



ACI Registration for Importers (ACI) - Libya

User Manual

June 2024

Libya – (ACI)

Location: Shatt El Henshir, Tripoli, Libya

Telephone Number: 0918844747

Email Address: helpdesk@acilibya.ly

Website: www.aci.customs.gov.ly

Introduction

The purpose of the document is to provide users with a complete understanding of the process of registering importers in the Advanced Shipping System to make better use of all the functions provided by the tool.

What is Advanced Cargo Information System

The Advance Cargo Information (ACI) system plays a crucial role in enhancing the efficiency and security of cargo arriving at its ports. This system ensures that information about cargo is transmitted before it leaves the port of origin and upon arrival at the destination port in Libya. By providing this data to various stakeholders and regulatory authorities, the ACI enables the vetting of incoming cargo, allowing for enhanced security measures and risk assessments before goods reach their final destination.

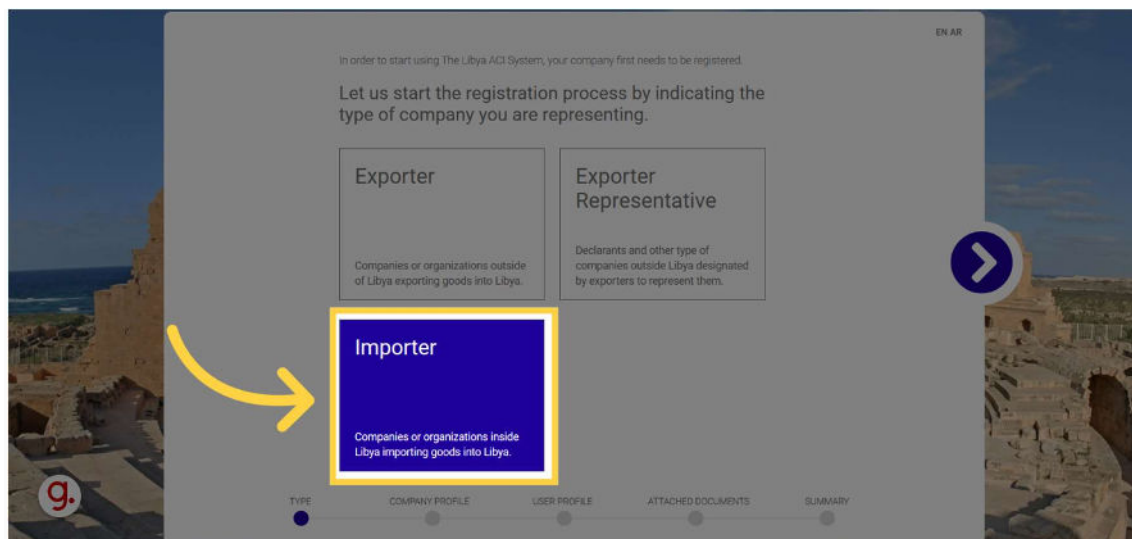
Moreover, the ACI system in Libya is instrumental in gathering valuable statistics, conducting pre-arrival risk assessments, and optimizing logistic chains for increased efficiency and control. These functionalities are vital for ensuring the smooth flow of goods, enhancing security protocols, and supporting overall trade facilitation efforts within Libya's maritime infrastructure.

Importer Registration

This guide will walk you through the detailed steps of registering as an importer in the Advanced Cargo Information system (ACI) for Libya. From entering company details to uploading essential documents, follow the precise instructions to complete the registration process seamlessly.

1. Company type

- The importer should enter the website www.aci.customs.gov.ly and proceed to the registration page. The Initial screen would present you with multiple options. If you are an importing company, pick importer.



2. Fill in company information

- In the first page, fill in your company information. The mandatory fields are marked with a red asterisk. Please make sure you enter your email address correctly

Fill in your company information

Tell us more about this importer
(For the purposes of this form, we will refer to these information as "Profile")

Statistical Code *
4637

Company Name in English (Legal Name) *
Company Name in Arabic (Legal Name) *

Address in English *
Address in Arabic *

Country *
Libya

ZIP/ Postal Code *
City in English *
City in Arabic *

Phone *
[91] 2345678

Company Email *

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

3. Statistical code

- Insert the Statistical Code which is required for verification purposes. The number to be inserted in the "statistical code" field is composed of the digits found to the right of the dash, excluding the dash. For example, if the statistical code is 3-4637, the number to be inserted is 4637.

Statistical code

Tell us more about this importer
(For the purposes of this form, we will refer to these information as "Profile")

Statistical Code *
4637

Company Name in English (Legal Name) *
Company Name in Arabic (Legal Name) *

Address in English *
Address in Arabic *

Country *
Libya

ZIP/ Postal Code *
City in English *
City in Arabic *

Phone *
[91] 2345678

Company Email *

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

- The system will not allow you to continue if you have errors. Fix any errors before moving to the next page.

EN AR

Tell us more about this importer
(For the purposes of this form, we will refer to these information as "Profile")

Statistical Code *

This information is required.

Company Name (Legal Name) * Company Name in Arabic (Legal Name) *

Address * Address in Arabic *

Country * ZIP/ Postal Code *

Libya

City * City in Arabic *

Phone * Company Email *

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TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

4. Fill in the Company admin information

- Fill in the account administrator information. Please note that this account will have all rights related to the company account.

Fill in the Company admin information

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We just need some information about you.
(The user defined here will act as the administrator and will have all permissions related to this company account)

First Name *

Last Name *

Rank/Designated Position * Email *

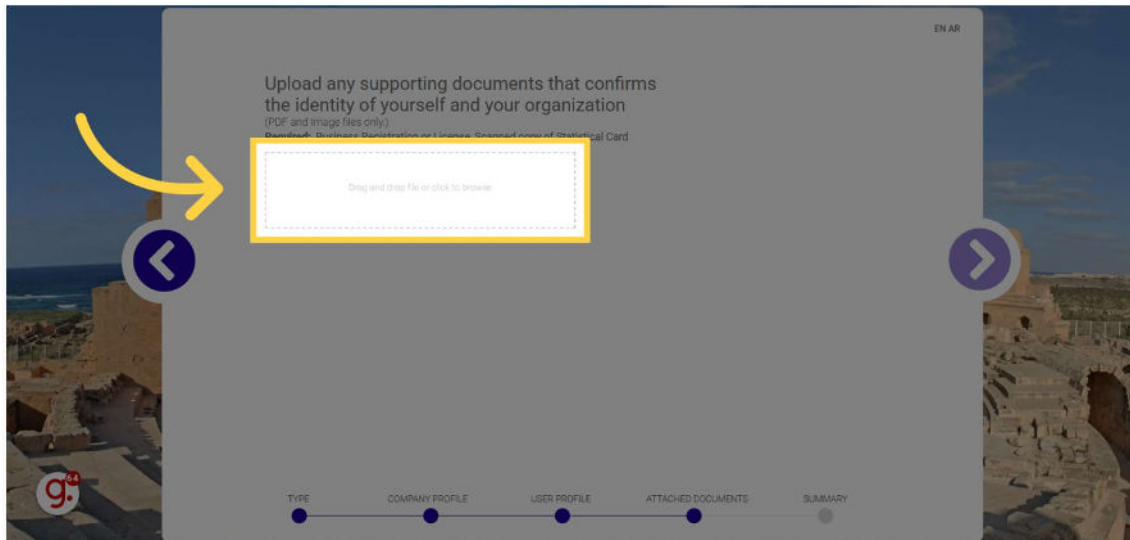
Phone *

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TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY

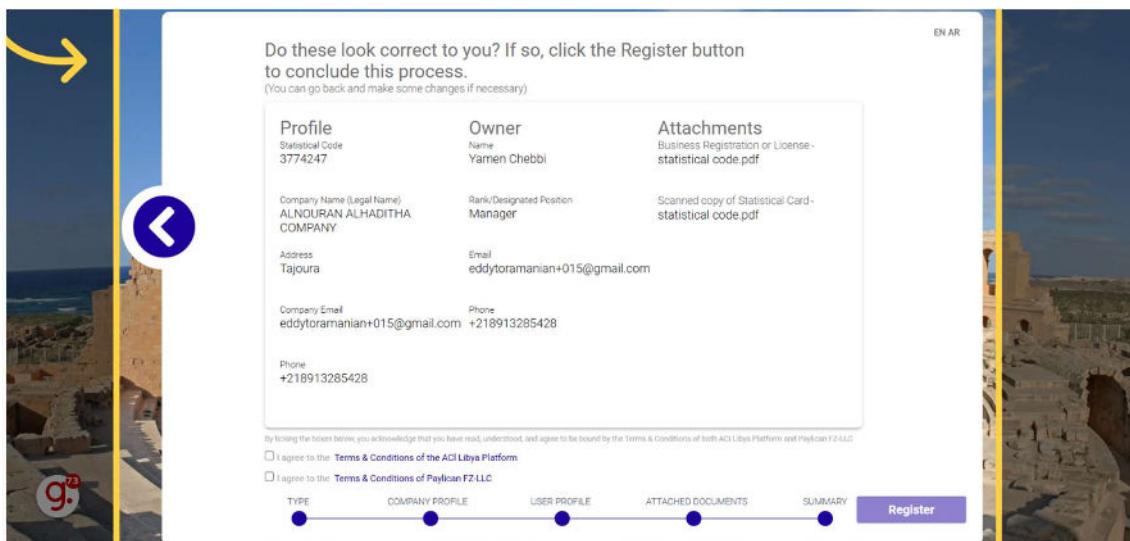
5. Scanned copy of the Statistical Code

- Move to the next step and upload supporting documents. Some documents are mandatory, and others are optional.



6. Confirm all information presented

- The last page presents the information filled in a summary page.



7. Confirm terms and conditions

- Check and confirm the terms and conditions details by pressing on the bookmarks.

Do these look correct to you? If so, click the Register button to conclude this process.
(You can go back and make some changes if necessary)

EN AR

| | | |
|--|---------------------------------------|--|
| Profile Statistical Code 3774247 | Owner Name Yamen Chebbi | Attachments Business Registration or License - statistical code.pdf |
| Company Name (Legal Name) ALNOURAN ALHADITHA COMPANY | Rank/Designated Position Manager | Scanned copy of Statistical Card - statistical code.pdf |
| Address Tajoura | Email eddytoramanian+015@gmail.com | |
| Company Email eddytoramanian+015@gmail.com | Phone +218913285428 | |
| Phone +218913285428 | | |

I agree to the Terms & Conditions of the ACI Libya Platform

I agree to the Terms & Conditions of Paykian FZ-LLC

By clicking the button below, you acknowledge that you have read, understood, and agree to be bound by the Terms & Conditions of both ACI Libya Platform and Paykian FZ-LLC.

TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY Register

8. Register

- After performing all the validations, you can finalize by pressing on the "Register" button.

Do these look correct to you? If so, click the Register button to conclude this process.
(You can go back and make some changes if necessary)

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| | | |
|--|---------------------------------------|--|
| Profile Statistical Code 3774247 | Owner Name Yamen Chebbi | Attachments Scanned copy of Statistical Card - statistical code.pdf |
| Company Name (Legal Name) ALNOURAN ALHADITHA COMPANY | Rank/Designated Position Manager | Business Registration or License - Commercial registry_4_1.jpg |
| Address Tajoura | Email eddytoramanian+015@gmail.com | |
| Company Email eddytoramanian+015@gmail.com | Phone +218913285428 | |
| Phone +218913285428 | | |

I agree to the Terms & Conditions of the ACI Libya Platform

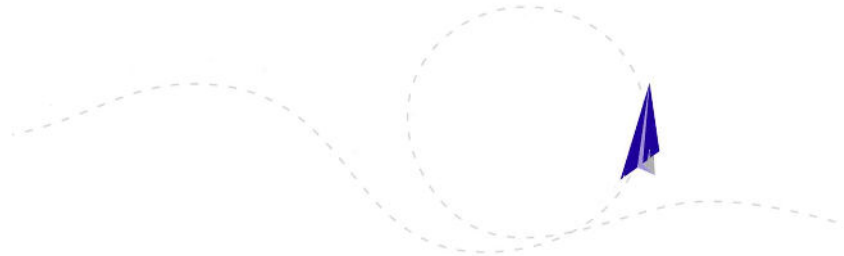
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TYPE COMPANY PROFILE USER PROFILE ATTACHED DOCUMENTS SUMMARY Register

9. Confirmation Message

- A confirmation message will pop up



Thank you for registering AL NOURAN ALHADITA.

An email will be sent to eddytoramanian+37@gmail.com once our review process has been completed.

This window can now be closed.

10. Email Confirmation

- You will receive an email on the administrator account for next steps. If you do not receive an email confirming your registration, please contact technical support via the address helpdesk@acilibya.ly

ACI Libya



Registration Confirmation

AL NOURAN ALHADITA

PLEASE DO NOT REPLY. THIS IS AN AUTOMATIC NOTIFICATION MESSAGE

Dear Ahmed Amir,

AL NOURAN ALHADITA has been registered in the ACI system in Libya and is pending activation.

Kindly note that the processing of the registration takes approximately 3 to 4 working days.

You can view your company registration status below

[Review registration](#)

For any questions or queries, kindly contact the ACI Libya Helpdesk:

www.aci.customs.gov.ly

helpdesk@acilibya.ly

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The guide covered the intricate process of importer registration in the Advanced Cargo Information system for Libya. For more information, please visit aci.customs.gov.ly