

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS No. 11 OF 2020

SUBJECT: Standard Operating Procedures to be followed during the Upgrade of the Customs Border Control System

All Importers are hereby advised that the Customs and Excise Division shall be conducting an upgrade to the Customs Border Control System (CBCS) from **2200 hours** (10:00 p.m.) on **Thursday 9th April, 2020** to **0600 hours** (6:00 a.m.) on **Monday 13th April, 2020**. During the upgrade period the CBCS shall not be available to registered users.

In this regard and in order to facilitate the processing of **urgent and time sensitive imports**, the following Standard Operating Procedures shall be observed:

1. Commercial Imports: e-C82 was not validated

- Hard copy of the Stored e-C82 or Form C21 (*Bill of Sight) with the words “As per attached worksheet” inserted thereon. Importers are urged to use the stored e-C82 which can be done prior to the system shutdown. (*No Bill of Sight fee will be required)
 - Worksheet
 - All supporting documents (BL/AWB, invoices, import permits etc.)
 - Endorsements from all relevant Government Agencies on respective invoices
 - All documents shall carry a commercial reference number identifying it as belonging to the same consignment
- 1.1 The examination shall be recorded on the stored e-C82 or Form C21.
 - 1.2 Payments (Applicable taxes and Transaction User Fee) shall be made to the Customs Cashier by approved financial methods only.
 - 1.3 The cashier shall issue a Miscellaneous Receipt in the name of the Importer and shall record the commercial reference number.
 - 1.4 The payment, the e-C82 or Form C21 and the supporting documents shall be safely retained by the Officer in Charge of the Station.
 - 1.5 Upon resumption of the CBCS and the uploading of the Manifest, the eC82 shall be prepared or if stored validated in the CBCS.
 - 1.6 The prepared/validated e-C82 and the original Miscellaneous Receipt shall be presented to the Officer in Charge of the station for verification within 24 hours of the resumption of the CBCS.

- 1.7 The transaction shall be processed through the CBCS and an original CBCS receipt shall be issued referencing the Miscellaneous Receipt number. The CBCS receipt shall replace the Miscellaneous Receipt.

2. Commercial Import: e-C82 was validated but not paid

- 2.1 The payment shall be collected on a Miscellaneous Receipt.
- 2.2 The payment and the e-C82 shall be safely retained by the Officer in Charge.
- 2.3 Upon resumption of the CBCS, the original Miscellaneous Receipt shall be presented to the Officer in Charge of the station within 24 hours of the resumption of the CBCS and the procedure itemized at 1.7 shall apply.

3. Express Consignment Cargo

- 3.1 The procedure outlined in Notice To Importers No. 6 and 7 of 2020 shall apply.
- 3.2 A Miscellaneous Receipt shall be issued for the payment of duties and taxes per Non-Trade Duty Entry (NTDE).
- 3.3 In the circumstance where the carrier/cargo reporter was unable to upload the manifest with the respective de-groupage because of the inaccessibility of the CBCS, a hard copy must be presented to the Proper Officer at the relevant Transit Shed.
- 3.4 Upon availability of the CBCS all manifests and de-groupage must be uploaded.
- 3.5 The original Miscellaneous Receipt and NTDE shall be presented to the Officer in Charge of the station within 24 hours of the resumption of the CBCS and the procedure itemized at 1.7 shall apply.

4. Non Commercial Imports

- 4.1 A hard copy of the manifest and the Form C21 shall be submitted to the Officer in Charge of the Transit Shed.
- 4.2 The examination shall be recorded on the Form C21.
- 4.3 Payments shall be collected on the Non Trade Duty Entry (NTDE) only.

5. Exports/Transshipment Cargo

- 5.1 Stored e-C82 or Letter addressed to the Comptroller of Customs and Excise for approval and signed by the Exporter or authorised Declarant (Customs Broker/Clerk)
- 5.2 Exporters are urged to use the stored e-C82 which can be done prior to the system shutdown
- 5.3 The Letter must be approved by an Officer of the rank of Supervisor or above of the respective station
- 5.4 All supporting documents (BL/AWB, invoices, export licence/permits etc.)
- 5.5 Endorsements from all relevant Government Agencies on respective invoices
- 5.6 All documents shall carry a commercial reference number identifying it as belonging to the same shipment
- 5.7 The examination shall be recorded on the stored e-C82 or approved Letter

- 5.8 No Transaction User Fee is applicable at this point
- 5.9 The stored Export e-C82 or approved Letter shall be safely retained by the Officer in Charge of the Station.
- 5.10 Upon resumption of the CBCS the eC82 shall be prepared or if stored validated in the CBCS.
- 5.11 The prepared/validated Export e-C82 shall be presented to the Officer in Charge of the station for verification within 24 hours of the resumption of the CBCS.
- 5.12 The transaction shall be processed through the CBCS and an original CBCS receipt shall be issued for payment of the Transaction User Fee.

The following persons of the ASYCUDA Section of the Customs and Excise Division can be contacted for further details:

- Rowena Maitland-Jack - 355-2907
- Deonyse Pyle-Williams - 384-7201

Importers are to be guided accordingly.

K Mathews

Comptroller of Customs & Excise (Ag.)

Custom House, Port of Spain

Date: 08/04/2020

