

REQUESTS TO PRINCIPAL CUSTOMS AND EXCISE OFFICER FOR ADMINISTRATIVE PROCESSING

To:	
From:	
Contact number:	
Date:	

Principal Customs and Excise Officer:

REQUEST TO THE COMMISSIONER FOR ADMINISTRATIVE PROCESSING

As a result of my contravention of the Customs and Excise Act or my failure to comply with its requirements, I may be subject to prosecution in a court. I have been advised that I have the right, under the Customs and Excise Act to present my case in such court. However, I have also been advised that I have the right, under the Customs and Excise Act, to make an admission of guilt and request administrative processing of the matter described in Notice of Seizure and or Penalty Number _____. I have been advised that the maximum penalty to which I may be liable on conviction is N\$ 20 000 or three times the value of the goods involved **plus** the forfeiture of the goods involved and possibly forfeiture of vehicle/aircraft vessel on which they were imported. Further, I will be required to pay all duties and taxes due and any charges which accrue because of this violation. It is my desire to resolve this matter currently, without the necessity for prosecution. I hereby make the required admission of guilt. I therefore request administrative processing and agree to the following.

1.To abide by the Commissioner’s summary decision, without legal proceedings, with respect to the mitigation or remission of the forfeiture and/or penalty to which I am liable, Notice of Alleged Violator’s Rights and Request to the Commissioner for Administrative Processing – Continued

2.To pay the mitigated penalty as determined by the Commissioner. (Such mitigated penalty may not exceed the maximum fine which may be imposed upon a conviction).

3.To pay any duties or import taxes due or charges this may have been incurred in connection with the detention or seizure.

I have been advised that my acceptance of this procedure precludes the Government from initiating or maintaining any prosecution of me as a result of this matter. I hereby request that, under the authority of section 103, the Commissioner or an officer authorized to act in his behalf, mitigate the forfeiture and penalties resulting from the contravention described in the above-referenced seizure report and I repeat my agreement to comply with the conditions described herein. I understand that by accepting these conditions, I may not subsequently institute or maintain any action for damages on account of the detentions, seizure or forfeiture. Furthermore, I have been informed that, if a mitigated penalty exceeding N\$1000 is imposed as a result of this request, I may appeal to the Commissioner of NamRA within three months from this date and that the Commissioner’s decision on such appeal shall be final.

Violator/Representative’s Full Name:

Signature:

Date:

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I have received the above notice and have declined/Accept to request administrative processing.

Principal Customs Officer Name:

Signature:

Date: