

**MINISTRY OF FINANCE
CUSTOMS & EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 9 OF 2022

**SUBJECT: CUSTOMS BROKERS, CLERKS AND APPRENTICES -
RENEWAL AND DISPLAY OF IDENTIFICATION CARDS**

The attention of all importers is drawn to the Notice issued by the Customs Brokers' Board dated 27th July, 2022 which identified all Customs Brokers and Clerks whose licences have not yet been renewed for the year 2022.

Importers are reminded of the requirement of Customs Brokers, Clerks, Boarding Clerks and Apprentices to prominently display **valid Identification Cards** when transacting business with the Customs and Excise Division, as outlined in Circular No. 15 of 2014.

The Identification Card issued **annually** by the Customs Brokers' Board to each licenced Customs Broker, Customs Clerk, Boarding Clerk and registered Apprentice Customs Clerk is proof of the validity of his/her licence or registration. The Identification Card also displays the name of the sole employer on whose behalf the Clerk is authorised by the Board to transact business.

Customs and Excise Officers and Guards have therefore been directed to verify that the Clerk is transacting business on behalf of the sole employer from whom he/she has been authorised by the Board to act, and no other. This shall be done by verifying that the name of the employer which appears on the Clerk's Identification Card corresponds to the name of the broker/importer/exporter on the documents tendered.

Importers are advised that effective **1st September, 2022**, only Customs Brokers, Customs Clerks, Boarding Clerks and Apprentices with Identification Cards **issued in the current year**, which are visibly displayed on their person, shall be allowed to transact business with the Customs and Excise Division.

Importers are to be guided accordingly.



Comptroller of Customs & Excise

Custom House, Port of Spain

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

Dated: 11/08/2022