



# The Automated Passenger Clearance Process On The Customs Portal

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- ✓ Access the Portal: Use the link **<https://portal-customs.zra.org.zm/>** to access the Passenger Clearance Module (e-CE 6/9).
- ✓ Enter Nationality and Mobile Number: On the homepage, select your nationality from the dropdown menu and input your mobile number.
- ✓ Receive One Time Password (OTP): Click "Send OTP" and enter the received OTP on the portal.
- ✓ Create Application: Click "Create New" to fill in personal details, including:
  - i. Office of entry
  - ii. TPIN
  - iii. Name (surname and forenames)
  - iv. Traveller status (Visitor, New Resident, Returning Resident, In Transit)
  - v. Passport number/ID
  - vi. Nationality and mobile number
- ✓ Goods Declaration: Select the applicable product(s) and enter:
  - i. Quantity
  - ii. Weight
  - iii. Value (actual cost in purchase currency)
  - iv. Currency code
- ✓ Attach Documents: Upload scanned documents (Receipts, Invoices, Permits, Passport, ID).
- ✓ Verify Information: Review all captured information.
- ✓ Auto-populated Fields: Customs value and applicable taxes are automatically calculated based on your declared goods.
- ✓ Submit Declaration: Click "Submit" to finalize the declaration, and the system will generate a Customs reference number and a Payment Reference Number (PRN).
- ✓ Payment: The declaration is available on ASYCUDAWorld, and you can proceed to the payment portal to pay using the PRN.