

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS AND EXPORTERS NO.19 OF 2023

SUBJECT: PROCEDURE FOR LOST ORIGINAL DOCUMENTS

All Importers and Exporters are hereby informed that for the purposes of the Customs and Excise Division, **there can only be one (1) original document and therefore ad hoc reprints are not acceptable.**

Importers and Exporters are hereby notified of the procedure that shall be followed in the event that original Customs Declarations and / or payment receipts are lost.

(1) An official request for due consideration must be submitted to the Comptroller of Customs and Excise with the following attachments-:

- i) Original lost document report from the Trinidad and Tobago Police Service.
- ii) Original Affidavit with salient details.
- iii) Copies of relevant Customs Documents.

(2) This request will be reviewed by the Assistant Comptroller with the responsibility for the relevant Import Station who will refer the documents for the attention of the following before the request can be granted-:

- Supervisor Preventive for investigation.
- Collector / Supervisor import station.
- Accountant I – Revenue for certification of payment details.

Upon satisfaction that the requirements have been met, a Duplicate can be allowed by the Assistant Comptroller with the responsibility for the relevant Import Station.

Notice to Importers and Exporters No. 10 of 2011 is hereby revoked.

Importers and Exporters 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

