

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 1 OF 2024

SUBJECT: CUSTOMS BROKERS, CLERKS, AND APPRENTICES – EXPIRED IDENTIFICATION CARDS.

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

The **Identification Card** is issued by the Customs Brokers Board every **three (3) years** to each licenced Customs Broker and **annually** to all Customs Clerks Grade 1 to 3, Boarding Clerks and registered apprentice Customs Clerks.

The Customs Broker's and Customs Clerk's Act Ch 78:03, requires every Customs Broker and Customs Clerk to renew his/her licence on or before December 31st each year.

However, the Customs and Excise Division has embarked on a major undertaking to review the entire system of card issuance which has regrettably impacted the competent issue of **Identification cards** for 2023, and possibly 2024.

Under the circumstances, the Comptroller of Customs and Excise states that all current Customs Brokers' and Customs Clerks' IDs shall remain in force until the review exercise is completed in the first quarter of 2024.

Please be guided accordingly.



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Mr. Riad Juman
Comptroller of Customs & Excise (Ag)
Custom House, Port of Spain
Ref. No.: C&E 3/16/1/1/2
Dated: 09/01/2024

