



Ref: MOF/OM/0891/2024

October 6, 2024

THE MINISTER OF FINANCE OF THE FEDERAL GOVERNMENT

Having understood:

The importance of the SOMCAS Users Authorization, Identification, and Authentication Policy (hereinafter referred to as the 'Policy') in safeguarding sensitive customs information from unauthorized access, ensuring system integrity and security;

Recognizing:

The necessity of the Policy in managing various users effectively by establishing a robust identification and authentication processes that will help mitigate risks and promote accountability;

Acknowledging:

The role of the Policy in enhancing security and facilitating efficient customs operations through clear user management protocols and Multi-Factor Authentication; and

Taking into consideration:

The authority vested in the Minister of Finance as stipulated in Article 6 of the Revenue Administration Law, 2019 and Article 28 of the Customs Act, 2020;

Hereby issues the following decree:

Article 1

Approval of the SOMCAS Users Authorization, Identification, and Authentication Policy

1. The SOMCAS Users Authorization, Identification, and Authentication Policy attached to this Ministerial Decree, is hereby approved.
2. The approved Policy shall be made available for public access through publication on the Ministry of Finance's official website, and shall enter into force immediately upon publication.

H.E. Bihi Iman Egeh
The Minister





MINISTRY OF FINANCE

SOMCAS USERS AUTHORIZATION, IDENTIFICATION AND AUTHENTICATION POLICY

SOMCAS Users Authorization, Identification and Authentication Policy

Purpose

To ensure that only approved users can operate in the SOMCAS system from Graphical User Interface (GUI). Without the proper authorization, identification and authentication controls, a potential risk may arise that the security of SOMCAS is compromised, and the system could be accessed illicitly.

This policy will be applied without prejudice to the general ICT policy of MoF.

Scope

This policy applies to all users that will be authorized to access SOMCAS from its GUI.

Specifically, it includes:

- Customs employees that are involved in the Customs clearance process, the maintenance of the system and the update of the reference data.
- Employees of the economic operators who are nominated to act as their representatives in the Customs clearances process.
- Employees of partners or clients of the Ministry of Finance that work in Customs related projects (when applicable).

Principles

- Prior to being granted access to SOMCAS system, each user must be provided with formal authorization by the Director of Customs. This authorization will be based on verifiable identification data of the user provided in an application form. The authorization will be filed by the authorizing official in accordance with MoF filing protocols.
- Once the authorization has been granted, the user will be provided with a unique identifier (username) and the authenticating means (password). The **username** and **password** will be delivered to the authorized user at the email address specified in the application form to ensure they are received only by the authorized user.
- The SOMCAS Admin must ensure that user management policies embedded in SOMCAS application are activated to ensure that:
 - Temporary passwords issued to authorized users must be changed on first login.
 - The password will expire after a specified number of days to ensure that passwords are changed regularly.
 - The user's account will be locked after a specified number of unsuccessful attempts.
- Where applicable, a user's account can be suspended, amended, or reset in accordance with this policy.

Policy

1) Configure User Management Policies in SOMCAS

The SOMCAS Administrator should review the User Management Policies at the System configuration and set parameters as in the tables below:

Parameter	Value
Force passwords change on first log-in	Switch to ON
Enable password to expire	Select YES
Password expiry days	90 (days)
Password expiry alert	3 (days)
Lock after unsuccessful attempt	5 (times)

2) Application and verification of user's identity

- As part of the registering process the user's identity should be verified through the use of government-issued identification documents that include the following information:
 - Full name
 - Signature
 - Photograph
- Any person wishing to be registered as a user in SOMCAS must complete the application form and submit it by email at application@somcas.gov.so. The application form can be downloaded from the MoF website and the Revenue Directorate website [SOMCAS User Registration Application Form](#).
- In the case of Customs employees, the application form should be countersigned by the supervising manager of the applicant and accompanied by a scanned copy of Employee ID Card.
- In the case of employees of economic operators, the application form should be accompanied by a scanned copy of the National ID Card/DOB Certificate or Passport of the applicant and an official letter signed by the principal of the applicant.
- The applications should be reviewed and verified by the authorizing official who, if acceptable, forwards the file to a SOMCAS Administrator. If not acceptable, the application should be rejected, and the applicant must be informed via email specifying the reasons for the rejection.
- The SOMCAS Administrator shall create the user account in SOMCAS, assigning a username in accordance with the related policy, and link with the proper User Group Account.
- The authorized user will be notified automatically via email of the username and the temporary password.
- The SOMCAS Administrator will sign the application form and file it accordingly.

- The SOMCAS Administrator will keep a database of SOMCAS users, identifying full details of the user, workstation, business unit/permissions granted, and date of approval/review.

3) Username and password formats

- Each SOMCAS user will be provided with an identifier (username) and an authenticator (password) that will enable them uniquely and individually to access the system.
- Identifiers (usernames) will be assigned as the following:
 - For Customs employees, the username should be the employee ID number, as shown in the application form and verified against the Employee ID Card.
 - For the external users (employees of other government agencies and economic operators) the username should be the Somali mobile phone number (9 digits without initial zero) declared on the application form.
- Temporary passwords could be any string that the SOMCAS Administrator may deem appropriate. The user will be forced to change it after the first login.
- When forcing a change of password, the system shall advise the user to use a secure password, containing a minimum of 8 characters, with at least one capital letter and one number.

4) Distribution of usernames and passwords

- The **usernames** and **passwords** associated with each account must be distributed in such a manner as to ensure they are delivered only to the personnel to whom they are assigned.
- The email address declared by the applicant in the application form is used by SOMCAS as an additional unique identifier. The user's temporary password will be sent to the declared email address.
- The email advising the user of the temporary password will add a warning that the sharing of login details will result in the user losing SOMCAS access

5) Suspension or amendments of user accounts.

- When a user is suspended or transferred from his position, the account must be suspended or amended accordingly to prevent its further use and the file must be archived for potential future investigation.
- The request for suspension or amendments must be made:
 - for Customs employees, by the supervision manager of the suspended or transferred user. A copy of the letter of suspension/transfer signed by the Customs Director shall be sent to the SOMCAS Administrator as notification of the suspended or transferred user.
 - for employees of economic operators, by the principal of the company.
 - for other government agencies, by the Director General of the relevant agency.

- The SOMCAS administrator shall complete an audit of all SOMCAS User access rights every six months.
- The SOMCAS administrator shall send a letter to each Customs Station Manager, registered principals and Director General of the government agencies every 6 months to confirm the list of users and their roles.
- Authorized persons should submit the request for suspension or amendment by email at application@somcas.gov.so, completing the SOMCAS Change User Account Form.
- The same procedures as per the creation of the account must be applied in case of the requests for suspension or amendments of user's accounts. They should be reviewed and verified by an authorized official and forwarded for execution to the SOMCAS administrator.

6) Reset of password and unlock of accounts.

In case of forgotten passwords, the users may use the “Forgot Password” facility available on the SOMCAS login window. They will be provided with a link that enables the reset of the password.

In cases of locked accounts due to exceeding the maximum number of unsuccessful login attempts, the user should make request to unlock their account at support@somcas.gov.so

7) Use of Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) is recommended to be enabled for users when logging into the system. This will involve sending a One-Time Password (OTP) code to his/her registered email address. This additional layer of security will help verify the user's identity and prevent unauthorized access.

Non-Compliance

Customs employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties.

Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.