



*ROYAL OMAN POLICE  
DIRECTORATE  
GENERAL OF CUSTOMS*

# **BAYAN- (ESW)**

## **Customs Currency Declaration User Guide**



[customs.gov.om](http://customs.gov.om)



[omancustoms](#)



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# CHAPTER 1

## About this Guide

Welcome to the Oman **ESW BAYAN System user guide** for **Customs Currency Declaration Module**. This user guide aims to explain the process and steps involved in the subject matter of this user guide.

### Purpose and Audience

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#### Purpose

The purpose of this user guide is to help the users in doing the following tasks:

- Create and Submit Customs Currency Declaration

### Document Conventions

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Refer to this section to familiarise yourself with the visual aids used throughout the user guide.

#### Navigation

To assist users with accessing screens, pages, or windows, refer to the following navigation format:

Login as Port Authority in the BAYAN application and Click **Inspection Management**  
>> **Physical Inspection**

#### Buttons, fields, and other BAYAN System elements

All BAYAN System elements are highlighted in **Bold** text.

#### Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the referring topic.

#### Callouts

There are two types of callouts: tips and warnings.



A Tip provides good-to-know information that helps users complete a task or procedure.



A warning refers to information that may be critical to the BAYAN System's functionality and might affect data or BAYAN System stability.

# Chapter 2

## INTRODUCTION

In the last decades, Customs administrations have been developing automated systems with a view to improving trade facilitation and to pursuing effectively their objectives of revenue collection, social protection, and the provision of data and intelligence to government in support of management and policy decisions. These initiatives have gone hand in hand with programs to modernize Customs and border management, leading to simplification of trade processes and more effective Customs administration overall.

The Omani Customs recognizes that the most important key for the international competitiveness is to shorten the time to release imports into Oman. Thus, drastic change and modernization of the Customs Clearance System is critical for the progress of the Omani economy and for the improvement of the total logistics system of Oman, which can be achieved by having all stakeholders to work under one umbrella known as single window.

Single Window is a platform that is government mandated and allow for the submission of information to fulfill regulatory requirements between economic operators and government authorities. A Single Window is a single-entry point for data, and data should only be submitted once.

Bayan is a single window system allows parties involved in trade and transport to lodge standardized information and documents with a single-entry point to fulfil all import, export and transit-related regulatory requirements.

Bayan System is an important trade facilitation tool. The WTO Trade Facilitation Agreement encourages all its members to set up a Single Window. (Article 10.4). The International Chamber of Commerce Custom Guidelines 2012 also support the use of a national Single Window and the WCO developed guidelines on how to set up a Single Window.

If implemented effectively, a Single Window project can achieve the following benefits.

- For the government as a whole: increase in government revenue, enhanced compliance with rules, improved efficiency in resource allocation, better trade statistics,
- For economic operators, such as traders: faster clearance times, a more transparent and predictable process and less bureaucracy,
- For an administration such as Customs: improved staff productivity through the upgraded infrastructure, increase in customs revenue, a more structured and controlled working environment, and enhanced professionalism,
- For the national economy as a whole: improved transparency and governance and reduced corruption, due to fewer opportunities for physical interaction.

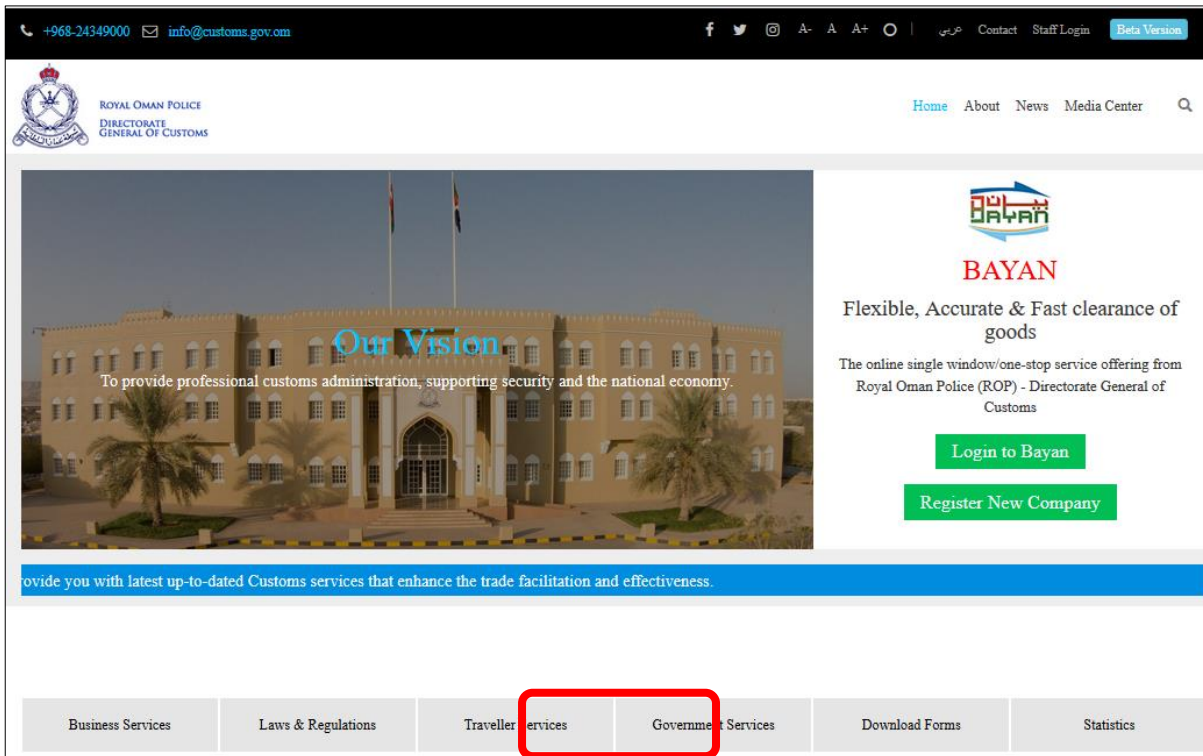
Bayan business processes are a collection of related and structured activities designed to achieve the one-time presentation of information by trade and transport actors. These processes also include reverse flows of information, from government agencies to businesses.

# Chapter 3

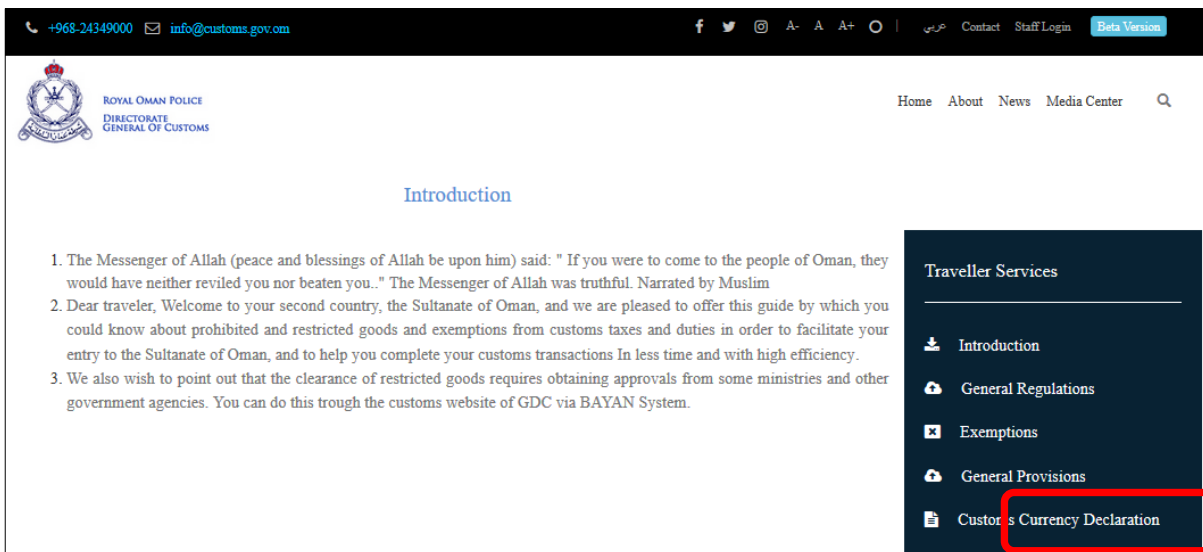
## Create Currency Declaration

Follow these steps to create and submit currency declaration.

1. Type this link (<https://www.customs.gov.om>) in your browser then click **Enter**.
2. The following page will be displayed.



3. Click on **Traveller Services**. The following page will be displayed.



4. Click on **Customs Currency Declaration**. The following page will be displayed.



5. Click on **Click Here**. The following section will be displayed.

▼ Declare money amounts and precious belongings

Passport or ID Number: \*

Re-enter Passport or ID Number: \*

Date Of Birth: \*

Captcha: \*

6. Enter the related details then click on **Submit**. The following page will be displayed.

CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Header Close All

\*Indicates Mandatory Field

▼ Currency and Financial Instruments Declaration Information

Currency and Financial Instruments Declaration Type: \*

Reason for creating Declaration:

▼ Passenger Information

First Name: \*  Middle Name:

Last Name:  Family Name: \*

Gender: \*

Date Of Birth: \*

Nationality: \*

Mobile Number:

Document Type: \*

Passport or ID Number: \*

Place Of Issue: \*

Date Of Issue: \*

No. of Accompanying Passengers:

Oman Address:

▼ Conveyance Information

Transport Mode: \*

Trip Number: \*

Trip Name:

Coming from: \*

Country of Destination: \*

Date of Arrival to Oman: \*

Date of Departure from Oman: \*

7. Enter the related details then click on **Save**. The following message will be displayed.

CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Customs Declaration of Currencies and Financial Instruments: CDECIMP150419000456 has been saved successfully.

Header Currency

8. Click on the **Currency** Tab. The following page will be displayed.

### CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Header **Currency** Close All

\*Indicates Mandatory Field

**▼ Currency Details**

**ADD** **DELETE**

S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
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**▼ Supported Documents**

S.No	Document Type	Remarks	File Name
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**ADD**

**SAVE**

**PREVIOUS** **SUBMIT** **CANCEL**

9. Click on **Add**. The following section will be displayed.

### CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Header **Currency** Close All

\*Indicates Mandatory Field

**▼ Currency Details**

**ADD** **DELETE**

S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
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**▼ Add Currency Details**

Currency Type: \*   Amount: \*

Currency: \*   Exchange Rate: \*

Local Amount(OMR): \*

**ADD** **CLEAR** **VIEW LIST**

**▼ Supported Documents**

S.No	Document Type	Remarks	File Name
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**PREVIOUS** **SUBMIT** **CANCEL**

10. Enter the related details then click on **Add**. The details will be added.

**CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION**

Header
Close All

✖ Currency Details

ADD
DELETE

<input type="checkbox"/>	S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
<input type="checkbox"/>	1	Cash-CSH				6000.000	Omani Riyal-OMR	6000.000

✖ Supported Documents

S.No	Document Type	Remarks	File Name
<span style="background-color: #444; color: white; padding: 2px 5px; display: inline-block;">ADD</span>			

SAVE

PREVIOUS
SUBMIT
CANCEL

**Cu** Under Supported Documents, click on **Add**. The following section will be displayed.

✖ Supported Documents

S.No	Document Type	Remarks	File Name
<span style="background-color: #444; color: white; padding: 2px 5px; display: inline-block;">ADD</span>			

Document Type: \* Select  ▼

Remarks:

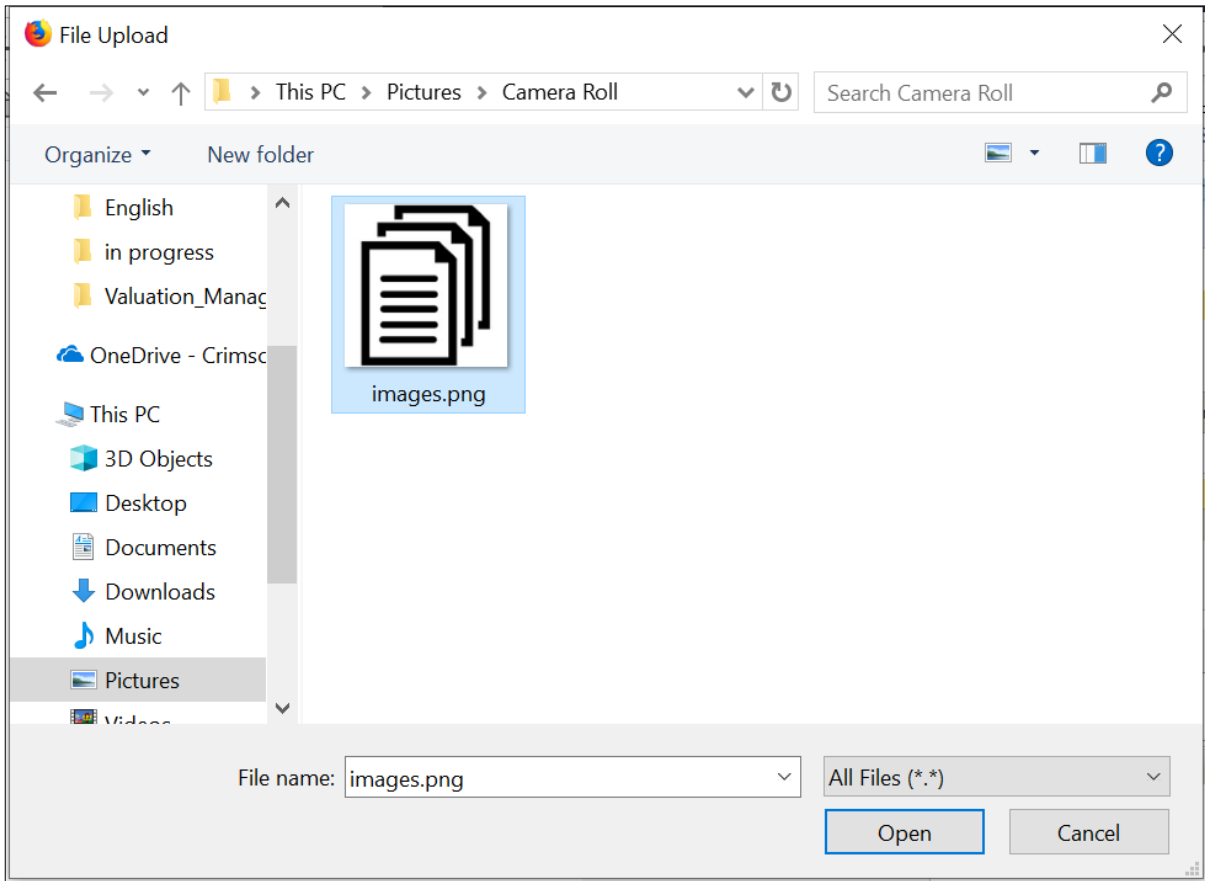
File Name: \* 
+ Add

ADD DOCUMENT
CANCEL

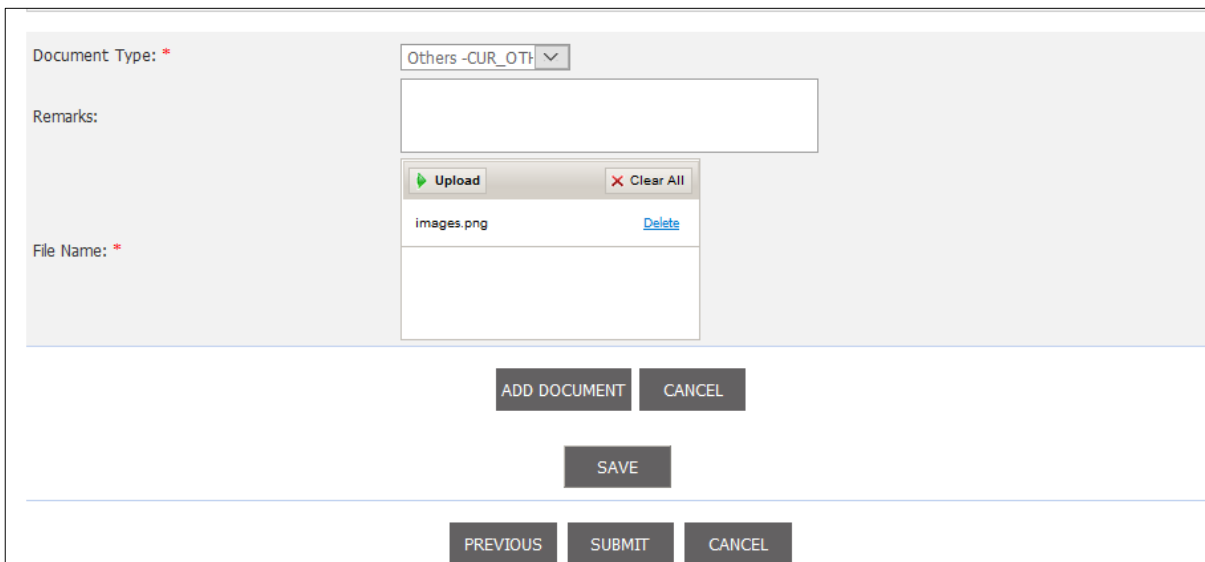
SAVE

PREVIOUS
SUBMIT
CANCEL

11. Select the Document Type from the Dropdown list option then click on + Add. The following dialog will be opened to browse for the file.



12. Select the document then click **Open**. The document will be loaded to the system.





13. Click on **Upload**. The document will be uploaded successfully.


Document Type: \*

Remarks:

File Name: \*  Done [Clear](#) [X Clear All](#)

**ADD DOCUMENT** **CANCEL**

**SAVE**

 You can click on Clear All [X Clear All](#) or [Clear](#) if you want to delete your document.

14. Click on **Add Document**. The document will be added.

**CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION**

Header **Currency** Close All

\*Indicates Mandatory Field

**▼ Currency Details**

**ADD** **DELETE**

<input type="checkbox"/>	S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
<input type="checkbox"/>	1	<a href="#">Cash-CSH</a>				6000.000	Omani Riyal-OMR	6000.000

**▼ Supported Documents**

<input type="checkbox"/>	S.No	Document Type	Remarks	File Name
<input type="checkbox"/>	1	Others		<a href="#">images.png</a>

**ADD** **DELETE**

**SAVE**

**PREVIOUS** **SUBMIT** **CANCEL**

15. Click on **Save**. The details will be saved.

**CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION**

Currency(s) has been saved successfully.

Header Currency Close All

\*Indicates Mandatory Field

▼ Currency Details

ADD DELETE

<input type="checkbox"/>	S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
<input type="checkbox"/>	1	Cash-CSH				6000.000	Omani Riyal-OMR	6000.000

▼ Supported Documents

<input type="checkbox"/>	S.No	Document Type	Remarks	File Name
<input type="checkbox"/>	1	Others		images.png

ADD DELETE

SAVE

PREVIOUS SUBMIT CANCEL

16. Click on Submit. The following popup will be displayed.

**CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION**

Header Currency Close All

\*Indicates Mandatory Field

▼ Currency Details

ADD DELETE

<input type="checkbox"/>	S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
<input type="checkbox"/>	1	Cash-CSH					Omani Riyal-OMR	6000.000

▼ Supported Documents

<input type="checkbox"/>	S.No	Document Type	Remarks	File Name
<input type="checkbox"/>	1	Others		images.png

ADD DELETE

SAVE

PREVIOUS SUBMIT CANCEL

Do you want to submit Currency declaration and Financial Instruments?

YES NO

17. Click on **YES**. The following message will be displayed.

CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Header Currency Close All

\*Indicates Mandatory Field

▼ Currency Details

S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
1	Cash-CSH				6000.000	Omani Riyal-OMR	6000.000

▼ Supported Documents

S.No	Document Type	Remarks	File Name
1	Others		<a href="#">images.png</a>

Currency and Financial Instruments Declaration Number: CDECIMP150419000456 has been submitted for Customs processing. Please approach Customs to complete the declaration process.

OK

18. Click on **OK**. The following page will be displayed.

CREATE CURRENCY AND FINANCIAL INSTRUMENTS DECLARATION

Header Currency Close All

\*Indicates Mandatory Field

▼ Currency Details

S/No	Currency Type	Type of Gemstone	Type of Precious Metal	Other Currency Type	Amount	Currency	Local Amount(OMR)
1	Cash-CSH				6000.000	Omani Riyal-OMR	6000.000

▼ Supported Documents

S.No	Document Type	Remarks	File Name
1	Others		<a href="#">images.png</a>

PREVIOUS PRINT CANCEL CLOSE NEXT

19. Click on **Print** to print your declaration.