



NOTICE

TO ALL CUSTOMS BROKERS AND CLERKS

NEW PROCEDURES FOR THE PROCESSING OF BILLS OF SIGHT COVERED BY BOND

In order to ensure that importers meet their contractual obligations under the C55 Bonds, that is, “...**deliver to the Comptroller within seventy-two (72) hours of the taking delivery of goods imported by them into Trinidad and Tobago, proper Customs entries of all such goods so delivered to the satisfaction of the Comptroller and pays to the Comptroller all duties and other charges due to him on such goods...**” the following procedural changes will take immediate effect:

- 1) The Broker/Clerk will present the Bill of Sight covered by Bond, Form C86 in quadruplicate with copies of the invoice and related documents in duplicate, together with the adjusting documents, Import/Export Declaration, (C82) to the Bond Section for processing.
- 2) The Bond Officer will verify that the C55 Bond has been used only in the specified circumstances as stated in the guidelines.
- 3) The Bond Officer will verify that the quantum of the Bond can accommodate the total tax liability in respect of the transaction and certify “**Bond In Force**”.
- 4) The Bond Officer will verify the tax liabilities on the C86 and the adjusting document (C82), processes the C82 through the ASYCUDA System and queries the C82 for the Bill of Sight examination.
- 5) The Bond Officer will forward the Bill of Sight covered by Bond (and the C82) to the Officer-in-Charge for approval and numbering.
- 6) The Record of Outstanding Liability will be adjusted accordingly.
- 7) The Clerk/Broker will collect the approved and numbered Bill of Sight covered by Bond within thirty minutes and present it to the Cargo Examining Officer at the Import Station.
- 8) The Cargo Examining Officer will record the examination on at least three copies of the Bill of Sight. He will give the original and third (3rd) copy to the Clerk/Broker immediately after the examination is recorded and delivery of the cargo is authorized.
- 9) The Broker/Clerk will affix the words “**Received Original**” above the words “REPUBLIC OF TRINIDAD & TOBAGO” on the duplicate copy of the C86 and **sign** for having received the original. The duplicate copy will be retained by the examining officer and will be dispatched to the Central Services Section by 10:00 am the following morning.
- 10) By 10:00 am on the morning after the date of examination and delivery, the Broker/Clerk will re-lodge the Original Bill of Sight covered by Bond together with the queried C82 to the Bond Officer with the correct Bill of Sight number recorded in box 22 for cross-referencing.

11) The Bond Officer will verify the information entered on the adjusting documents (C82) and the duties and other charges due based on the record of examination done by the Officer at the importing station.

12) When the C82 has been verified, the Officer will sign the C82 and generate the Assessment Notice for payment. The final processing of the C82 must be completed within two (2) hours of being re-lodged.

13) Alternatively, if the Assessment Notice is not generated within forty-eight (48) hours of the delivery of the cargo, the Broker/Clerk can prepare a Deposit Entry (C23) for the tax liabilities on the C82. The correct Bill of Sight No. and the firm's Reference No. must be recorded on this Deposit Entry for cross-referencing.

- (a) The Deposit Entry will be allowed by the Supervisor, Central Services and the Deposit paid to the Customs Cashier.
- (b) The Broker/Clerk will submit the original receipt and Deposit Entry to the Bond Officer, pending the submission of the adjusting document.
- (c) When the C82 is verified and the Assessment Notice is generated, the Deposit Entry will be brought to account and the deposit transferred to Revenue by the Deposits Officer.

14) The original Bill of Sight is retained by the Bond Officer in Central Services.

15) The Record of Outstanding Liability will be adjusted accordingly.

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Comptroller of Customs and Excise
Custom House, Port of Spain
Ref. No: C&E 11/1/5
Dated: 28/07/2008