

# MINISTRY OF FINANCE CUSTOMS AND EXCISE DIVISION

## NOTICE TO IMPORTERS NO.18 OF 2023

### SUBJECT: CHANGING THE WAY WE WORK IN A TECHNOLOGY-DRIVEN WORKPLACE [13] – PERMIT ON SITE

Importers are advised of the implementation of the Permit on Site procedure on the Customs Border Control System (CBCS) with immediate effect.

The Permit on Site operation facilitates the electronic recording of cargo which will be examined on premises.

#### **The Proper Officers authorized to access this operation are:**

- Collector Approved Undertakings
- Collector Warehouses
- Supervisor Approved Undertakings
- Supervisor Warehouses
- O/C Approved Undertakings
- O/C CSU Port of Spain Unit
- O/C CSU Pt. Lisas Unit
- O/C Warehouses

In this regard the following procedures will be applicable:

#### **Containerized cargo at CES Pt. Lisas and Port of Spain; RED SELECTIVITY ONLY**

1. The declarant shall lodge the e-C82s and all required attachments at the Customs Clearance Office at the Port of Spain Container Examination Station and Pt. Lisas Container Examination Station.
2. The Proper Officer (Officer in Charge) shall screen the lodged documents as required.
3. The Importer / Customs Clerk shall submit the Removal to Premises form (for containers other than Approved Undertakings and Warehouses consignments) to the Proper Officer (Officer in Charge).
4. The Proper Officer shall utilize the Permit on Site operation on the CBCS for all approved requests for examination of cargo on premises. N.B. The declaration **MUST** be on a **RED** selectivity.
5. The Proper Officer shall generate a Release Order. N.B. The Permit on Site procedure facilitates generating a Release Order when the selectivity is **RED**. The Release Order request shall remain with the e-C82 and other attachments.
6. The Release Order and stamped Bill of Lading shall be presented to the Customs Clerk to enable clearance of the container from the port to the premises for examination.

7. The Proper Officer shall process the Removal to Premises Form submitted at ③ above.
8. The Examination Officer shall complete the Inspection Act upon completion of the examination of the cargo at the premises.

**Approved Undertakings and Warehousing declarations:**

1. The declarant shall lodge the eC82s and all required attachments at the Customs Clearance Office.
2. The Proper Officer shall ensure the declaration is at a **RED** selectivity and utilize the Permit on site operation.
3. The Proper Officer shall generate a Release Order.
4. The Examination Officer shall complete the Inspection Act upon completion of the examination of the cargo

**N.B. The AU and Warehousing process will be used for both containerized and non-containerized cargo.**

A sample of the Permit on Site Release Order is attached for ease of reference.

Importers are to be guided accordingly.



Ms. Yasmin Harris  
Comptroller of Customs & Excise (Ag)  
Custom House, Port of Spain  
Ref. No.: C&E 3/16/1/1/2  
Dated: 30/10/2023



## CUSTOMS RELEASE ORDER

### A - PART I: GENERAL INFORMATION

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01 - CUSTOMS OFFICE:	TTPOS Port of Spain	02 - MANIFEST REG. NUMBER	2023 1
03 - VOYAGE NUMBER:	PERMIT ON SITE	04 - DEPARTURE	04-Jun-2023
05 - WAYBILL NUMBER	TEST1234	06 - ARRIVAL DATE:	04-Jun-2023
07 - CONSIGNEE NAME	TEST IMPORTER	08 - CONSIGNEE ADDRESS	TEST STREET, TRINIDAD
09 - CARRIER AGENT NAME:	TEST SHIPPER	11 - CUSTOMS REFERENCE #	A 13 13-JUN-2023
10 - VESSEL:	TRADE	13 - DECLARANT CODE	BR09898
12 - TIME ISSUED	0:9:16		

### B - PART II: INFORMATION ABOUT THE LOCATION

14 - LOCATION CODE	15 - NAME OF TRANSIT SHED

### C - CARGO DESCRIPTION

16 - PACKAGE TYPE	17 - NUMBER OF PACKAGES	18 - GROSS WEIGHT IN KILOS	19 - VOLUME
Pallet	40	1800	1
20 - DESCRIPTION			
FAK			

### D - CONTAINER (C) AND VEHICLE (V) INFORMATION

21 - CONT. ID/VEHICLE VIN	22 - CONT. TYPE/VEHICLE BRAND	23 - CONT. SEAL/VEHICLE MODEL
TEST 1234567	45GP	SEAL 1234

### E - INSTRUCTION

Consignment is allowed to leave the Port for FURTHER EXAMINATION AT THE IMPORTER'S PREMISES.

Printed By:  
TEST OFFICER

Comptroller of Customs

