

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 6 OF 2020

**SUBJECT: INTERIM PROCEDURES FOR PENDING REGISTERED EXPRESS
CONSIGNMENT CARGO REPORTERS FOR CONSIGNMENTS OF A
VALUE LESS THAN \$20,000 UPLOADED ON THE CBCS
(For the Period 16th March, 2020 – 30th June, 2020)**

The attention of all importers is drawn to the following new procedures for the clearance of Express Consignments at the area designated for the processing of Express Consignments at the Swissport and ABL Transit Sheds.

1. All Cargo Reporters for Express Consignments shall be present at the Area designated for the processing of Express Consignments immediately upon the discharge of the Express Consignments from the aircraft and deposit in the said area.
2. All Cargo Reporters for Express Consignments and Carriers for Express Consignments (FedEx, UPS and DHL) shall upload the advance manifest on the CBCS, and provide a hard copy of the said manifest with the Master waybill and all house waybills that have been issued. Evidence of this upload must be provided.
3. The Cargo Reporter for Express Consignments shall prepare a worksheet to be attached to the NTDE which shall provide the following information:
 - i. **Ultimate consignee waybill number**
 - ii. **Shipper**
 - iii. **Invoice Number**
 - iv. **Ultimate consignees' name and address**
 - v. **Detailed description of the shipment; general descriptions are not accepted.**
 - vi. **Tariff Headings**
 - vii. **Shipping weight**
 - viii. **Courier Bag number/package reference number**
 - ix. **No. of packages**
 - x. **Type of packages**
 - xi. **Cost**
 - xii. **Freight**
 - xiii. **Insurance**
 - xiv. **Total Customs value**
 - xv. **Tax Liability – e.g. Duty, VAT, Online Purchase Tax, etc.**
4. The Cargo Reporter for Express Consignments shall submit separate worksheets for commercial transactions and non-commercial transactions and assign a reference number to each worksheet
5. All relevant invoices and waybills shall be submitted with the NTDEs for commercial transactions and non-commercial transactions.

6. The Proper Officer shall prepare the NTDEs for each worksheet and shall summarize all duties and taxes. The overall total shall be inserted at the bottom of the NTDE at the word "TOTAL". The Customs value shall be recorded in the "Origin" column and the OPT shall be recorded in the "Value" column.
7. The number of packages on the NTDE shall be the sum of the total number of packages on each house waybill.
8. All Cargo Reporters for Express Consignments are to ensure that all "Other Government Agencies" endorsements are received prior to submission of the consignment to the Proper Officer for examination and delivery.
9. The duties and taxes shall be verified by the Customs & Excise Officer and payment shall be made to the Comptroller in the amount determined by the Customs & Excise Officer.
10. The Cargo Reporter for Express Consignments shall prepare the formal specific eC82 for commercial transactions and upload same on the CBCS within fourteen (14) days of the date of delivery.
11. With respect to the preparation of the specific eC82 to perfect the NTDE, the following shall apply:
 - The model of declaration (Regime) is IMX4
 - The CPC is 4700 000 – for Express Commercial Consignments
 - Box 7 of the eC82 shall contain the reference number of the NTDE
 - Box 8 of the eC82 shall contain the name and address of the Cargo Reporter
 - Box 9 of the eC82 shall contain the name and address of the ultimate consignee

FAILURE TO MEET THIS OBLIGATION SHALL RESULT IN THE REQUIREMNET OF THE FORMAL ENTRY UPON IMPORTATION.

Cargo reporters are to contact the ASYCUDA Section of the Customs & Excise Division for further details.

Please be guided accordingly.



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Comptroller of Customs & Excise
Custom House, Port of Spain
Ref. No: C&E 3/16/1/27
Dated: 18/03/2020