

## NOTICE TO IMPORTERS

No. 3 of 2011

### THE SUBMISSION OF THE 'CARICOM INVOICE' AS A REQUIREMENT TO IMPORT GOODS INTO CARICOM MEMBER STATES

All importers are hereby informed that in an effort ensure efficient and standardized requirements, the submission of the supplier's invoice which provides the following key data elements to the Customs & Excise Division shall be accepted:

Seller, name, full address, country	Precise and detailed information
Consignee Name, full address, country	Precise and detailed information
Invoice Date and No.	Precise and detailed information
Customer's Order No	Precise and detailed information
Other references	Precise and detailed information
Buyer if other than consignee	Precise and detailed information
Presenting Bank	The name of the bank handling the transaction
Country of Origin of Goods	The country in which significant production or manufacture took place
Port of Lading	The Export Port or place of loading
Terms and conditions of delivery and payment	An accurate description of the terms of payment and delivery
Country of Final Destination	The country where the goods will be consumed.
Ship/Air/etc.	Means of transport and the name of vessel
Other Transport Information	Other relevant transport data, e.g. transshipment arrangement
Currency of Sale	The currency used on the invoice
Marks and Numbers	The markings and numbers on the outside packages
Description of Goods	A general description of the contents of the packages
Gross weight (kg), Cube m <sup>3</sup>	Precise and accurate information
Each commodity should be identified in sufficient detail No. & Kind of Pkgs Specification of Commodities (in code and/or in full) Net weight Quantity Unit Price Amount	Number of packages of that type Sufficient details to allow classification and identification Net weight of the contents of the packages The quantity of each commodity The unit price in terms of the quantity The gross value of each commodity
Packing Charges	Precise and detailed information
Freight Charges	Precise and detailed information
Other Costs (Specify)	Precise and detailed information
Insurance Charges	Precise and detailed information
Total Invoice Amount	A grand total of the amount charged on the invoice
Invoice Declaration:	It is hereby certified that this invoice shows the actual price of the goods described, that no other invoice has been or will be issued and that all particulars are true and correct
Signature and status of Authorized person	The invoice declaration is to be signed by the seller or a person authorized by the seller and their status is to be stated.

Comptroller of Customs & Excise

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