



8 Steps in Clearing Barrels

1

- Consignees, or their authorised representatives, ensure that all handling charges and freight (if applicable) are paid to the Agent.
- N.B.: Payments to the Agent are **NOT** Customs duties.

2

- The Agent issues signed Delivery Orders to Consignees, instructing the Port Authority to release the barrels into the possession of Consignees.

3

- At the Port, Consignees present their Delivery Orders and identification (valid identification card, passport, or driver's license) to the Port Authority Office, and pay any Port handling charges.

4

- Consignees are directed to their Barrels, and the Barrels are examined by an assigned Customs and Excise Officer.

5

- The Customs and Excise Officer assigned to examine the Barrels requests Consignees to make a statement about the content and value of their Barrels, before the examination commences.

6

- Consignees are then required to empty their Barrels for examination.
- N.B.: Consignees are legally responsible for **opening, emptying and refilling barrels**. Customs and Excise Officers are not responsible for doing so.

7

- The assigned Customs and Excise Officer assesses the duties and taxes payable, and Consignees pay the relevant duties and taxes.

8

- After payment of Customs Duties, Consignees are given a Delivery Note to exit the Port, and are allowed to take their barrels with them.
- N.B.: Consignees are responsible for providing transport to remove their barrels from the Port.