 | A flagrante delicto of smuggling ["caught red-handed" is an English equivalent] is:  1- Import or attempted import of prohibited or monopolized goods without a written or an oral declaration.  2- Export or attempted export of prohibited goods without written or oral declaration.  3- Transport of monopolized goods or prohibited goods, whether manifested or not, on board of vessels, notwithstanding the flags thereof, of less than 150 maritime tons, anchoring or hovering within 12 miles away from the shores, except in case of a proven force majeure. |
| 421 | A- The following violations shall incur the seizure and forfeiture of smuggled goods, in accordance with the provisions of Article 422 and provided that the penalty prescribed in Article 423 is enforced:  (there is a list of 34 types of violation) |
| 422 | In all cases where courts decide the forfeiture of smuggled goods, such courts shall, pursuant to the provisions of Paragraph 2 of Article 417, decide along with monetary penalties prescribed in Article 423 the forfeiture of means of transport, merchandise and things of any kind whatsoever used to conceal fraud (despite the submission of a correct declaration in respect thereof). The value of forfeited goods shall be added to the amount of the monetary penalty. |
| 423 | Notwithstanding the regulatory forfeitures, the monetary penalties prescribed in Article 421 shall be determined as follows:  1- Cases involving seizure of goods and means of transport used to conceal the fraud:  A- From two to three times the duty if the seized merchandise is not prohibited restricted or monopolized.  B- From three to four times the duty on highly dutiable merchandise, merchandise subject to revenue duty or merchandise subject to the control of the customs police by virtue of the decisions of the Higher Council of Customs on conditions prescribed in Article 340 of this Law.  C- From two to three times the duty (including customs duties) on prohibited or monopolized merchandise.  D- From one to two times the duty (including customs duties) on restricted goods.  2- Cases involving relief of merchandise, means of transport and things used to conceal the fraud.  In order to compensate forfeiture, the court may impose on the violator a penalty up to the value of the goods, means of transport and things used to conceal fraud in addition to the monetary penalties mentioned here above (including customs duties), according to the price in effect in national market at the time of the fraud.  Whenever the assessment of the value of goods and things relieved from seizure seems impossible, the penalty amount should range from 1.000.000 to 10.000.000 L.B.P. |

There are also Decrees, as follows:

|  |  |
| --- | --- |
| **Decrees** | |
| **Number** | **Provision** |
| 1802,  Article 1 | Defines the Customs Brigade as a public armed force within the Lebanese Customs. It falls under the Minister of Finance and its powers are stipulated as follows:   * Monitoring land, aerial and maritime borders as well as all those areas falling under the supervision of the Lebanese Customs so as to implement all the customs regulations and provisions concerning the importation and exportation of goods. * Investigating and verifying smuggling operations according to the provisions stipulated by the Customs Act and other regulations as well as setting up checkpoints and inspecting suspicious individuals. * Assisting the Administrative Customs employees. * Assisting all the public armed forces and administrations according to the provisions established by the laws in force. |
| 1802,  Article 103 | *There is no English translation available.* However, the Article essentially confirms that the Customs Brigade’s responsibility is to assist the Public Prosecution Service and work under its supervision in performing the duties of the Judicial Police within their field of competence. |

1. **SEIZURE OF PROHIBITED AND RESTRICTED GOODS, AND PRODUCTS BEARING FALSE TRADEMARKS**

Customs work alongside other government departments and agencies to prevent the import of prohibited and restricted goods into Lebanon. Products bearing false trademarks or labels must be treated in the same way as prohibited goods.

For the purposes of these Standard Operating Procedures:

* Prohibited goods is merchandise the importation or exportation of which is strictly prohibited by laws, regulations, and decisions of relevant authorities or by virtue of International Agreements in which Lebanon is a party or a member (Article 57 – 1 of the Customs Act). They must be seized upon import or export. Examples are illegal firearms (including their component parts), ammunition, offensive weapons, and drugs.
* Goods bearing false marks and labels indicating their origin, prescribed in Articles 62 and 63-2 and Articles 64, 65, and 66, **must be treated similarly to prohibited goods**, and must be seized upon import or export (Article 59 – 3 of the Customs Act).
* Restricted merchandise is merchandise which may only be imported or exported subject to a permit, license, certificate, prior approval or visa, issued by a relevant authority (Article 57 – 2 of the Customs Act).

If prohibited and / or restricted goods are seized, the suspect must be immediately escorted to a secure room and constantly monitored by a Customs Officer and a Guard. **Separate Operating Procedures have been produced for Detention.**

Customs Officers must always inform the Supervisor or Officer in Charge, as well as the Central Operational Control Room, when prohibited and / or restricted goods have been discovered. The Central Operational Control Room will issue the Customs Officer with a unique examination number. The central Investigation Specialists must also be informed.

Customs Officers must make notes of the events taking place in their personal notebook, as they may be called upon to give evidence in court. It is every Manager’s responsibility, under the Management Assurance Standard Operating Procedures, to inspect Customs Officer’s personal notebooks periodically to ensure that they are being utilised correctly.

When a seizure is made, the details must be recorded in a “Search Report” (see Appendix 1). The report must be completed within two hours of the event, or before the end of the Customs Officer’s shift at the latest. The Central Operational Control Room will disseminate the report to the Head of the Risk Management Department, so that that they are made aware of potential new threats or trends.

A Seizure Notice (see Appendix 2) must be served on the importer. This shows the items and any means of transport seized by Customs, gives information on what the person can do following theseizure, and provides details who to contact. If Customs seize goods in the presence of the person or his customs broker, the Seizure Notice will be given him, and the reason for the seizure will be explained. The Seizure Notice will be sent to the person if he or his broker were not present when the goods were seized. The seizing Officer must also complete a List of Seized Goods (see Appendix 3) in triplicate.

1. **INVESTIGATION**

The suspect’s goods and means of transport will be seized at the beginning of an investigation. However, Article 370 of the Customs Act makes provision for the release of the means of transport in certain circumstances, for example upon payment of a guarantee or a deposit equivalent to the value of the means of transport; or if Customs have completed their search of - for example - a taxi and conclude that the driver of the taxi had no knowledge of the attempted smuggling attempt.

Central Investigation Specialists must conduct the questioning of the suspect. They must inform the Public Prosecutor immediately they suspect that an offence has been committed, to obtain authorisation to commence the investigation. All case decisions made during the course of an investigation are made by the Public Prosecutor, and Investigators must act within the parameters of their assignment.

There are special procedures to be followed when prohibited drugs are seized. A field test must be conducted to confirm that the substance appears to be one which is prohibited. On receipt of the approval of the Public Prosecutor, a sealed sample of the substance suspected of being prohibited must be sent, under guard, to an official laboratory for analysis, and confirmation for evidential purposes.

In the meantime, if the quantity of the seized substance is small, the Customs Officer must arrange for it to be held in store room, or room, in the Customs Office, under guard, until it can be transferred to the Customs Warehouse. The Customs Warehouse Keeper must acknowledge receipt of goods on both the duplicate and triplicate copies of the List of Seized Goods. He must add his signature, his name and official stamp, and the unique deposit number. He must return the duplicate copy to the seizing Customs Officer for retention in the seizure case file.

Large quantities must be left in situ, under guard awaiting extraction. However, where prohibited and restricted materials are concealed and it is not considered appropriate to extract them at the point of seizure, they must be sent directly to the Customs Warehouse. When this occurs, Customs Officers must arrange to attend the Customs Warehouse immediately, to extract them in the warehouse.

When putting drugs into evidence bags, Customs Officers must always use the self-seal evidence bag or Tamper Evident Bag (TEB) which combine bag, seal and label in one. These are bags that can be easily and securely sealed, and show clear signs of tampering when security is breached. If these are not available, then Customs Officers must use officially-issued clear plastic bags which can be sealed with a standard customs seal, and labelled **(Separate Standard Operating Procedures have been produced for documentation of evidence).**

If the laboratory’s test is positive for a prohibited substance, custody of the suspect together with the seized drugs and the relevant documentation must be transferred to the appropriate security agency (usually, the Internal Security Forces specialised office of drugs control, based on the decision of the Public Prosecutor) for continuation of the investigation.

1. **PENALTIES**

Customs monitors and controls imports of all prohibited and restricted goods. This includes firearms (including their component parts), ammunition and offensive weapons brought into Lebanon across all modes of transport and international mail.

If a person fails to meet the relevant legal requirements (for instance, relevant licences), the item must be seized by Customs. The person must also be arrested and investigated. **There are separate Standard Operating Procedures containing instructions for the Arrest, Restraint and Questioning of Suspects; the Detention of Persons; and Investigation.**

If the investigation is conducted with a view to bringing criminal charges against a person, the Customs Officer will liaise with the appropriate Public Prosecutor in the appropriate Court, to determine who will take charge of the primary offence. Examples of the appropriate Public Prosecutor in the appropriate Court that the Customs Officer must contact are as follows:

* Drugs: the Appeal Public Prosecutor. The criminal offence (the primary offence) will be sent to the Central Office for Drug Control, Internal Security Forces
* Arms and ammunition: the Military Public Prosecutor

The Customs Brigade is left to take charge of the secondary offence – the Customs offence element. As regards penalties for persons convicted for importing a prohibited item illegally into Lebanon:

* Article 422 provides, in all cases where courts decide the forfeiture of smuggled goods, for the forfeiture of means of transport, merchandise and things of any kind whatsoever used to conceal fraud. The value of forfeited goods shall be added to the amount of the monetary penalty.
* Article 423 provides for monetary penalties in addition to the regulatory forfeitures. Article 423 – 1 C- prescribes monetary penalties from two to three times the duty (including customs duties) on prohibited merchandise. Article 423 – 1 D- prescribes monetary penalties from one to two times the duty (including customs duties) on restricted goods. In order to compensate forfeiture, Article 423 – 2 provides for the court to impose a penalty up to the value of the goods, means of transport and things used to conceal fraud, in addition to the monetary penalties.

Customs are responsible for the security of prohibited and restricted goods until they are accepted by the Customs Warehouse. The Customs Warehouse is responsible for accepting, storing, releasing and destroying prohibited and restricted material that has been seized, detained or abandoned.

1. **FIREARMS**

Firearms are lethal barrelled weapons and other weapons including:

* Rifles
* Shotguns
* Handguns
* Automatic and semi-automatic firearms
* CS gas canisters, pepper sprays and other self-defence sprays
* High voltage electric stun guns
* High-powered air rifles and pistols
* Items that have the appearance of being a firearm and can be readily converted into a live firearm

A person must meet certain legal requirements in order to lawfully import firearms and ammunition into Lebanon. For ammunition and live firearms, a person must hold:

* The relevant import licence or certificate
* Ministry of the Interior permission for handguns, pistols, revolvers and automatic or semi-automatic firearms
* Permission from the Internal Security Forces for other firearms

For deactivated firearms, a person must hold the relevant import licence and the firearm must be physically accompanied by a deactivation certificate.

Realistic imitation firearms, which are imitation firearms that appear so realistic that a person cannot easily tell that they are not real, can only be imported into Lebanon in certain circumstances.

1. **OFFENSIVE WEAPONS**

Offensive weapons which are designed to kill or inflict serious injury and do not have a legitimate use are banned or restricted from being imported into Lebanon. It is an offence to import certain specified weapons including knives, swords and other blades. Typically, offensive weapons include weapons such as the following:

* Butterfly knives (also known as ‘balisongs’): these have a blade hidden inside a handle that splits in the middle
* Disguised knives: where a blade or sharp point is hidden inside what looks like everyday objects such as a buckle, phone, brush or lipstick
* Flick knives (also known as ‘switchblades’ or ‘automatic knives’): blades hidden inside a handle which shoots out when a button is pressed
* Gravity knives: a knife with a blade contained in its handle, and which opens its blade by the force of inertia or gravity
* Zombie knives: a knife with a cutting edge, a serrated edge and images or words suggesting it is used for violence
* Swords, including samurai swords: a curved blade over 50 centimetres (with some exceptions, such as antiques and swords made to traditional methods before 1954)
* Sword-sticks: a hollow walking stick or cane containing a blade
* Push daggers: a short-bladed dagger with a "T" handle designed to be grasped in the hand so that the blade protrudes from the front of one's fist
* Blowpipes (sometimes known as ‘blow guns’)
* Telescopic truncheons: these extend automatically by pressing button or spring in the handle
* Batons: straight, side-handled or friction-lock truncheons
* Hollow kubotans: a cylinder-shaped keychain holding spikes
* Shurikens: a Japanese concealed weapon used as a hidden dagger
* Kusari-gama: a sickle attached to a rope, cord or wire
* Kyoketsu-shoge: a double-edged blade, with another curved blade attached near the hilt, attached to a rope, or chain, which then ends in a large metal ring.
* Kusari: a hand-held weapon consisting of a length of chain with a weight attached to each end of the chain
* Hand or foot-claws (retractable claws in hands and feet, for armed and unarmed combat)
* Knuckledusters: pieces of metal shaped to fit around the knuckles.

1. **CIRCUMSTANCES WHERE RESTRICTED OFFENSIVE WEAPONS CAN BE IMPORTED**

Some organisations are allowed to import and hold restricted offensive weapons for specified purposes, this includes:

* Museums, galleries and universities to present, display, research or interpret material of historic, artistic or scientific interest, such imports may also qualify for relief from duty and VAT
* The Lebanese Army Forces
* Visiting forces
* The Internal Security Forces
* The prison service - for example, direct imports of batons and truncheons
* Those making commercial imports solely for onward supply to security agencies - evidence must be produced including a contract stating quantities

Restricted offensive weapons may also be imported:

* For theatrical performances
* For rehearsals of theatrical performances
* For the production of films
* For the production of television programmes

Swords with a curved blade of 50cm or more may be imported where the weapon:

* Is only available for the purposes of use in religious ceremonies or for martial arts
* Is for use in a historical re-enactments or sporting activity for example a martial arts demonstration for which public liability insurance is held

A person importing a restricted offensive weapon must have evidence to demonstrate why he requires it. The final decision on whether the import is allowed lies with Customs when they have an opportunity to see the item.

**--------------------------------------------------------**

**Appendix 1**

**EXAMPLE OF SEARCH REPORT**

Page 1 of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_UNIQUE EXAMINATION NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF SEARCH (PERSON, VEHICLE, VESSEL, CARGO, AIRCRAFT ETC.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME SEARCH ACTIVITY BEGAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENDED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENTRY NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ENTRY TYPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TARIFF CODE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASONS FOR THE INITIAL SELECTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF SEARCH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INBOUND / OUTBOUND\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF SEARCH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONVEYANCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YEAR\_\_\_\_\_\_\_\_\_\_MAKE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGISTRATION DATA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INVENTORY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SEIZED \_\_\_\_\_\_\_\_RELEASED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INVENTORY LIST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF SEIZED GOODS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_QUANTITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARKS AND NUMBERS OF THE GOODS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTRY OF ORIGIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COUNTRY OF EXPORT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTRY OF DESTINATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DECLARED VALUE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOMESTIC VALUE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENFORCEMENT AID(S) USED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPRAISING OFFICER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PENALTY / FINE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORFEITURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SYNOPSIS OF SEARCH ACTIVITY**

For example: How the search was carried out; description of any discrepancies that were discovered, and any detections.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEARCHING OFFICER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARTICIPATING IN SEARCH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OTHER AGENCY:\_\_\_\_\_\_\_

AUTHORISING OFFICER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2**



**The Lebanese Customs Administration**

**General Directorate of Customs**

**SEIZURE NOTICE**

In accordance with the provisions of Article 421 of the Lebanon Customs Act 2001, I hereby give notice that the item(s) listed below was / were seized on **[ENTER DATE]** at **[ENTER LOCATION]** as being an article, vessel or vehicle liable to seizure under Article 421 of the Act:

Details of seized items ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Airwaybill / Bill of Lading no: .........................................................................................................

Quantity and description ..............................................................................................................

…………………………………………………………………………………………………………………………………………………

Marks and numbers ......................................................................................................................

Customs declaration number..............……........... Dated...................………………….

Customs declaration submitted by ................................................................................................

Items Seized by..............................................................................................................................

Items seized at (location)..............................................................................................................

Date...........................

If you claim that the goods are not liable to seizure, you may submit a claim in writing, under the provisions of the customs legislation in force as regards the seizure of goods, giving your full name and address. The claim must be submitted within one month from the date of this notice, to the following address:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

If your claim against the seizure is valid, the Director General will file proceedings for the return of the goods by the Court.

If you fail to submit a claim against the seizure in writing within the time-limit mentioned above, the goods shall be sold or destroyed without any further notice.

**Appendix 3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIST OF SEIZED GOODS**  (necessary for identification of the seized items, and for taking further action in respect of disposal) | | | | | | |
| Date seized | |  | | | | |
| Seized by (name of Customs Officer) | |  | | | | |
| Seizure / Detection Number (the unique examination number issued by the Central Operational Control Room) | |  | | | | |
| Location of seizure | |  | | | | |
| Seized from (name of importer, passenger, etc) | |  | | | | |
| Customs declaration number | |  | | | | |
| Airwaybill / Bill of Lading number | |  | | | | |
| Marks and numbers | |  | | | | |
| **Details of seized goods (enter details in the rows below)** | | | | | | |
| **Description Item, including brand, serial number** | **Number of Items**  **quantity** | | **Country of origin** | **Weight or Volume** | **Date deposited in Customs Warehouse** | **Date removed from Customs Warehouse** |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |

**Seizing Customs Officer’s signature ………………………………………………..**

**Witness Customs Officer’s signature ………………………………………………..**

**Signature of person from whom the goods are seized …………………………………………………………**

**Date ………………………………………………..**

**Signature of the Warehouse Keeper acknowledging deposit of the goods ………………………………………………**

**Warehouse Keeper’s unique deposit number …………………………………………………….**

**Date ………………………………………………..**