

Procedures on Ship's Arrival and Departure to/from the port

Port Clearance

16

Report and clearance by ships' masters

- http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?nfpb=true&pageLabel=pageLibrary_ShowContent&propertyType=document&id=HMCE_PROD_009740

1. Report and clearance by Ships' Masters

[1.1 What is this notice about?](#)

[1.2 What's changed?](#)

[1.3 Who should read this notice?](#)

[1.4 The law](#)

[1.5 What other notices should I read?](#)

[1.6 Are any goods subject to prohibition or restrictions?](#)

[1.7 Safety certificates](#)

2. Arriving at a port in the UK

[2.1 Who is responsible for making the report?](#)

[2.2 Do all vessels need to report?](#)

[2.3 When must the report be made?](#)

[2.4 Which forms will I need to complete to make a ship's report?](#)

[2.5 IMO FAL form 1 \(C94\) - general declaration](#)

[2.6 IMO FAL form 3 \(C95\) - ship's stores declaration](#)

[2.7 IMO FAL form 4 \(C96\) - crew's effects declaration](#)

[2.8 IMO FAL form 5 \(C97\) - crew's list](#)

[2.9 IMO FAL form 6 \(C98\) - passenger list](#)

[2.10 Where can I obtain copies of the IMO FAL forms in the UK?](#)

[2.11 Declaration of cargo](#)

[2.12 What should I do if there are firearms on board the vessel?](#)

[2.13 Where should I send my documents to make a report?](#)

[2.14 What should I do if my vessel is carrying passengers who will be disembarking or crew members that are being paid off?](#)

[2.15 Immigration](#)

3. Leaving a port in the UK

[3.1 Which vessels must be cleared to leave a UK port?](#)

[3.2 Where can I obtain clearance?](#)

[3.3 What forms and documents must I provide?](#)

[3.4 Are any simplified reporting arrangements available?](#)

4. Glossary

1.1 What is this notice about?

- This notice explains the report and clearance procedures for commercial vessels arriving in, or departing from, the UK.
- For the ports in Croatia see:
<http://www.mppi.hr/default.aspx?id=603>

1.1 What is this notice about?

- This notice explains the _____ and _____ procedures for commercial vessels arriving in, or departing from, the UK.
- For the ports in Croatia see:
<http://www.mppi.hr/default.aspx?id=603>

1.2 What's changed?

- This notice has been updated to include details of the Ship's Reports and Compliance Team in Salford, to emphasise the need to comply with reporting requirements and to reflect the introduction of Border Force.
- This notice replaces the May 2004 version.
- You can access details of any changes to this notice since June 2012 on our internet website at hmrc.gov.uk or by phoning the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700.
- This notice and others mentioned are available on our website and may be available on paper. Please check hard copy availability with the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700

1.2 What's changed? – supply the missing words

- This notice has been _____ to include details of the Ship's Reports and Compliance Team in Salford, to emphasise the need to _____ reporting requirements and to reflect the introduction of Border Force.
- This _____ replaces the May 2004 version.
- You can _____ details of any changes to this notice since June 2012 on our internet website at hmrc.gov.uk or by phoning the Customs, International Trade and Excise _____ line on Tel 0300 200 3700.
- This notice and others mentioned are _____ on our website and may be available on paper. Please check _____ availability with the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700

1.3 Who should read this notice? - prediction

- Ships' Masters and their agents should _____ this notice. The information in this _____ applies to commercial vessels _____ at or departing from ports in the United Kingdom and:
 - are carrying cargo which has not been _____ in the European Union, or
 - are _____ duty free stores, or
 - are carrying prohibited or restricted _____, or
 - are carrying passengers, or
 - any of the crew is being paid off.
- Unless a vessel is part of an authorised regular shipping service, all vessels arriving in or _____ from the UK territorial waters must report inwards, including vessels arriving and working at offshore installations, and obtain _____ clearance

1.3 Who should read this notice?

- Ships' Masters and their agents should read this notice. The information in this notice applies to commercial vessels arriving at or departing from ports in the United Kingdom and:
 - are carrying cargo which has not been cleared in the European Union, or
 - are carrying duty free stores, or
 - are carrying prohibited or restricted goods, or
 - are carrying passengers, or
 - any of the crew is being paid off.
- Unless a vessel is part of an authorised regular shipping service (see para 2.2), all vessels arriving in or departing from the UK territorial waters must report inwards, including vessels arriving and working at offshore installations, and obtain outwards clearance. Refer to Section 2 for inwards reporting and Section 3 for outwards clearance for details of the documentation that will be required.

1.4 The law

The law covering this notice is:

- The Community Customs Code EC 2913/92 (as amended) Articles 37 to 47 and Articles 183-189 of the Implementation Regulation EC 2454/93 (as amended) specifies the requirements for reporting third country cargo carried on board ships arriving in the EU.
- EC Directive 2002/6/EC, which came into force on 9 September 2003.
- The Customs and Excise Management Act (CEMA) 1979 Section 35, Section 53 and Section 64.
- The Directions made by the Commissioners under CEMA Section 35 and Section 64 are:
 - Ship's Report, Importation and Exportation by Sea Regulations 1981 (as amended 1 December 1986 and 11 August 2003)
 - Passenger Information (18 October 2001) as amended by Commissioners Directions - 11 August 2003
- Note: This notice is not the law. It is our view of the law and nothing in this notice takes the place of the law.

1.4 The law – supply the headings

The law covering this notice is:

- The Community Customs Code EC 2913/92 (as amended) Articles 37 to 47 and Articles 183-189 of the Implementation Regulation EC 2454/93 (as amended) specifies the requirements for reporting third country cargo carried on board ships arriving in the EU.
- EC _____ 2002/6/EC, which came into force on 9 September 2003.
- The _____ Management Act (CEMA) 1979 Section 35, Section 53 and Section 64.
- The _____ under CEMA Section 35 and Section 64 are:
- _____ by Sea Regulations 1981 (as amended 1 December 1986 and 11 August 2003)
- _____ (18 October 2001) as amended by Commissioners Directions - 11 August 2003
- _____ : This notice is not the law. It is our view of the law and nothing in this notice takes the place of the law.

1.5 What other notices should I read?

(a) Ship's Stores

- If you have duty free stores on board when you arrive in the UK, or you want to load duty free stores before departure from the UK, you should refer to Notice 69A Duty free ships' stores.

(b) Importing non-EU goods into the UK?

- If you are unloading or transporting non-EU goods, you should refer to Notice 199 Imported goods: Customs procedures and Customs debt.

1.5 What other notices should I read?

(a) _____

- If you have duty free stores on board when you arrive in the UK, or you want to load duty free stores before departure from the UK, you should refer to Notice 69A Duty free ships' stores.

(b) Importing _____ into the UK?

- If you are unloading or transporting non-EU goods, you should _____ to Notice 199 Imported goods: Customs procedures and Customs debt.

1.6 Are any goods subject to prohibition or restrictions?

Yes, amongst the goods subject to import prohibitions and restrictions are:

- Controlled drugs such as opium, heroin, morphine, cocaine, cannabis, amphetamines, lysergide (LSD), MDMA (known colloquially as Ecstasy) and barbiturates.
- Counterfeit currency.
- Firearms, ammunition, realistic imitation firearms, and explosives including fireworks and ammonium nitrate.
- Offensive weapons such as - flick knives, butterfly knives, belt buckle knives, push daggers, swordsticks, hand and foot claws, death stars, spring operated telescopic truncheons, blow pipes, knuckledusters, hollow kubotans, certain martial art type items, curved blade swords with a blade over 50 centimetres and any knife which has a concealed blade or concealed sharp point and is designed to appear to be an everyday object.
- Indecent or obscene materials featuring children, such as books, magazines, photographs, films, videos and IT equipment including software.

1.6 Are any goods subject to prohibition or restrictions? – fill in the gaps

Yes, amongst the goods subject to import prohibitions and restrictions are:

- Controlled _____ such as opium, heroin, morphine, cocaine, cannabis, amphetamines, lysergide (LSD), MDMA (known colloquially as Ecstasy) and barbiturates.
- Counterfeit _____
- _____, ammunition, realistic imitation firearms, and explosives including fireworks and ammonium nitrate.
- Offensive _____ such as - flick knives, butterfly knives, belt buckle knives, push daggers, swordsticks, hand and foot claws, death stars, spring operated telescopic truncheons, blow pipes, knuckledusters, hollow kubotans, certain martial art type items, curved blade swords with a blade over 50 centimetres and any knife which has a concealed blade or concealed sharp point and is designed to appear to be an everyday object.
- Indecent or obscene _____ featuring children, such as books, magazines, photographs, films, videos and IT equipment including software.

- Pornographic material other than that which depicts the type of consensual sexual activity between adults which can be legally purchased in the UK.
- most animals and birds, whether alive or dead. [The Animal Health website](#) explains further. For more details contact by email AHITChelmsford@animalhealth.gsi.gov.uk (UK phone number Tel 01245 454860).
- Certain articles derived from rare species including fur skins, ivory, reptile leather and goods made from them.
- Meats, dairy, milk (whether fresh or dried), fish, poultry, honey and most of their products (whether or not cooked) from outside the EU. For more details contact the Department for Environment, Food and Rural Affairs (Defra), UK phone number Tel 08459 335577 or visit their website [defra](#).
- Plants, bulbs, trees, fruit, potatoes and other vegetables. For more details contact the Plant Health Service of the Food and Environment Research Agency (Fera) UK phone number Tel 0844 248 0071.
- Radio transmitters not approved for use in the UK. For further information contact the Radiocommunications Agency, UK phone number Tel 020 7211 0463.

- _____ material other than that which depicts the type of consensual sexual activity between adults which can be legally purchased in the UK.
- most animals and birds, whether _____ or dead. The Animal Health website explains further. For more details contact by email AHITChelmsford@animalhealth.gsi.gov.uk (UK phone number Tel 01245 454860).
- Meats, dairy, _____ (whether fresh or dried), fish, poultry, honey and most of their products (whether or not cooked) from outside the EU.
- Plants, bulbs, trees, fruit, potatoes and other _____. For more details _____ the Plant Health Service of the Food and Environment Research Agency (Fera) UK phone number Tel 0844 248 0071.
- Radio transmitters not approved for use in the UK. For further information _____ the Radiocommunications Agency, UK phone number Tel 020 7211 0463.

1.7 Safety certificates

- Safety certificates are now part of the existing Maritime and Coastguard Agency (MCA) Port State Control checks that all vessels must conform to. There is an obligation on Masters to comply with safety conventions that are to an agreed international standard. All safety certificates must be valid and in date.

1.7 Safety certificates

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2. Arriving at a port in the UK

2.1 Who is responsible for making the report?

- The Master of the vessel, or a person authorised by him, is responsible for making the report. A shipping agent usually lodges the report on the Master's behalf.

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- The Master of the vessel, or, is responsible for making the report. A shipping agent usually _____ the report on the Master's behalf.

2.2 Do all vessels need to report?

- All vessels arriving from outside the EU **must** report their arrival.
- Vessels arriving from within the EU **do not have to** report if they are part of an 'authorised regular shipping service'. An 'authorised regular shipping service' vessel is a vessel that only operates between EU ports (other than Freeport/Freezones) on a regular, previously authorised, scheduled service. All Customs authorities in each EU port of call are required to approve the service and vessels must carry on board a valid certificate issued by the customs authority where the application was originally made.
- All other vessels arriving at a UK port from a port in another EU country **must** report their arrival.
- If you are in any doubt as to whether you need to report you should contact the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700.

2.2 Do all vessels need to report?

- All vessels arriving from outside the EU _____ their arrival.
- Vessels arriving from within the EU _____ report if they are part of an 'authorised regular shipping service'. An '_____' vessel is a vessel that only operates between EU ports (other than Freeport/Freezones) on a regular, previously authorised, scheduled service. All _____ in each EU port of call are required to approve the service and vessels must _____ on board a valid certificate issued by the customs authority where the application was originally made.
- All other vessels arriving at a UK port from a port in another EU country **must** report their _____.
- If you are in any doubt _____ whether you need to report you should contact the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700.

2.2 Do all vessels need to report?

- All vessels arriving from outside the EU
- Vessels arriving from within the EU report if they are part of an 'authorised regular shipping service'. An 'authorised regular shipping service' vessel is a vessel that only (other than Freeport/Freezones) on a regular, previously authorised, scheduled service. All Customs authorities in each EU are required to approve the service and vessels must carry on board a valid certificate the customs authority where the application was originally made.
- All other vessels arriving at a UK port from a port in another EU country **must**
- as to whether you need to report you should contact the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700.

2.3 When must the report be made?

The report must be made:

- As detailed in paragraph [2.13](#), within three hours of the ship reaching its berth. If the designated place is closed, within one hour of its opening.
- Or 24 hours after the ship's arrival within port limits if it is still at anchor or has not yet reached its berth. An agent may apply for an extension if circumstances warrant ie adverse weather conditions.
- Or when requested by an officer visiting your vessel.
- Failure to report within the above timescales may lead to a civil penalty of up to £1,000.

2.3 When must the report be made?

The report must be made:

- As detailed in paragraph **2.13**, If the designated place is closed,
- Or 24 hours after the ship's arrival within port limits if it is still or its berth. An agent may if circumstances warrant ie
- Or by an officer visiting your vessel.
- Failure to report within the above timescales may up to £1,000.

2.4 Which forms will I need to complete to make a ship's report?

- All vessels required to report must use the following forms as appropriate:
 - IMO FAL form 1 (C94) – **General declaration**
 - IMO FAL form 3 (C95) – **Ship's stores declaration**
 - IMO FAL form 4 (C96) – **Crew's effects declaration**
 - IMO FAL form 5 (C97) – **Crew's list**
 - **IMO FAL form 6 (C98) – Passenger list**
 - **a cargo declaration**
- You may be asked to provide an extra copy of some or all of the report forms. You will be advised if additional copies are required.
- **There are heavy penalties for making a false declaration and the person signing the forms is declaring that the particulars entered or accompanying the forms are true and complete.**

2.4 Which forms will I need to complete to make a ship's report?

- All vessels required to report must use the following forms as appropriate:
 - IMO FAL form 1 (C94) – _____
 - IMO FAL form 3 (C95) – **Ship's** _____ **declaration**
 - IMO FAL form 4 (C96) – **Crew's** _____ **declaration**
 - IMO FAL form 5 (C97) – _____ **list**
 - **IMO FAL form 6 (C98) – Passenger** _____
 - **a cargo** _____
- You may be asked to provide an extra copy of some or all of the report _____. You will be advised if additional copies are required.
- **There are _____ for making a false declaration and the person signing the forms is declaring that the particulars _____ or accompanying the forms are _____ and complete.**

2.5 IMO FAL form 1 (C94) - ---

- This form is used to provide information relating to the vessel on its arrival and departure from the UK.
- Box 13 of this form should contain a description of cargo, where this can be expressed in a short phrase (usually where the cargo is a single bulk commodity). Where a separate cargo declaration (ie, a manifest) is submitted, box 13 should contain details of any unmanifested items, such as small packages and unaccompanied baggage in charge of the Master, livestock and birds.
- The form must be signed either by the Master or a person authorised and acting on the Master's authority.

2.5 IMO FAL form 1 (C94) - _____

- This form is used to _____ information relating to the vessel on its arrival and departure from the UK.
- Box 13 of this form should contain a _____ of cargo, where this can be expressed in a short phrase (usually where the cargo is a _____ bulk commodity). Where a separate cargo declaration (ie, a _____) is submitted, box 13 should contain details of any _____ items, such as small packages and unaccompanied baggage in charge of the Master, livestock and birds.
- The form must be _____ either by the Master or a person authorised and _____ on the Master's authority.

2.6 IMO FAL form 3 (C95) - ship's stores declaration

- This form is used to provide information relating to ship's stores on arrival. If you are carrying firearms you should have a valid licence or permit authorising their carriage/possession from the appropriate country of origin.
- A separate declaration should be provided for each actual location within the vessel that is used to store ship's stores. The person responsible for checking the ship's stores should complete the form and the Master should sign the form. Alternatively the officer who has personal knowledge of the stores, and is authorised by the Master, may sign the form. The number of IMO FAL form 3s (C95s) completed should be included in box 18 of the IMO FAL form 1 (C94).
- Approved Regular Shipping Service vessels must also report any stores that they are carrying. Refer to Notice 69A 'Duty free ships' stores'

2.6 IMO FAL form 3 (C95) - _____

- This form is used to provide information relating to ship's stores on arrival. If you are carrying firearms you should have a valid _____ or permit authorising their carriage/ _____ from the appropriate country of origin.
- A separate declaration should be _____ for each actual location within the vessel that is used to store ship's stores. The person responsible for _____ the ship's stores should complete the form and the Master should _____. Alternatively the officer who has personal knowledge of the stores, and is _____ by the Master, may sign the form. The number of IMO FAL form 3s (C95s) _____ should be included in box 18 of the IMO FAL form 1 (C94).
- Approved Regular Shipping Service vessels must also _____ any stores that they are carrying. Refer to Notice 69A 'Duty free ships' stores'

2.7 IMO FAL form 4 (C96) - Crew's effects declaration

- This form is used to provide information relating to crew's effects.

Crews arriving directly from outside of the EU:

- Each member of the crew is only required to complete this form in respect of any effects that are in excess of their traveller's allowance or subject to prohibitions or restrictions, see paragraph [1.6](#) for more information on prohibited and restricted goods.
- The excess goods declared cannot be landed in the UK unless duty is paid and any licensing requirements are fulfilled regarding restricted goods. If a crew member is being paid off or going on leave, goods in excess of their allowance, and/or restricted goods with appropriate documents, must be produced to a Border Force officer, if requested, and in all cases relevant duties and/or taxes paid. Refer to [Notice 1 'Travelling to the](#)

Crews arriving from a place within the EU:

- Each member of the crew is only required to complete this form in respect of any effects that are not in free circulation or subject to prohibitions or restrictions.
- On voyages from the EU there is no traveller's allowance so **all** duty free items owned by the crew must be declared but cannot be landed. Any goods landed under such conditions may be liable to forfeiture. Notice 69A explains this in more detail. Goods subject to prohibitions or restrictions must also be declared, see para [1.6](#).

Applicable to all members of the crew:

- Each person making a declaration on this form signs their declaration, and when all the individual declarations are complete, the form should be signed by the Master or a person authorised by the Master stating the declaration is complete.

2.7 IMO FAL form 4 (C96) - _____

Crews arriving directly from outside of the EU:

- Each member of the crew is only required to complete this form _____ any effects that are in excess of their traveller's allowance or _____ prohibitions or restrictions, see paragraph 1.6 for more information on prohibited and _____ goods.
- The excess goods declared cannot be landed in the UK _____ duty is paid and any licensing requirements are fulfilled regarding restricted goods. _____ a crew member is being paid off or going on leave, goods in excess of their allowance, and/or restricted goods with appropriate documents, _____ be produced to a Border Force officer, if _____, and in all cases relevant duties and/or taxes paid.

2.8 IMO FAL form 5 (C97) - crew's list

- This form is used to provide information relating to the **number and composition** of the crew on arrival or departure.
- For customs purposes we require this form to be completed as part of the **ship's reporting and clearance formalities**.

2.8 IMO FAL form 5 (C97) - crew's list

- This form is used to provide information relating to the number and _____ of the crew on arrival or departure.
- we require this form to be _____ as part of the ship's reporting and clearance formalities.

2.9 IMO FAL form 6 (C98) - passenger list

- This form is used to provide information relating to passengers on vessels that are certified to carry 12 passengers or less. This form should be used on arrival and departure when applicable.
- On occasions we may accept a dual-purpose declaration for arrival and departure, for instance if the passengers are identical and the vessel is in port for only a short stay.

2.9 IMO FAL form 6 (C98) - passenger list

- This form is used to _____ information relating to passengers on vessels that are certified to carry 12 _____ or less. This form should be used on arrival and departure when _____ .
- we may accept a dual-purpose declaration for arrival and departure, if the passengers are identical and the vessel is in port for only

2.10 Where can I obtain copies of the IMO FAL forms in the UK?

- Copies of all the forms used in the ship's reporting formalities are available on the HM Revenue & Customs (HMRC) website hmrc.gov.uk. They are under the relevant 'C' form reference, for instance C94 'General Declaration'.
- They can also be requested from the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700 which operates between 08.00 and 18.00, Monday to Friday.

2.10 Where can I obtain copies of the IMO FAL forms in the UK?

- Copies of all the _____ used in the ship's reporting formalities are _____ on the HM ***Revenue & Customs*** (HMRC) website hmrc.gov.uk. They are under the relevant 'C' form reference, for instance C94 _____'.
- They can also be _____ from the Customs, International Trade and Excise enquiries line on Tel 0300 200 3700 which _____ between 08.00 and 18.00, Monday to Friday.

2.11 Declaration of cargo

- The cargo declaration normally consists of the manifest, but other commercial or administrative document(s) relating to the goods and containing the necessary particulars for each consignment may be accepted.
- The manifest or other commercial or administrative documents should give the following details for each consignment, as applicable:
 - the maritime transport document reference, for example. the bill of lading number
 - the container identification/vehicle registration number
 - the number, kind, marks and numbers of the packages
 - the description and gross weight/volume of the goods
 - the port or place where the goods were loaded onto the vessel
 - the original port or place of shipment for goods on a through maritime transport document

- The cargo declaration normally consists of the _____, but other commercial or _____ document(s) relating to the goods and containing the necessary particulars for each _____ may be accepted.
- The manifest or other commercial or administrative documents should give the following details for each _____, as applicable:
 - the maritime transport document _____, for example. the bill of lading number
 - the container identification/vehicle _____ number
 - the number, kind, _____ and numbers of the packages
 - the description and _____ weight/volume of the goods
 - the port or place where the goods were _____ onto the vessel
 - the original port or place of _____ for goods on a through maritime transport document

The declaration should say:

- *'I declare to the best of my knowledge, that these cargo details are correct for the cargo carried in (name of vessel) which are contained in this/these document(s) consisting of..... (number) page(s).*
- *Signed.....*
- *Master/Authorised person*
- *Dated.....*

The declaration should say:

- *'I declare _____, that these cargo details are _____ for the cargo carried in MV XXXYYY (name of vessel) which are _____ in this/these document(s) consisting of (number) page(s).*
- *Signed.....Master / _____ person*
- *Dated.....*

2.12 What should I do if there are firearms on board the vessel?

- In the UK, firearms are restricted. Firearms must not be unloaded from a vessel without the necessary licence. Depending on where they are located/stored on the vessel and whether or not they are owned by a crew member will depend upon which form they should be declared on, the IMO FAL form 3 - 'Ship's stores' or IMO FAL form 4 - 'Crew's Effects'. If you are carrying firearms you should have a valid licence or permit authorising their carriage/possession from the appropriate country of origin.

2.12 What should I do if there are firearms on board the vessel?

- In the UK, firearms are _____. Firearms must not be unloaded from a vessel without the necessary _____. Depending on where they are located/stored on the vessel and _____ or not they are owned by a crew member will depend upon which form they should be _____ on, the IMO FAL form 3 - 'Ship's stores' or IMO FAL form 4 - 'Crew's Effects'.
- If you are carrying firearms you should have a valid licence or _____ authorising their carriage/ _____ from the appropriate country of origin.

2.13 Where should I send my documents to make a report?

- All reports are to be sent to the National Ship's Reports and Compliance Team which is part of the National Clearance Hub. The required documentation can be sent by email, fax or by post (if original documents are called for). The contact details are as follows:
 - National Ship's Reports and Compliance Team
Customs House
Furness Quay
Salford Quays
Salford M50 3XX
 - Phone: 0161 261 5153/5152/7119
Fax: 0161 261 7015/7041/5563
 - Email: shipsreports@hmrc.gsi.gov.uk
- The ship's reports team operate Monday to Friday (excluding bank holidays) between 08:00 and 16:00.
- You must keep a signed copy of all the original documents used to make the report on board your vessel. Failure to keep a copy of the documents on board during your stay within the limits of a UK port may lead to a civil penalty of up to £1,000.

2.13 Where should I send my documents to make a report?

- All reports to the National Ship's Reports and Compliance Team which is part of the National Clearance Hub. The required documentation can be sent by (if original documents are called for). The contact details are as follows:
 - National Ship's Reports and Compliance Team
Customs House
Furness Quay
Salford Quays
Salford M50 3XX
 - Phone: 0161 261 5153/5152/7119
Fax: 0161 261 7015/7041/5563
 - Email: shipsreports@hmrc.gsi.gov.uk
- The ship's reports team operate (excluding bank holidays) between 08:00 and 16:00.
- You must keep a _____ of all the original documents used to make the report on board your vessel.
- a copy of the documents on board during your stay within the limits of a UK port may lead to a civil penalty of up to £1,000.

2.14 What should I do if my vessel is carrying passengers who will be disembarking or crew members that are being paid off?

- The Ship's Master is responsible for telling us in advance if you have on board:
- passengers who are going to disembark
- crew members who will be paid off
- We may need to ask questions and examine their baggage and any articles they may be carrying. Therefore if we are informed in advance, Border Force will have the opportunity to be present to give them clearance.

2.14 What should I do if my vessel is carrying passengers who will be disembarking or crew members that are being paid off?

- The Ship's Master is responsible for telling us in advance if you have on board:
 - passengers who are going to _____
 - crew members who will be _____
- We may need to ask _____ and _____ their baggage and any articles they may be carrying. Therefore if we are informed in advance, Border Force will have the opportunity to be present to give them _____.

2.15 Immigration

- Passengers who are not EEA citizens must get permission to enter the UK. Unless prior arrangements have been made with Border Force, these passengers must not come ashore until a Border Force officer has seen them.

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- Unless prior with Border Force, these passengers must not until a Border Force officer has seen them.

3. Leaving a port in the UK

3.1 Which vessels must be cleared to leave a UK port?

- All vessels leaving a UK port for a destination outside the EU or for a free zone within the EU must obtain customs clearance outwards. Vessels destined for another UK port or for other EU ports are not required to obtain customs outward clearance.
- If you are unsure whether you need to obtain customs outward clearance, for example where the ship will be undertaking some activity (like cable-laying or dredging) at sea before returning to port, you should contact the Customs, International Trade and Excise helpline on Tel 0300 200 3700.
- Whether or not your vessel requires customs outward clearance prior to departure, there is still an obligation on Masters to comply with safety conventions adopted as international standards. For further information on the issue of safety, contact the Maritime and Coastguard Agency (MCA) on Tel 02380 329100

3.1 Which vessels must be cleared to leave a UK port?

- All vessels leaving a UK port for a _____ outside the EU or for a free zone within the EU must obtain customs _____. Vessels destined for another UK port or for other EU ports are not required to _____ customs outward clearance.
- If you are unsure _____ you need to obtain customs outward clearance, for example where the ship will be undertaking some activity (_____ cable-laying or dredging) at sea before returning to port, you _____ contact the Customs, International Trade and Excise helpline on Tel 0300 200 3700.
- Whether or _____ your vessel requires customs outward clearance _____ to departure, there is still an obligation on Masters to comply with safety conventions adopted as international standards. For further information on the _____ of safety, contact the Maritime and Coastguard Agency (MCA) on Tel 02380 329100

3.2 Where can I obtain clearance?

- Outward clearance can be obtained at the designated place given in paragraph [2.13](#).
- For out of hours clearance requests, the Master or the agent should phone the Duty Officer at the National Clearance Hub (NCH) to advise that they are about to submit a clearance request. They should then fax copies of the necessary forms to the NCH. The phone numbers and the fax number to use are:
- Phone: 0845 001 0085 or 0161 261 5585
Fax: 0161 261 7041

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 - Phone: 0845 001 0085 or 0161 261 5585
 - Fax: 0161 261 7041

3.3 What forms and documents must I provide?

- You will need to complete an IMO FAL form 1 (C94) in duplicate, IMO FAL form 5 (C97) and IMO FAL form 6 (C98) if you are carrying 12 passengers or fewer. In addition, a copy of the cargo declaration will need to be provided. The IMO FAL form 3 (C95) will also need to be completed on departure if stores remain on board or have been loaded in the UK.
- **There are heavy penalties for making false declarations.**

3.3 What forms and documents must I provide?

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- **There are heavy _____ for making false declarations.**

3.4 Are any simplified reporting arrangements available?

- Yes. Subject to certain conditions, vessels that have a predictable pattern and duration of movement such as dredgers, rig supply and safety vessels and ferries may apply for:
- an omnibus clearance (covering a fixed time period and specified voyages)
- advance clearance (where details of the next voyages are already known)
- Applications to operate these simplified reporting arrangements should be made, in advance, by writing to the National Ship's Reports and Compliance Team detailed in paragraph [2.13](#). The ship's reports team can advise on what information is required.

CBSA

Canadian Border Services Agency

- 97. All vessels in international commercial service arriving in Canada must proceed without delay directly to a CBSA office designated for the clearance of vessels. The complete inward report package includes: Form E1, *Ships Stores Declaration*; Form IMM200, *Crew List*; the Form Y14, *Crew's Effects Declaration*. *The package must be presented to the CBSA prior to any persons being allowed to disembark or embark the vessel, or any cargo being discharged.*
- 98. For vessels exempted from the ACI program, a paper A6 – General Declaration must be submitted to the CBSA.
- 99. All copies of the form A6 will be date-stamped and signed by a border services officer. The presence of the CBSA signature and date-stamp signifies acceptance of the inward report and is not to be considered a validation of all information of the form. A copy must be kept by the carrier as a proof of report.

- as signified by the presence of a border services officer's signature and date-stamp on the form A6.
- 101. After the A6 form is numbered (when required), date-stamped and signed by a border services officer, the copies will be distributed as follows:
 - *(a) one copy with attachments retained by the CBSA;*
 - *(b) one copy with attachments to Statistics Canada; and*
 - *(c) one copy faxed back to the vessel or to the agent for presentation to the harbour master.*
- 102. Normally, arrangements to clear a vessel in international commercial service can be made with the local CBSA office in advance, either by the ship's agent or master.

- 103. It is the master's responsibility to ensure that no goods are discharged from the vessel, that no one other than a pilot, medical officer of health, or an officer acting in an official capacity is allowed to board the vessel, and that no one is allowed to leave the vessel, until such time as CBSA requirements have been completed.
- 104. With the prior consent of the CBSA, officers from other government departments, supercargoes, or ships agents may accompany a border services officer on board to complete official or company business, provided there is no interference with CBSA procedures which are to take precedence over any other transactions.

- 105. Any person authorized by the CBSA to board a vessel arriving from a foreign port for which an inward report has not been filed, is to report to the CBSA and have articles such as cameras, portable computers, etc., documented on Form Y38, *Identification of Articles for Temporary Exportation*. At the time of departure from the vessel, equipment is to be verified with Form Y38 and care taken to ensure that these individuals are not in possession of any goods for which duties have not been paid. Form Y38 is to be completed by the border services officer prior to the goods being exported.

- 106. If a vessel that arrives from a foreign port requires anchoring in the harbour or stream, due to exceptional circumstances, a border services officer may proceed aboard to accept the ships stores list, crew declaration, and seal ships stores only if all health and safety requirements are met, and local management deems that it is safe to do so. Masters or agents are to be advised that the boarding of the vessel for this purpose is simply a preliminary function carried out to enable the vessel to proceed with local port routine without undue delay, and is not to be considered a substitute for formal reporting or CBSA clearance procedures. When practicable, the formal inward report may be taken at this time; should the vessel arrive after hours, the ship's master or agent may present the inward report the following day.

- 107. Vessels moving through locks in a canal system will not be boarded upon or disembarked from by a border services officer unless fully stopped, anchored and secured to the canal wall. Under no circumstances will an officer board such a vessel other than by way of a properly secured gangplank. Similarly, vessels in stream will not be boarded upon or disembarked from unless stopped and anchored. Rope ladders that are completely secured will only be used when no other practical alternative exists.
- 108. Use of water taxis for channel clearances is at the vessel operator's expense. The CBSA will only pay for such taxis where the vessel is being boarded exclusively for official CBSA purposes.
- 109. Where a vessel arrives

- 109. Where a vessel arrives in Canada flying a yellow quarantine flag (infectious disease), the border services officer will not conduct normal clearance procedures until advised by the appropriate health authority that it is safe to do so. Pending such notification, the border services officer, with the help of the local police authority or the Royal Canadian Mounted Police (RCMP), as judged appropriate, will endeavour to ensure that the vessel is maintained in a sterile condition pending cancellation of the health alert by the competent health authority. For more information, please refer to the *Quarantine Act*.

- 110. In the event that the CBSA is advised of a death or serious injury on board a vessel arriving in Canada, the border services officer will promptly advise the appropriate police and health authorities, will authorize their embarkation on board the vessel at the earliest possible moment and will endeavour to assist them in carrying out an investigation of the incident and assist them in removing any injured or deceased persons. However, the border services officer will remain responsible for maintaining control over the situation and ensuring that CBSA requirements are completed even if delayed.

- vessel to ensure that it is in compliance with the registration, safety compliance, and crew certification provisions of the *Canada Shipping Act*. This will include verifying that the following documents are present and valid:
 - (a) Certificate of Registry;
 - (b) Passenger Ship Safety Certificate;
 - (c) Cargo Ship Safety Certificate (500 tons or more);
 - (d) Cargo Ship Safety Equipment Certificate;
 - (e) Cargo Ship Safety Radiotelegraphy Certificate or Cargo Ship Safety Radiotelephony Certificate (under 1600 tons);
 - (f) Load Line Certificate;
 - (g) Officers' Certificates of Competency; and/or
 - (h) Certificate of Insurance or other financial security.

- 112. Where it is determined that a certificate is not present, is invalid, or is likely to expire prior to the anticipated departure date, the captain will be informed of this fact as well as the nearest ships safety office. Appropriate operational steps will be taken to ensure that the vessel is not granted an outward clearance until such time as a valid certificate is presented.
- 113. At this time (until such a time that a valid certificate is presented), the CBSA performs the functions of the shipping master at those locations where it is empowered to do so.

- 114. In instances where animals on board the vessel will be going ashore, they must first be reported to the CBSA. The CBSA will in turn notify the Canadian Food Inspection Agency (CFIA), National Animal Health Program. Permission to disembark the animals will be granted only once authorization to do so is received from CFIA and once all necessary animal health permits are presented and validated

INTERNATIONAL WASTE

- 127. International waste refers to ship's refuse that contains, or is suspected to contain an animal product or by-product and that originated as food that was taken on a vessel, or as a result of transportation of animals on a vessel. International waste regulations apply to waste originating in all countries, other than the continental United States. In addition, certain fruit, vegetables and other plant products from all countries, including the United States, are prohibited entry into Canada under the *Plant Protection Act and Regulations* and these products must also be disposed of as *international waste*.

- whose top, sides and bottoms prevent the escape of solids and liquids, with a tightly fitting lid to reduce spills and prevent exposure to wildlife, vermin and birds. International waste may not be discharged into Canada without the permission of a border services officer.
- 129. All vessels will be considered to be carrying international waste upon their arrival in Canada and this waste may be subject to inspection by a border services officer. International waste may only be offloaded from the vessel with the permission of a border services officer and only where CFIA-approved routes and disposal facilities exist. If no CFIA-approved facilities exist at the port, international waste must be safely contained and remain on board the vessel.

- **PENALTY INFORMATION**

- 134. For information on administrative penalties, please refer to Memorandum D22-1-1, *Administrative Monetary Penalty System (AMPS)*. More information on AMPS is also available at the CBSA Web site: **www.cbsa.gc.ca**.
- 135. Other administrative sanctions, such as the revocation of program privileges and penalties of Other Government Departments, may also be applicable.
- 136. In some situations, failure to comply with the CBSA requirements outlined in the *Customs Act*, may result in the *seizure and forfeiture of the goods and/or conveyance, and criminal charges may be applicable*.

Port of Antwerp

PORT OF ANTWERP

Customs declaration (VAT and excise duties)

What is it?

- The customs broker has to declare all cargo entering, leaving or staying in transit in the EU, to Customs. Excisable goods have to be declared. These three types of declarations have been streamlined on European level: they are PLDA, NCTS and EMCS respectively.
- PLDA (Paperless Customs and Excise) was developed for the electronic submission and processing of import and export declarations. NCTS (New Computerised Transit System) applies to transit goods that are transported under customs supervision. EMCS (Excise Movement and Control System) replaces the accompanying paper document of the excisable goods by an electronic acceptance process.

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How does it work?

- PLDA: the customs broker sends his import or export declaration via the customs web application or an EDI message.
- NCTS: the declaration is sent electronically to Customs. Following acceptance, the declaration receives a unique registration number. Following a possible inspection, the goods are released and they can, accompanied by the customs document, be transported to the final destination.
- EMCS: the customs broker has to draw up an electronic administrative accompanying document that has been declared valid by the authorities in the country of export. It is assigned a registration number (Administrative Reference Code). This ARC number is the identification of the consignment.
- After inspection of the excise number, the sender and the addressee, the administrative accompanying document is sent electronically to the member state for which the excisable goods are destined.

What are the advantages?

- PLDA:
 - goods released sooner
 - numerous validation rules
 - calculation module for owed duties and taxes
 - easily capture data
 - user-friendly
- NCTS:
 - fast and efficient declaration
 - fast acceptance by Customs
 - fast clearance and release of securities
 - fast intervention in case of abuse
- EMCS:
 - administrative simplification
 - efficient procedure and therefore faster release of security
 - Immediate notification in case of cargo that is not acceptable
 - Faster and reliable feedback of the proof that the cargo has reached the final destination
 - limited risk that the cargo is sent to the wrong consignee

Who is it for

- Customs agent
- Forwarder
- Shipper

[PDF version - this document](#) [Word version - this document](#)
[PDF version - In-Bond section](#)

Alliance > Import System > [Shipment Processing](#) > [In-Bond Overview](#) > [In-Bond Shipment Processing Options Screen](#) > [In-Bond Initiation Header](#) > [In-Bond ABI Queue Update Screen](#) > Printing Standard 7533 form

[Previous File: In-Bond Reference Qualifier Code Maintenance](#)

Printing Standard 7533 Form (Inward Cargo Manifest)

7533 Form (Inward Cargo Manifest)

Overview

Alliance will print the Inward Cargo Manifest (7533) form using information entered on the Shipment Processing In-Bond screens.

Printing of Data on 7533 Form

Box Number	Name	Description
Box 1	Name or Number and Description of Importing Conveyance	Prints the first line of Marks and Numbers on the first container. Also prints the Conveyance name entered on the In Board Conveyance screen.
Box 3	Name and Address of Owner	Prints the Conveyance name entered on the In Board Conveyance screen.
Box 4	Foreign Port of Lading	Prints the Foreign Destination entered on the In Board Header screen.
Box 5	U.S. Port of Destination	Prints the Destination Port entered on the In Board Header screen.
Box 6	Port of Arrival	Prints the IT Port entered on the In Board Header screen.
Box 7	Date of Arrival	Prints the IT Date entered on the In Board Header screen.
Column 1	Bill of Lading or Marks & Numbers or Address of Consignee on Packages	Prints the SCAC and Master Bill from the In Board Conveyance screen.
Column 2	Car Number and Initial	Prints the first line of Marks and Numbers on the first container.
Column 3	Number and Gross Weight (in kilos or pounds) of Packages and Description of Goods	Prints the quantity and weight entered on the In Board Conveyance screen and the commodity description from the Commodity screen.
Column 4	Name of Consignee	Prints the customer's name and address.
Barcode	Bar-coded IT number	Prints at the bottom of the form, if printed to a laser printer.

Montserrat

MANIFEST PROCEDURE

Table of Contents

- I. OBJECTIVE1
- II. SCOPE.....1
- III. RESPONSIBILITY.....1
- IV. LEGAL BASIS1
- **V. CARGO REPORTING.....1**
- **VI. REPORT INWARDS PROCEDURE.....5**
- **VII. REPORT OUTWARDS PROCEDURE7**
- **VIII. TRANSHIPMENT PROCEDURE8**
- IX. USE OF DATA FIELDS

V. CARGO REPORTING

A. GENERAL ASPECTS

1. All cargo shall be reported electronically to Customs prior to the cargo's actual arrival in
• Montserrat. This information is critical for Customs and the other Government regulatory
• agencies to make risk assessment decisions. The ability to expedite the risk assessment
• process will impact on the time it takes Customs to clear and release legitimate cargo.
• Cargo cannot be released without a cargo manifest report (inwards / outwards).
2. Section 24 gives the Comptroller the authority to stipulate the time which the master of the
• vessel is required to notify the Comptroller of its arrival.
3. Section 25 of the Customs Control and Management Act, Subsection 1 and 2, requires that
• a Report Inwards must be filed by the master or commander of a ship or aircraft 24 hours
• before arriving in the country. The master or commander may appoint an agent to act on
• his/her behalf.
4. Section 35 of the Customs Control and Management Act requires that a Content Outwards
• be filed by the master or commander of a ship or aircraft departing from the country. The
• master or commander may appoint an agent to act on his/her behalf.

5. The Report Inwards or Content Outwards, also known as the manifest, is a declaration by
- the master or commander of the ship or aircraft carrying the goods. The purpose of filing a
 - manifest is to ensure:
 - a) That all imports or exports are accounted for;
 - b) That all documents relating to the ship or aircraft have been submitted and are
 - complete; and,
 - c) That the master/commander or agent has satisfied all legal requirements.

6. The responsibility of submitting a report rests with the master or commander. He or she
 - may appoint an agent to transact business with the Customs and Excise Department. The
 - agent and the master or commander is equally liable to fulfil all obligations.
7. All manifests must be submitted through the Customs computer system hereinafter referred
 - to as ASYCUDA World, and must conform to the approved formats.
8. All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and
 - restricted items must be specifically identified.
9. For the purposes of this Procedure a Consolidator is a Agent or Company that arranges the
 - movement of freight (Grouped shipments, orders, and/or goods) on behalf of exporters and
 - importers

B. REPORT INWARDS

1. Every vessel or aircraft arriving at any port in Montserrat is required by law to make a
 - report in a specific form and manner directed by the Comptroller of Customs.
2. The Carrier is required to:
 - (a) Answer all questions concerning the cargo, baggage, crew and passengers;
 - (b) Produce all books, documents etc.
3. Advance information reports must be made:
 - (a) For Aircrafts, upon arrival;
 - (b) For ships over 100 tons, twenty-four hours before arrival; and,
 - (c) For other ships under 100 tons upon arrival.

4. The Report of an aircraft or ship is a declaration made by the master or agent giving the full
- details of the: Voyage, Carrier, Cargo, Stores, Passengers, and Crew. The Report is made up of the following documents:
 - 13.1 Boarding Documents:
 - (a) **Crews Effects List1: On this document, every crew member makes a signed**
 - declaration of the items in his or her possession.
 - (b) **Crew List: This document gives all the necessary information about the crew e.g.**
 - passport number, date of birth, nationality, place of birth etc.
 - (c) **Passenger List: This is to be submitted only if there are passengers on board, and**
 - gives all the necessary information concerning the passengers. The Master
 - should have all the boarding documents completed for presentation to Customs
 - upon arrival.
 - 13.2 General Declaration (ships). This declaration gives all the required information on:
 - the conveyance (vessel/aircraft), its journey, its cargo, its agent.
 - (a) **Cargo Declaration: This gives specific details of the Cargo to be landed, to be**
 - Transhipped or In-Transit.
 - (b) The cargo declaration must include all **transport documents (Bill of Lading or**
 - **Airway Bill)**. The transport document is the main source of information for
 - completion of the cargo declaration.
 - (c) The clearance from the last port of call.

(a) Cargo Declaration: This gives specific details of the Cargo to be landed, to be

- Transhipped or In-Transit.

(b) The cargo declaration must include all transport documents (Bill of Lading or

- Airway Bill). The transport document is the main source of information for
- completion of the cargo declaration.
- (c) The clearance from the last port of call.

7. Amendments to the manifest may be requested to Customs by the carrier within 24 hours
 - of the manifest's registration and after all cargo has been off-loaded.
8. In addition to the aforementioned, where goods are reported short, the master or his/her
 - agent must satisfy the Comptroller that:
 - a) The goods were not loaded;
 - b) They have been discharged and landed at some previous port or customs airport;
 - c) They have been over-carried and landed at a subsequent port or customs airport;
 - or,
 - d) Have been over-carried, they have been returned and landed in Montserrat on the return voyage or by some other ship or aircraft which shall have landed them at the port or customs airport to which they have been over-carried.

9. Where goods are landed in a damaged state, the Master or Agent submits to the

- comptroller, a bad order list on the specified form, which contains all the particulars of all
- the damaged cargo. The bad order list is to be signed by:
- a) The custodians of the cargo, and
- b) The customs representatives who were present when the damaged goods were
- surveyed.

10. All cargo landed, for which a Customs entry has not been submitted, must be temporarily

- deposited in a Customs approved area (Transit Shed) to await entry and clearance.

- a) Air cargo must be entered within seven days.
- b) Sea freight must be entered within fourteen days.
- 11. The following goods are exempted from entry requirements
- a) Fish caught by local fishermen and brought in by them in their own boats;
- b) Passenger's accompanied baggage;
- c) Currency imported within the authorize amount

12. Goods may be entered for:

- a) Warehousing, if so eligible;
- b) Home use, if so eligible;
- c) For transshipment; and,
- d) For temporary use

C. CONSOLIDATED CARGO

1. All Consolidators must prepare and submit all bills of lading or airway bills for any
 - consolidated cargo consigned to them before or after registration of the manifest.
2. The Consolidator must be clearly identified on all Master Bills of Lading or Master Airway
 - Bills. The cargo reporter or the agent must have the consignee code filled on each transport
 - document with the corresponding code assigned by Customs to identify the Consolidator.
3. The vessel/aircraft agent may wish to notify the Consolidator by forwarding the Master Bill
 - of Lading/Airway Bill to the consolidator through the ASYCUDA World platform e-mail.
4. The consolidator may use the system to key in the data for each transport document or
 - could use the Fast Cargo Integration facility to upload degroupaged XML files directly to
 - the Customs computer system.

D. REPORT OUTWARDS

1. Contents vessels or aircrafts must be registered on the system at within 24 hours after
 - departure.
2. The content shall contain particulars of all goods put on board a ship or aircraft in
 - accordance with the particulars shown on the relative bills of lading or other equivalent
 - document.
3. Cargo on the manifest must be indicated as:
 - a) Local produce;
 - b) Transshipment;
 - c) In transit; or,
 - d) Re-exportation.
4. Amendments to the content must be signalled to the officer-in-charge not later than 48
 - hours after all cargo has been shipped. Reasons for the shortages or excesses must be given
 - and will be permitted provided that the evidence indicates that there is no fraudulent
 - intention.

5. In addition to the aforementioned, where goods are reported in excess, the master or his/her
 - agent must satisfy the Comptroller that:
 - a) The goods were loaded; or
 - b) Having been loaded that they were not off-loaded and returned to the quay,
 - transit shed or any other place in the country.
6. Failure to comply with any procedure shall render persons liable to the penalties set in the
 - Customs Control and Management Act Section 23 Subsection 1.

VI. REPORT INWARDS PROCEDURE

A. STORING THE MANIFEST DATA

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs server to input the
 - required information for the cargo manifest.
2. The Carrier or Carrier's Agent STORES the completed general segment of the manifest
 - before proceeding to enter the corresponding bills of lading, into ASYCUDA World.
 - Consequently, the system displays a box indicating that the manifest has been stored into
 - the system.
3. When a ship or aircraft travels into or out of the country on the same day, the Carrier or
 - Carrier's Agent must make sure to supply a unique voyage number for each journey.
4. The stored manifest has no legal value nor subsequent implications if data is not complete
 - or correct. The STORED status of a manifest does not imply ACCEPTANCE of such
 - information by the Customs and Excise Department.
5. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to
 - do as many amendments as required prior to its registration.

B. REGISTRATION OF THE MANIFEST

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs system to retrieve the
 - STORED manifest in order to REGISTER it. All consistency checks will be done by the
 - system before registration is accepted.
2. The Carrier or Carrier's Agent requests the system to REGISTER the completed manifest
 - with all its corresponding bills of lading, into the Customs server. Consequently, the system
 - displays a registration number for the manifest as a confirmation of registration and
 - positive allocation of data into the system.
3. The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that
 - all data is complete and correct. The REGISTERED status of a manifest implies
 - ACCEPTANCE of such information by the Customs and Excise Department.

4. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to
 - do certain amendments as required after its registration.
 - **Customs Server (ASYCUDA World)**
 - ***Customs Officer at Report Seat***
5. Upon arrival of the vessel or aircraft the carrier or Carrier's Agent notifies the Customs
 - Officer at the Report Seat who logs on and verifies submission of cargo manifest into
 - Customs system

C. ARRIVAL OF GOODS AT THE PORT OF ENTRY

1. Agent presents documents copy for Immigration
 - **Carrier / Carrier Agent**
2. On arrival of the vessel or aircraft, the Carrier or Carrier's Agent submits to the proper officer all documents pertaining to the voyage and cargo carried onboard. Forms will be as follows:
 - a.) Crews Effect list
 - b.) Passenger List
 - c.) Crews list
 - d.) Ship Stores
 - e.) Cargo Report
 - f.) General Declaration
 - g.) Clearance from last port of call
 - h.) Declaration of Health
3. Declaration of Health given to Ministry of Health
 - **Customs Department**
4. Officer grants clearance to start off-loading
 - **Carrier / Carrier Agent**

5. Agent attends vessel/aircraft
6. Port Authority takes part in tallying with Agent
 - ***Customs Department***
7. The Customs department reserves the right to participate in the tallying of the goods.
 - ***Operators of Transit Sheds***
8. The Operators of Transit Sheds must be connected to the Customs system to indicate the
 - exact location of the goods in the transit sheds

9. Where the Operator of the Transit Shed or Custodian of the Goods is not the agent of the ship or aircraft, he or she must notify the agents and Customs of any amendments to be
 - made to the quantity or nature of landed cargo. (Cargo Outturn Report).
 - **Carrier/Carrier Agent**
10. Any such requests for amendments by deduction must be accompanied by evidence that the
 - goods were short landed.
 - **Consolidators**
11. The consolidator logs-on to the system and inputs all way bills for his/her clients. After
 - lodging the information for each way bill, the consolidator stores each way bill in the system.
12. After all way bills have been stored, the consolidator VALIDATES (Validate Degroupage)
 - the master way bill in the Customs server. Before validation is accepted, consistency
 - checks are carried out in the system.

VII.REPORT OUTWARDS PROCEDURE

A. STORING THE MANIFEST DATA

- *Carrier / Carrier Agent*
 1. The Carrier or the authorised Carrier's Agent accesses the Customs server to input the
 - required information for the cargo manifest.
 2. The Carrier or Carrier's Agent STORES the completed general segment of the manifest,
 - **before proceeding to enter the corresponding way bills, into ASYCUDA. Consequently,**
 - the system displays a box indicating that the manifest has been stored.

3. The Carrier or Carrier's Agent must connect to the Customs server and insert all the bills of
 - lading or airway bills related to the exporting ship or aircraft on the outward manifest also
 - known as the content.
4. The Carrier or Carrier's Agent on each way bill includes the Customs registration
 - number(s) of the export declaration(s) in the registration export declaration section.
5. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to
 - do as many amendments as required prior to its registration.

B. REGISTRATION OF THE MANIFEST

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs system to retrieve the
 - STORED manifest in order to REGISTER it. All consistency checks will be done by the
 - system before registration is accepted.
2. The Carrier or Carrier's Agent requests the system to REGISTER the completed manifest
 - with all its corresponding way bills, into the Customs server. Consequently, the system
 - displays a registration number for the manifest as a confirmation of registration.
3. The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that
 - all data is complete and correct. The REGISTERED status of a manifest implies
 - ACCEPTANCE of such information by the Customs and Excise Department.
4. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to
 - do certain amendments as required after its registration.

5. Any amendments, which claim that the goods were not shipped, must be accompanied by
 - creditable proof, which must be presented to the proper Customs Officer before the
 - changes are made in the system.
 - ***Customs Department***
6. The proper Customs Officer verifies all shipping declarations.
 - 7. The proper Customs Officer completes the Inspection Act on each shipping bill.
8. After goods have duly left Montserrat, the proper Customs Officer confirms the export by
 - completing the export release operation in the system.

VIII. TRANSHIPMENT PROCEDURE

A. TRANSHIPMENT OF GOODS

- *Carrier/Carrier Agent*
- 1. The Carrier or Carrier's Agent verifies and ensures that the transshipment goods are listed
- on the content of the exporting ship or aircraft.

- 2. The Carrier or Carrier Agent must forward the relevant transshipment information to the Customs officer at the port of entry.
- **Customs Officer**
- 3. The Customs officer verifies that the transshipment cargo is loaded on the exporting ship.
- 4. The Customs officer connects to the Customs server and discharges the transshipment way bill from the selected manifest.

B. INTRANSIT CARGO

- **Carrier/Carrier Agent**
- 1. The Carrier or Carrier's Agent connects to the Customs server and stores the Permit (transit document) related to the in transit cargo at the departure office.
- 2. The Carrier or Carrier Agent forwards the relevant transfer information related to the cargo being transferred to the Customs officer at the office of departure.
- **Customs Officer**
- 3. The Customs officer at the departure office validates the permit on the Customs server thus allowing for the movements of the goods while notifying the officer at the receiving station of said shipment.
- 4. The Customs officer at the arrival office, accesses the Customs server and retrieves the permit (transit document) to finalize the transfer process.
- 5. The Customs officer at the receiving office completes the inspection act to allow for the results to be sent to the departure office thus completing the transaction.

