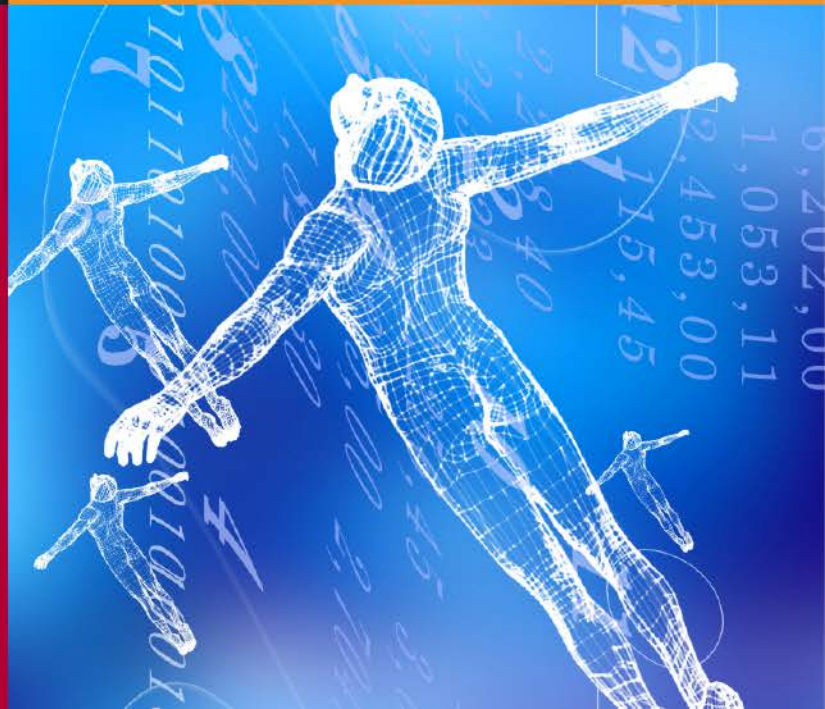


Domiciliation

In accordance with existing legislation, all companies involved in import/export activities must conduct their operations through a bank (domiciliation bank), whose duties include domiciliation of import/export. A client effects a domiciliation of an import or export by submitting a declaration of importation (DI) or a declaration on exportation (DE) respectively to the bank.





Domiciliation Management

Domiciliation management

The majority of banks process domiciliation manually or semi- manually, using excel files. This method has its obvious drawbacks ;

- Large and heavy files
- Manual generation of statements and reports
- Time consuming and inefficient

Main Features

Creation, modification, and deletion of Declarations of Exportation (DE)

This functionality allows the user to create, modify or delete a DE in CIRS.

Modification / deletion of a DE can be executed on a DE already validated by a checker. The fields INCOTERM and LCY (local currency) are required.

The system prevents duplication by checking the unique reference number (numéro SGS) and the amount of the DE.

Validation, Creation, Modification and Deletion actions on DE

Every creation, modification or deletion of a DE must be verified by a checker with specially assigned privileges before being validated by the system.



Domiciliation Management

Search DE list using different filters

CIRS allows users to search and display DE using different filters; exporting entity, creation date, destination country, validity status, expiration date and period, etc.

Print search results

The results of every search can be printed in a report form.

Expiration of a DE

A DE expires when its period of validity is over. The default period of validity in CIRS for a DE is 9 months from the date of domiciliation. This period is parametrizable. CIRS has an inbuilt reminder system for the different phases leading up to the expiration of a DE. These reminders are generated and displayed each time a session is opened.

- Every DE domiciled between 240 (inclusive) and 250 (exclusive) days is displayed. The user can generate a Demand of proof of funds transfer to the client for each listed DE.

- Every DE domiciled between 250 (inclusive) and 260 (exclusive) days is automatically attributed 1st reminder status. The user can generate reminder letters for each DE addressed to the client. The term 1st Reminder is included in the letter.

- Every DE domiciled between 260 (inclusive) and 270 (exclusive) days is automatically attributed 2nd reminder status. The user can generate reminder letters for each DE addressed to the client. The term 2nd Reminder is included in the letter.

- Every DE domiciled later than 270 days is automatically attributed expired status. The user can generate a Letter of non-transfer of funds addressed to the regulatory body.

This information is also available through the menus.

The values 240, 250, 260 and 270 days are default values and can be customized in CIRS.

Expiration of an ED

Clearance of a DE

A DE is considered cleared when the client has produced proof of transfer of funds. CIRS offers the following clearing possibilities;

- The user enters information on documentation provided by the client into the system.
- An Attestation of transfer of Funds is generated by the user or automatically by the system. This can be printed and given to the client.
- The user can generate and print a letter of transfer of funds listing the documents provided by the client and addressed to the regulatory body.

Amendment of a DE

This operation, while similar to a modification of a DE, produces a different result. In the case of an amendment, the current instance of the DE is archived and a new instance of the same DE is initiated and used from then on. An amendment can be modified or deleted. In the case of a deletion, the last instance of the DE before the amendment will be declared as the current instance. These operations can also be performed on amendments not validated by a Checker.

Validation of an Amendment

Every modification or creation of an amendment must be validated by a Checker before being accepted by the system.

Tracking and display of Amendment History

A user can view all amendments made on a DE.

Creation, modification, and deletion of Declarations of Importation (DI)

This functionality allows the user to create, modify or delete a DI in CIRS. Modification / deletion of a DI can be executed on a DI already validated by a checker. The fields INCOTERM and LCY (local currency) are required.

The system prevents duplication by checking the unique reference number (numéro SGS) and the amount of the DI.

Expiration of an ED

Validation, Creation, Modification and Deletion actions on DI

Every creation, modification or deletion of a DI must be verified by a Checker with specially assigned privileges before being validated by the system.

Search DI list using different filters

CIRS allows users to search and display DI using different filters; importing entity, creation date, country of origin, validity status, expiration date and period, etc.

Print search results

The results of every search can be printed in report form.

Expiration of a DI

A DI is considered cleared when its balance equals zero after bookings.

In CIRS a DI expires after a predefined period from its date of domiciliation. Automatic reminders are generated and displayed for every expired DI; the conditions for an alert are customizable. The user can generate a Letter of expiration of DI for each expired DI addressed to the client. This information is also accessible over the menu.

The period of validity of a DI can be prolonged once by up to 3 months (customizable).

Amendment of a DI

This operation, while similar to a modification of a DI, produces a different result. In the case of an amendment, the current instance of the DE is archived and a new instance of the same DI is initiated and used from then on. An amendment can be modified or deleted. In the case of a deletion, the last instance of the DI before the amendment will be declared as the current instance. These operations can also be performed on amendments not validated by a Checker.

Validation of an Amendment

Every modification or creation of an amendment must be validated by a Checker before being accepted by the system.

Tracking and display of amendment history

A user can view all amendments made on a DI.

Booking an ID

Booking a DI

A booking operation consists of debiting from the DI an amount corresponding to a transfer from the client to a corresponding bank as payment. If the client executes the transfer with another bank or financial institution, the bank has to issue a Booking Request to the domiciliation bank referencing the DI.

CIRS allows creation, modification and deletion of bookings on a DI

Management of the booking amount is strictly controlled. The booking amount must be less than or equal to the balance of the DI. The new balance after booking is calculated real time by the application.

Search bookings list using different filters

CIRS allows the user to search for bookings using different criteria; importing client, DI number, operating bank, booking period, etc. This allows the user to generate a variety of reports; list of bookings by client and by DI, list of bookings for a particular client or a particular DI, list of bookings by operating bank, etc.

Generation of report of bookings issued to other banks

This report is generated for a predefined period.

Generation of an Attestation of Payment

When a DI is fully booked (cleared, balance = 0), the user can generate and print an Attestation of Payment for the client. This can be used as a proof of clearance of the DI. This is only possible for cleared DIs

Generation of an Attestation of non-Payment

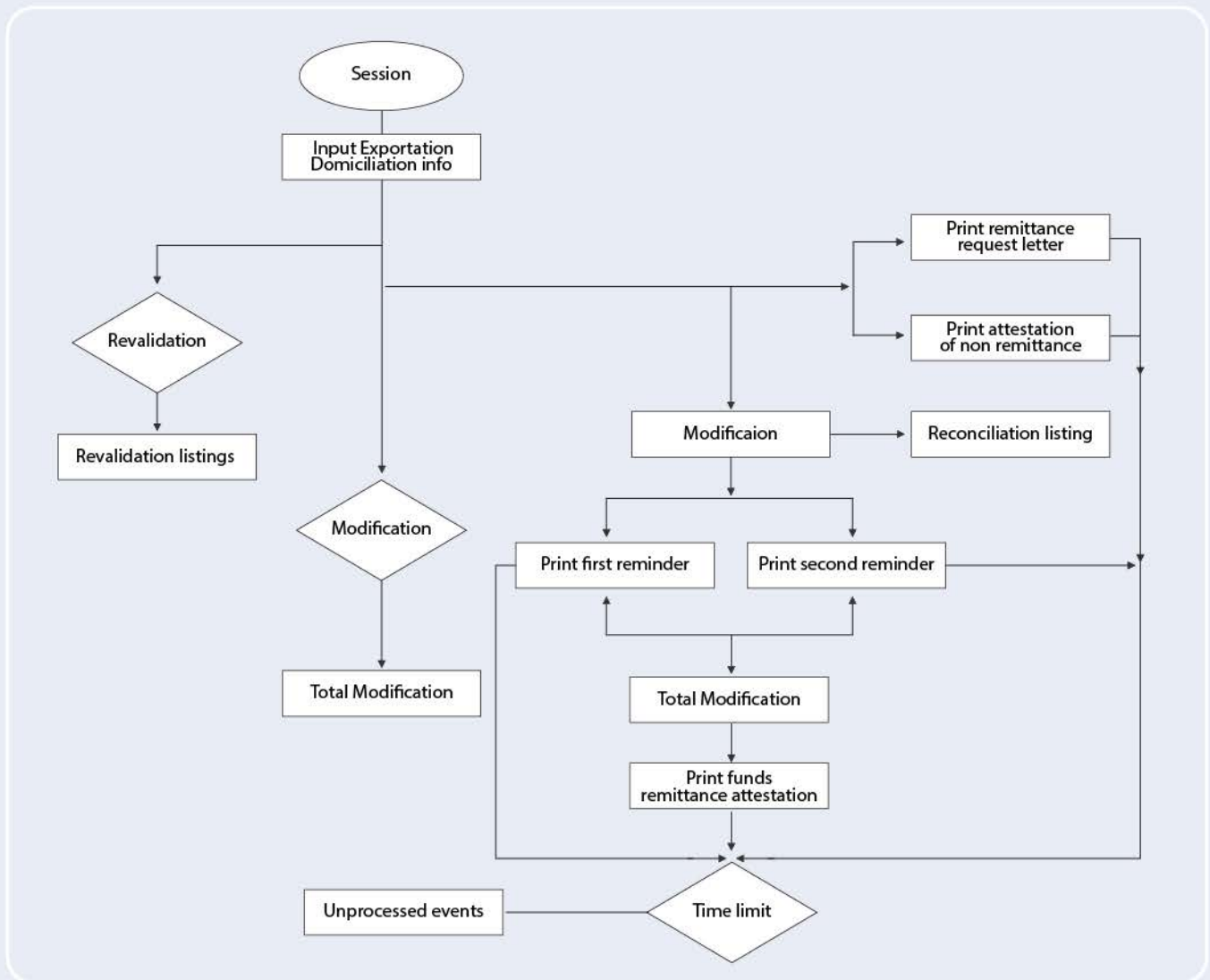
A client may need an Attestation of non-Payment on a DI that is not cleared, especially if the DI has expired. This document may help him to execute bookings on the DI at another financial institution.

CIRS allows the user to generate and print an Attestation of non-Payment referencing the DI and the client. This is only possible for DIs that have not been cleared.

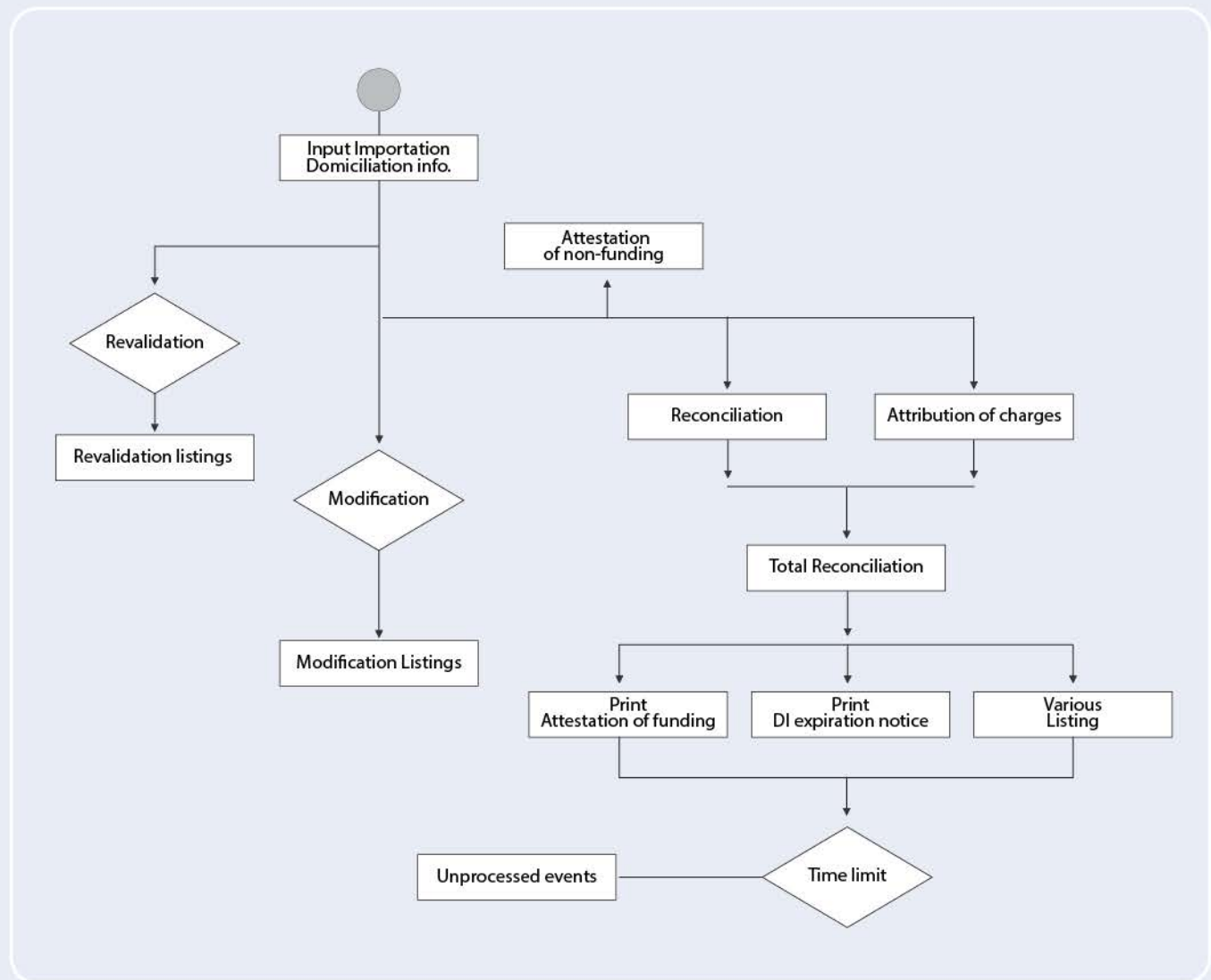
Generation of Monthly report of domiciled DIs

CIRS allows the user to generate and print on any data they may want

Domiciliation - Exportation



Domiciliation - Importation





About **DME** systems

For more than 25 years of existence, as your Digital Transformation partner, we will be with you every step of the way – from initial planning to delivery, and beyond.

Our Software developers create bespoke software products, apps and operational systems for SMEs, enterprise, not-for-profit, and government.



DME SYSTEMS

West & Central Africa Region

3rd Floor, Immeuble la Rotonde
Boulevard de la Liberté AKWA - Douala - Cameroun
info@dme.systems