

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 17 OF 2020

SUBJECT: PROCEDURES FOR PROCESSING OF EXPRESS CONSIGNMENTS OF A VALUE LESS THAN \$20,000 IN THE AREA DESIGNATED FOR EXPRESS CONSIGNMENTS

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


1. In accordance with Section 114 of the Customs Act, Chap. 78:01, the Comptroller of Customs & Excise directs that all Express Consignments imported on a Master Waybill of a Cargo Reporter under door to door delivery agreements shall be deposited in the Area designated for the processing of express consignments at the ABL and Swissport Transit Sheds.
2. All Cargo Reporters for Express Consignments shall ensure that each Master Waybill has no more than 500 degrouped consignments.
3. All Cargo Reporters for Express Consignments shall ensure that the Consignments are deposited in the Area designated for the processing of Express Consignments within the time and relevant instructions as detailed in the Permit to Remove prior to Entry (Form C25).
4. All Cargo Reporters for Express Consignments shall be present at the Area designated for the processing of Express Consignments immediately upon the deposit of the Express Consignments in the said Area.
5. All Cargo Reporters for Express Consignments shall submit a **packing list** for each courier container (Bag, Bin, Pallet, etc.) to facilitate the tallying of the consignments.
6. All Cargo Reporters for Express Consignments shall upload the information for all house waybills associated with the master waybill on the CBCS.
7. All Cargo Reporters for Express Consignments shall submit the Express Consignment Worksheets in the format provided in the attached specimens 1 and 2. The Comptroller of Customs and Excise **SHALL ONLY ACCEPT** the said Express Consignment Worksheets.
8. All Cargo Reporters for Express Consignments record the house way bills on the worksheets in the same order as the degrouped manifest uploaded on the CBCS.
9. All Cargo Reporters for Express Consignments shall complete all fields in "Sections 1 and 2" of the said Worksheets, signed and endorsed by the Declarant of the Cargo Reporter.
10. All Cargo Reporters for Express Consignments shall submit a hard copy of the following documents with the Express Consignment Worksheets to the Proper Officer :
 - a. the **Master Waybill**
 - b. the **actual delivery house waybills**
 - c. the **exporter's cargo manifest for the consignments to be cleared**

11. The Cargo Reporter for Express Consignments shall submit to the Proper Officer, separate Express Consignment Worksheets for commercial transactions and non-commercial transactions and assign a unique reference number to each worksheet.
12. All relevant invoices shall be submitted to the Proper Officer with the Express Consignment Worksheets for verification of the declared Customs Value.
13. The duties and taxes assessed by the Cargo Reporter shall be verified by the Proper Officer in accordance with the Sixth Schedule of the Customs Act, Chap. 78:01.
14. All Cargo Reporters for Express Consignments shall ensure that all necessary endorsements from other Government Agencies are received prior to the submission of the worksheets to the Proper Officer for examination and delivery.
15. The Proper Officer shall prepare the Non Trade Duty Entries (NTDEs) for each worksheet.
16. Payment shall be made to the Comptroller in the amount determined by the Proper Officer.
17. All Cargo Reporters for Express Consignments are required to establish a pre-payment account due to the expedited nature of the service provided by the Customs & Excise Division.
18. The Cargo Reporter for Express Consignments shall prepare the formal specific e-C82 for commercial transactions and upload same on the CBCS within fourteen (14) days of the date of delivery.
19. With respect to the preparation of the specific e-C82 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 and a unique reference number
 - 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 THE OBLIGATION ENUMERATED ABOVE SHALL RESULT IN THE FORMAL ENTRY PROCEDURE BEING IMPLEMENTED.

Notice to Importers No. 6 and No. 7 of 2020 is hereby revoked.

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: 18/06/2020



