



AWWebExtension User Guide: First-Time Registration of Imported Vehicles

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Prepared for authorised personnel of the Transport Authority

1. Introduction

This manual provides step-by-step instructions for authorised personnel of the Transport Authority on how to process the first-time registration of imported vehicles using the AWWebExtension system.

The procedure allows the user to verify whether a vehicle has been released by Customs and, where applicable, update the system with the newly assigned registration number.

2. System Access

Step 1: Log in to AWWebExtension

When an application for the first-time registration of an imported motor vehicle is received, the authorised employee of the Transport Authority must first access the AWWebExtension system.

1. Open the AWWebExtension portal using the following address:
<https://www.customs.gov.lc/awwebprod/manage>
2. Enter your assigned username and password.
3. Click Log In to access the system.



Figure 1. AWWebExtension login form

3. Verifying Vehicle Information

Step 2: Open the Released Vehicles Search page

4. From the main menu on the left side of the screen, select Released Vehicles > Search.
5. The Released Vehicles Search page will open .

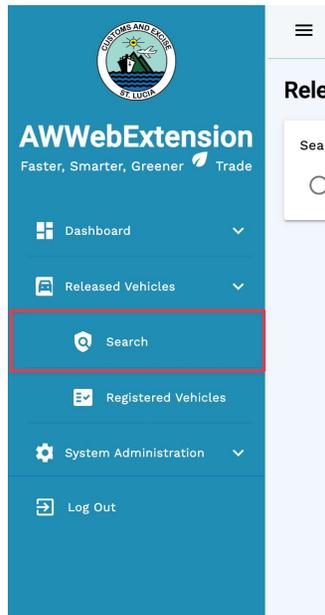


Figure 2. Accessing the Released Vehicles Search option in AWWebExtension

Step 3: Select the search method

The user must choose one of the available search options:

- By S.A.D. Reference
- By Chassis Number

Figure 3. Vehicle search criteria selection

Option A: If the customer presents the S.A.D. documentation, select By S.A.D. Reference and enter the relevant details exactly as shown on the document.

Figure 4. Search form for S.A.D. Reference

Option B: If searching by vehicle identification details, select By Chassis Number and enter the vehicle chassis number / VIN.

Registration of Motor Vehicle To Be Delivered Under Duty Free Concession

The vehicle mentioned in this search is registered with the following name and address:
[REDACTED]

and has been given the registration number

Enter vehicle registration number

Please fill out this field.

X CLOSE ✓ OK

Figure 7. Concession vehicle verification form for entering the registration number

5. Important Notes

- The information displayed in AWWebExtension must always be checked against the documents presented by the customer.
- Registration must only proceed where the system confirms that the vehicle has been released by Customs.
- Where discrepancies are identified, the applicant should be referred to Customs for clarification before registration is completed.
- Only authorised personnel should access and use the system.

6. Process Summary

8. Log in to AWWebExtension.
9. Open Released Vehicles > Search.
10. Search using either S.A.D. Reference or Chassis Number / VIN.
11. Click Search.
12. Confirm whether the vehicle has been released by Customs.
13. Verify the information against the customer's documents.
14. Register the vehicle and, where required, update AWWebExtension with the new registration number.

Vehicle Registration Process Flowchart

