

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS NO. 32 OF 2024

**SUBJECT: AUTHORIZED SIGNATORIES FOR FORM eC82 –
CUSTOMS DECLARATION**

Importers are reminded of the provisions of **Item Nos. (6) and 7(c) of the Entry Procedures of the Customs Act, Chapter 78:01**, which provides for the Signatories to Form eC82, Customs Declaration (Import/Export):

Item No. (6) of the Entry Procedure states that –
Entries may be signed on behalf of the Importer or Exporter as follows:
A person in his employ if duly authorised by him in writing, viz:

- (1) a licensed Customs Broker;*
- (2) a licensed Customs Clerk Grade III;*
- (3) a licensed Customs Clerk Grade II;*
- (4) a licensed Boarding Clerk.*

Furthermore, **Item 7 (c)** describes a Declarant as –
A Customs Broker or Customs Clerk employed to act as the Declarant for the Importer/Exporter; the name and Declarant's number of such Customs Broker or Customs Clerk must be shown on the entry.

Importers are informed of the following guidelines to ensure adherence for Signatories to entries:

1. Signatories for Commercial Importers

- i. The Customs Broker employed by the Importer shall be identified as the Declarant in Box 14 and Box 54 of the eC82.
- ii. It is only in instances where a licensed Customs Clerk (Grade III or II) is an employee of an Importer that the Customs Clerk shall be listed in Box 14 and is required to affix their signature in Box 54.
- iii. While Customs Brokers may authorise personnel to assist in the preparation of the Import/Export Declaration on the CBCS, the signature in Box 54 must be that of the Declarant identified in Box 14.

2. Signatories in relation to Transhipment/Ship Stores Declarations

- i. The Boarding Clerk acting on behalf of the vessel's Master or Agent shall be listed as the Declarant in Box 14 and is required to sign in Box 54.

The anticipated enactment of the Electronic Transmission Act will provide a statutory basis for the use of electronic signatures, thereby enhancing operational efficiency and improving the ease of transacting with the Customs and Excise Division.

Importers are advised to follow these guidelines and ensure that the signature in Box 54 of the eC82 Customs Declaration corresponds to the Declarant identified in Box 14.

Please be guided accordingly.



Ms. Yasmin Harris
Comptroller of Customs & Excise
Custom House, Port of Spain
Ref. No.: C&E 3/16/1/1/2
Dated: 03/12/24