

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 2 OF 2022

SUBJECT: BOARDING OF SHIPS

The attention of all Importers is drawn to Regulation 7 (1) of the Customs Brokers and Customs Clerks Act, Chap. 78:03 (copy attached for ease of reference) which outlines the grades and functions of Customs Clerks relative to their licence.

Regulation 7(1) of the said Act states:

“Boarding – indicating that the holder has a thorough knowledge of the laws and procedures relating to the boarding of ships and aircraft and is competent in the preparation of transshipment shipping bills and entries for ship’s stores.”

The above quoted regulation clearly identifies the grade of Customs Clerk authorized to perform the duties of the boarding of ships and aircrafts. As such, ships **shall only** be boarded by licensed **Customs Boarding Clerks** for the purposes of fulfilling the requirements of the Customs Laws.

In this regard, it is reiterated that a licensed **Customs Boarding Clerk** assists:

- 1) the Master of a vessel in fulfilling the requirement of the customs laws as it relates to the arrival, reporting and clearance of said vessel; and
- 2) the Customs and Excise Division in preventing the smuggling of goods into the jurisdiction.

A clear distinction exists between the presentation of documents on behalf of the master of a vessel and the presentation of documents on behalf of an importer or exporter.

It shall be noted that **Apprentice Boarding Clerks** are allowed to board ships but are not authorized to sign any related customs documents in accordance with regulation 16 of the Customs Brokers and Customs Clerks Act, Chap. 78:03.

Importers are to be guided accordingly.



Vidyah Marcial
Comptroller of Customs & Excise (Ag.)

Custom House, Port of Spain

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

Dated: 11/02/22



6. An applicant for a licence may not be accepted as a candidate for an examination unless he first satisfies the Board that he has not less than three months experience of the duties of a customs broker or a customs clerk, as the case may be.

Candidates to have experience in customs brokers or customs clerks duties.

7. (1) Customs clerks' licences shall be in the form set out as Form 2 in the First Schedule and issued in the following grades:

Customs clerks' licences—
Grades—
Form 2.
First Schedule.

(a) Grade I—indicating that the holder has a thorough knowledge of customs and other laws and procedures relating to the entry and shipping of goods;

(b) Grade II—indicating that in addition to the matters set out in paragraph (a), the holder is competent in the preparation and processing of all bills and other documents for shipping and entering goods;

(c) Grade III—indicating that in addition to the matters set out in paragraphs (a) and (b), the holder is competent in all matters relating to the importation and exportation of goods;

(d) Boarding—indicating that the holder has a thorough knowledge of the laws and procedures relating to the boarding of ships and aircraft and is competent in the preparation of transshipment shipping bills and entries for ship's stores.

(2) Renewal of a customs clerk licence shall be in the form set out as Form 3 in the First Schedule.

Form 3.
First Schedule.

8. (1) Customs brokers' licences shall be in the form set out as Form 4 in the First Schedule.

Customs brokers' licences.
Form 4.
First Schedule.

(2) Renewal of a customs broker's licence shall be in the form set out as Form 5 in the First Schedule.

Form 5.
First Schedule.

9. (1) In the case of a customs clerk's licence there shall be paid to the Board a fee of fifty dollars upon issue and thereafter a renewal fee of fifty dollars.

Licence fees.
[224/1990].