

**MINISTRY OF FINANCE  
CUSTOMS & EXCISE DIVISION**

**NOTICE TO IMPORTERS NO. 18 OF 2022**

**SUBJECT: CHANGING THE WAY WE WORK IN A  
TECHNOLOGY-DRIVEN WORKPLACE [12]**

Importers are advised of the implementation of the **Re-route to Query** procedure on the Customs Border Control System (CBCS) with effect from **1<sup>st</sup> January, 2023**.

The Re-route to Query procedure facilitates the electronic processing of changes to be made to the Import Declaration, e-C82 by the declarants as approved by the Proper Officer. In this regard the following steps shall apply:

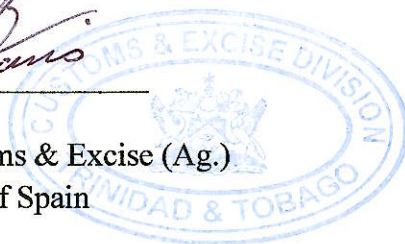
1. The declarant shall lodge the physical copy of the declaration to the Customs Office and the Proper Officer shall verify the documents.
2. In the instance where there are errors the Officer shall Query the declaration utilizing the procedures in the “Re-route to Query” manual.
3. The Officer shall complete the Inspection Act with the relevant query instructions.
4. The declarant will review the queried declaration, make the required amendments and notify the Officer via email.
5. Once satisfied, the Officer shall approve the changes in accordance with the “Re-route to Query” manual and adhere to the existing examination and delivery procedures.

A detailed manual of the Re-route to Query procedures is attached for your reference.

Importers are to be guided accordingly.



Yasmin Harris  
Comptroller of Customs & Excise (Ag.)  
Custom House, Port of Spain  
Ref. No.: C&E 11/1/1  
Dated: 15/12/2022





CUSTOMS BORDER CONTROL SYSTEM

**C.B.C.S**



Customs and Excise Division

Government of the Republic of Trinidad and Tobago

**ASYCUDA**  
*world*

Version 4.2.2

# RE-ROUTE TO QUERY

*(DECLARANTS)*



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## RE-ROUTE TO QUERY OVERVIEW

The re-route to query will provide an electronic option to Officers and Declarants for the querying of e-C82's. It will effectively replace the Query Sheet (Form C 83) and promote the use of the re-route to query operation and inspection act to allow the declarant to make the necessary changes to the declaration. Figure 1 below describes the process employed in the re-route to query procedure.

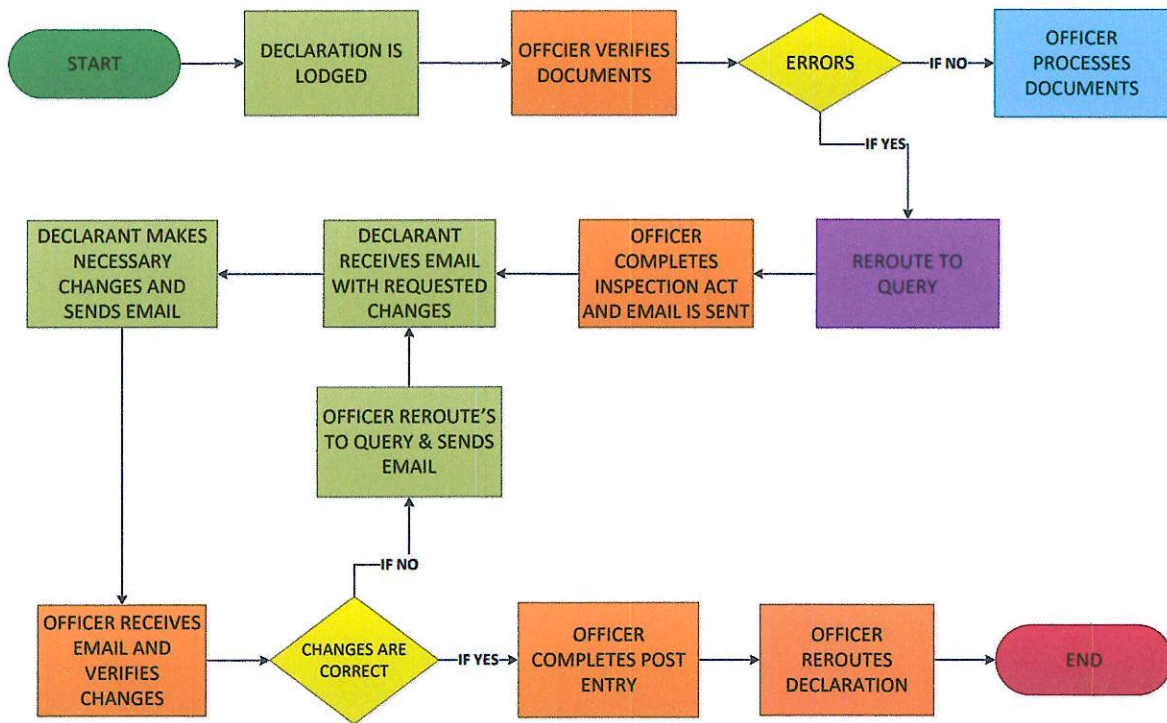


Figure 1: Flow Chart of Re-route to Query Process



## ACCESSING A QUERIED DECLARATION

### Step 1

After the e-C82 is re-routed to query by the Officer the declarant will receive an e-mail via the CBCS with information about the declaration (Figure 2).

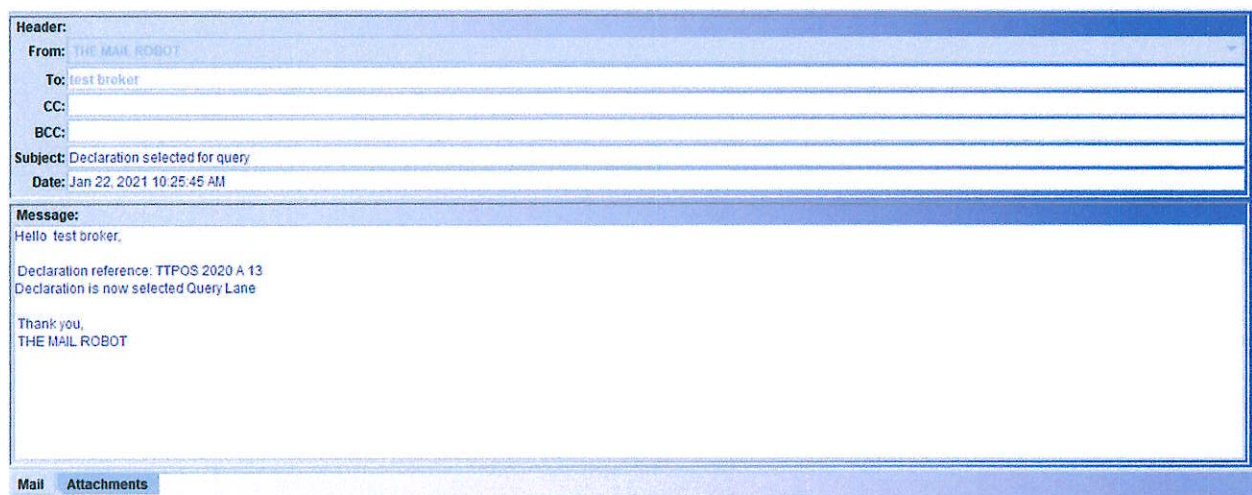


Figure 2: E-mail of declaration re-routed to Query

Attachment:

Detailed Declaration

Year	Office	Dec.	Dec. Co.	Ref. Nb.	R.	Reg.	Reg.	Type	Gen.	Items	Exp.	Rcp.	Rec.	Rcp.	Con.	Con.	Tota.	War.	Cl.	Cou.	Cou.	Ast.	Ast. #	Ast.	Col.	TBP	FLG
2022	TTP	GLNR	BR0214	1418-F	A	7	202	IM	4	1	SA	R	13	202	AS	V10	113			Tnn	A	7	202	Res	8	0	113

Figure 3: Email attachment of declaration rerouted to Query

The declarant can also view the declaration status on the CBCS (Figure 4).

Detailed Declaration finder

One document found! Please select a document and select an action from the local menu

Year	O.	Declarant	Decl. Co.	Ref. Nb.	R.	Reg.	Reg.	Da.	Ty.	G.	It.	Exporter	Rc.	R.	Rcp. Date	Consign.	Consg. C.	Total ta.	Warehous.	Country of Dest	Ast. S.	Ast. #	Ast. Date	Colour
20	TTP	GLNR	BR0214	1418-F	A	2	27/04/2	IM	7	1	ACINO	R	1	27/04/20	PRICES	V118114	40.00	PW103417	Trinidad and T.	A	2	27/04/2022	Query	

Figure 4: Query lane

### Step 2

Right Click on the declaration and select the Retrieve operation as shown in Figure 5. This can be done directly from the email (Figure 3) or by searching for the declaration using the finder.



Figure 5: Retrieve operation

### Step 3

The e-C82 will open in retrieve mode. View the Inspection Act as seen in Figure 6.

1 Regime Type		A OFFICE OF DE!	
IM	7	TTPTS	
2 Exporter / Consignor		Point Lisas	
TIN.		Registration Nu	
ACINO, DEPOSITOS EN LA LIBRE DE COLON APDO 452, ZONA LIBRE DE COLON, REPUBLICA DE PANAMA		A 2	
3. Pages		Manifest Ref.	
1	1	4. Load List	
5. Items		6. Total packages	
1	1	7. Commer	
8 Importer / Consignee		2022	
TIN V11R114		9 Person/Entity Responsible for Financial	

Figure 6: Viewing the Inspection Act

### Step 4

The declarant can view the details of the Fraud codes in the Inspection Act as shown in Figure 7. Additionally, any other information requested by the Officer can be seen in the information field as shown in Figure 8.



Inspection Act - View [TTPTS]

File Edit View Help

BR0214

Name	GLENROY BAPTISTE	Customs reference	A 2	Date	27/04/2022
Declarant reference	2022 / 1418-F	Model	JM7	Items	1
		Init.Color	Blue	Assessment Reference	A 2
				Date	27/04/2022

Examination Results

Code	Item	Segment	Field	Current	Reponse	User	Timestamp	Pos...
OR001		General segment	Country of export	PA		donnie.singh	Sat Jul 16 14:22:...	

Figure 7: Inspection Act Fraud code

Conform

Information

Please amend the country of export to US

Information	User	Timestamp
Please amend the country of export to US	donnie.singh	Sat Jul 16 14:22:22 VET 2022

Figure 8: Additional information on the inspection act

### Step 5

The declarant proceeds to make the requested changes **ONLY** and click on the Query Response operation as shown in Figure 9 below.

ASYCUDAWorld - test broker

File View Window Help

Detailed Declaration - Retrieve [2022]



File Edit View Help

Query response CINO,  
DEPOSITOS EN LA LIBRERIA  
APDO 452, ZONA LIBRE  
REPUBLICA DE PANAMA

8 Importer / Consignee  
PRICESMART CLUBS (C)

Figure 9: Query response operation

### Step 6

A confirmation message will be displayed as shown in Figure 10. Click on the blue tick  to continue or the blue X  to cancel the operation.

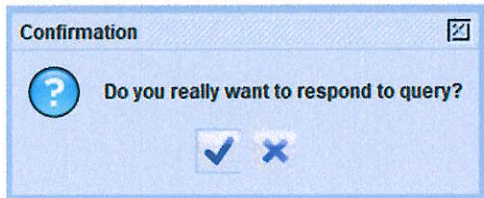


Figure 10: Confirmation message to respond to query

### Step 7



A completed transaction message will be shown (see Figure 11). Click on the green arrow  or blue tick  to continue.



Figure 11: Completed query response message

### Step 8

The declarant should ensure the e-c82 is on Response status as shown in Figure 12.

il taxes	Warehouse ...	Classi...	Country...	Country of Dest.	Ast. Ser	Ast. #	Ast. Date	Colour
	PW103417			Trinidad and To...	A	2	27/04/2022	Response

Figure 12: Response status on e-c82



### ***Step 9***

The declarant will contact the Officer via email indicating the requested changes have been completed. The Officer will either approve or query the changes. If approved the cargo clearance process will continue. If the changes are queried the Re-route to Query process will be repeated.



## IMPORTANT NOTES

### Fields which **cannot be amended**

The following fields cannot be amended and should not be queried:

1. Office of Destination/Dispatch
2. Broker information (Box 14)
3. Commercial Reference Number (Box 7)
4. Regime (Box 1)
5. Values which will result in a refund

### Fields which **can be amended but will require specific approvals**

The following fields can be amended on the declaration but should only be done so with the proper approvals

1. Importer (Box 8) for import declarations – The reason is because the receipt will reflect the initial importer and cannot be amended.
2. Exporter (Box 2) for export declarations - The reason is because the receipt will reflect the initial exporter and cannot be amended.
3. CPC (Box 37) – The reason is because another CPC may require additional approvals such as other services.

### Requested changes

**IT IS EXTREMELY IMPORTANT THAT DECLARANTS CHANGE ONLY THE REQUESTED AMENDMENTS SUBMITTED BY THE OFFICER.**

**FAILURE TO ADHERE TO THESE INSTRUCTIONS CAN RESULT IN FINES BEING IMPOSED.**