

**MINISTRY OF FINANCE AND THE ECONOMY
CUSTOMS AND EXCISE DIVISION**

**NOTICE TO IMPORTERS
NO. 4 OF 2018**

**SUBJECT: PROCEDURE FOR CLEARING NON-COMMERCIAL
CONSIGNMENTS OF A VALUE NOT EXCEEDING
\$20,000.00**

The attention of all Importers is drawn to the subject at caption.

The following documents **shall** be submitted by the Importer or their Agent in order to clear **non-commercial consignments of a value not exceeding \$20,000.00**:

- Valid National Identification Card, Driver's Permit or Passport
- If clearing on behalf of an Importer:
 - Letter of authorization from the importer;
 - Valid National Identification Card, Driver's Permit or Passport or
 - Valid Identification Card issued by the Customs Brokers Board;
 - A copy of a valid form of identification from the Importer
- Airway Bill or Bill of Lading
- Invoice, if available, with the 'Invoice Declaration' or the Form C21 (Bill of Sight)
- All required Agencies' endorsements recorded on the Invoice or Airway Bill/Bill of Lading
- Form C84 (Customs Declaration)(where applicable)
- Permits from relevant Agencies (where applicable)
- Delivery Receipt from the Port Authority or Airline's Agent
- Worksheet (where applicable)

In the absence of an invoice, the customs value of the imported goods shall be determined in accordance with the Sixth Schedule of the Customs Act, Chap. 78.01.

Importers shall adhere to the procedures for the importation of restricted goods and goods which require referral to the Valuation Section.

Importers are reminded that all payments to the Comptroller of Customs and Excise in excess of \$5,000.00 shall be made on a certified cheque.

Notice to Importers No. 1 of 2011 is hereby revoked.

Importers are to be guided accordingly



Comptroller of Customs & Excise (Ag.)

Custom House, Port of Spain

Ref. No: C&E 11/1/1

Date: 25/09/2018