



Lesotho Revenue Authority

ASYCUDA Registration Process

Registration Requirement

In order to submit declarations you will need to have access to the ASYCUDA World Computer System, which can be downloaded free of charge from LRA Website. You, and any of your staff whom you nominate, will also be provided with training on the new procedures and use of the system.

To access the system you will need to register with LRA as a user, and registration starts on the **13th July 2015**. To do this you will need to complete and sign a registration form (**Form ASY 1**), a copy of which can be downloaded from www.lra.org.ls and www.lesothotradeportal.org.ls

The Registration Form should be completed clearly in black ink and signed by a Senior Manager. It is possible to nominate multiple users from your organisation, and each will be issued with their own individual USER ID. A passport sized photograph will be needed for each individual user that you nominate, and a copy of Clearing Agency Licence issued by Customs should be attached in a case whereby one applies to operate as a Clearing Agent. You should nominate one person to be the contact point for all ASYCUDA matters.

Submission of Registration Documents

You must scan your completed and signed registration form and accompanying photographs and documents. The scanned documents should be submitted by email to ASYCUDA Registration Office at asyregistration@lra.org.ls.

The hard copy of the registration documents **MUST** also be submitted to:

**ASYCUDA Registration Office
Lesotho Revenue Authority
Head Office
Maseru Advice Centre
Government Complex
Maseru 100**

OR

LRA Advice Centre Northern Region and Advice Centre Southern Region.

Please note that Large Taxpayers will be assisted by their respective Accounts Representatives at Maseru Mall.

Confirmation of Registration

Nominated users will be issued with the USER ID(s) needed to download and operate the system. They will be issued through email or collected from ASYCUDA Registration Office. ***User IDs are specific to the individual user and should never be published or shared.***