



Customs Border Control System (CBCS)

ASYCUDA
World



Processing Import Declarations

The objective of this document is to assist the trading community in obtaining Customs clearance on all goods being imported. This operating procedure applies at all Ports of Entry in Trinidad and Tobago.

The Guide describes all required operations involved in processing and assessing a Customs Declaration until goods are delivered to the importer, all under an electronic environment.

The Declarant is required to self-assess the e-Declaration (e-C82) using the Customs Border Control System (CBCS).

The goods declaration is the most important document in the customs clearance process.



Advance Cargo Reporting

Ocean carriers and airlines transporting cargo into Trinidad and Tobago can integrate their manifests electronically into ASYCUDA World.



Customs Verification

Customs Officers are automatically advised when shipments are subject to physical examination.

Operating Procedure

The Declarant is required to self-assess the e-Declaration using the Customs Border Control **System (CBCS)**.

General Aspects

Customs Declaration

The Single Administrative Document (SAD), also known as the Entry, is a Declaration made by the Importer or Exporter of the goods and certifies that the particulars are true and accurate.

Self - Assessment

Declarants are directly responsible for the truthfulness, completeness and accuracy of the declaration and the supporting documentation.

The declarant discharges his/her liabilities by submitting to Customs a declaration providing values, classifying goods, identifying tax regimes, origin and all other relevant data.

Pre-Clearance Verification

Customs will undertake a documentary verification on Declarations making use of concessions, duty relief, and preferential trade agreements after Declarants complete Self--Assessment

All Declarations can be submitted and approved prior to arrival of cargo.

Regulatory Agencies

The Declarant ensures that all necessary permits, approvals, licences and any other regulatory requirement have been obtained from the necessary Regulatory Agency for each declaration.

1. Self-Assessment

- 1.1. The Declarant logs-in the Customs **Border Control System (CBCS)** to input the required information for the Declaration.
- 1.2. At the end of the data entry process, the user carries out the consistency checks available in the CBCS.
- 1.3. **Before** requesting Assessment the Declarant ensures that all data is complete, accurate, correct and all required documents are attached.
- 1.4. Once consistency checks are **finished**, the Declarant **ASSESSES** the completed Declaration using the CBCS. The assessed Declaration has legal value. The **ASSESSED** status of a Declaration signals **ACCEPTANCE** of the e-C82 by the Proper Officer.
- 1.5. **After** the declaration is assessed, the CBCS displays a Declarant Reference, a Registration Number and an Assessment number for the Declaration as a confirmation of positive allocation of data into the CBCS.
- 1.6. **The Declarant** prints the Assessment Notice and other pages as required.



2. Payment of duty liability

- 2.1. The declarant presents to the Customs Cashier the printed Assessment Notice with the barcode and signature available on the CBCS and tenders the amount assessed by any means of payment authorised.
- 2.2. The Customs Cashier processes the payment by entering relevant data and validating the transaction.
- 2.3. On validation, the CBCS automatically generates a Customs Receipt number, attaches the electronic receipt to the e-C82 and adds the Receipt number to its first page.
- 2.4. A hard-copy of the Customs receipt is printed and given to the payee. The payee can access the information on the Declaration at any time and print-out a copy of the receipt.



3. Risk Assessment (Selectivity) and Regulatory Agencies Approval

- 3.1. After Self-Assessment and payment where applicable, the selectivity process on the CBCS is automatically triggered. The CBCS allocates either a **RED**, **YELLOW**, **BLUE** or **GREEN** lane.

3. Risk Assessment - Selectivity (continued)

- 3.2. Simultaneously, the CBCS identifies if Pre-Clearance Verification by the Regulatory Agencies is required.
- 3.3. After selectivity, the dataset set out in Schedule 9 of the Customs Act will be sent from the CBCS to the Single Electronic Window for Trade and Business Facilitation (www.ttbizlink.gov.tt) for the endorsements of the Regulatory Agencies (TTBS, CFDD, PLQ and TLU) where required.
- 3.4. Declarants will be able to view the endorsements of the relevant Regulatory Agencies under the "Items Administrations Selectivity Tab" on the Declaration. The various endorsements by the Regulatory Agencies will be represented in text with the colours 'GREEN', 'YELLOW,' 'RED,' 'BLUE,' or 'PURPLE.' For an explanation of these colours see Annex I.
- 3.5. Under the Voluntary Compliance Programme (VCP), Declarants submitting e-C82 on behalf of VCP members are able to generate and print the Release Order when a **GREEN or BLUE lane** is allocated subject to the requirements of Step 4.

4. Regulatory Agencies Requirements

- 4.1 Declarants are advised that they shall only be able to obtain a Release Order under **Step 9**, if all of the requirements of the relevant Regulatory Agencies have been met.
- 4.1 A Release Order can only be made available in the CBCS if all of the items on the e-C82 which requires endorsements by any Regulatory Agency obtains a 'GREEN' or 'BLUE' designation.

5. Customs Pre-Clearance Verification

- 5.1. An e-C82 requires Pre-Clearance checks when it has a special tax treatment, concession, duty relief or goods are subject to preferential trade agreements. The Declarant presents the e-C82 with all original supporting documentation to the Counter Officer.
- 5.2. The Counter Officer retrieves the e-C82 from the CBCS and performs a documentary examination to determine if the tax treatment declared may be allowed.
- 5.3. When allowed, the e-C82 is re-routed to **GREEN on** each item selected by the CBCS. The Counter Officer includes all remarks at the time of validating the e-C82.
- 5.4. If the Counter Officer finds reasons not to allow, then the declaration is re-routed to QUERY Status.

6. Port of Entry / Clearance Office

- 6.1. At the clearance office, the declarant lodges a hard-copy of the e-C82 and all supporting documentation. A Receiving Clerk retrieves the entry from the CBCS and executes the Lodge operation signaling that all documentation is received.

- 6.2. When the CBCS allocates a **GREEN lane**, the Receiving Clerk prints the release order as indicated in **Step 9**.
- 6.3. **Where applicable**, when the CBCS allocates a **RED lane**, the Receiving Clerk or the Proper Officer signs the CES-1 Form immediately and returns the CES-1 Form and B/L to the declarant, in order to expedite an appointment with the CES Operator.
- 6.4. When the CBCS allocates a **YELLOW lane**, the hard copy of the e-C82 is sent by the Receiving Clerk to the Proper Officer for documentary review and further action.

7. Immediate Release of BLUE Lane

- 7.1. Consignments selected under a BLUE lane are released immediately by the Proper Officer responsible for the following operations: i) Warehousing; ii) Approved Undertakings; and, iii) Free Zones.
- 7.2. The Proper Officer retrieves and clears the e-C82 in the CBCS, then prints the Release Order. All documentation is handed to the Declarant.

Customs Release Delivery of goods

8. Customs Examination [RED or YELLOW Lane Release]

- 8.1 The Receiving Clerk forwards the e-C82 to the Examining Officer assigned by the CBCS.
- 8.2 The Examining Officer retrieves the e-C82 and views and reads criteria directives from the CBCS and conducts a documentary review.
- 8.3 If criteria directive indicates verification by the **VALUATION BRANCH**, then the e-C82 is referred to the Valuations Officer at the station for intervention. In the absence of a Valuations Officer, the Valuations Supervisor must be contacted via telephone for directive.
- 8.4 If the **YELLOW Lane** e-C82 is re-routed to **RED Lane**, the E/O signs the CES1 Form and returns the CES-1 Form and B/L to the Declarant immediately.
- 8.5 On completing the documentary review, the Examining Officer conducts the physical examination guided by the criteria directives.
- 8.6 Subsequently, the Examining Officer completes the Inspection Report on the CBCS clearly identifying all findings.
- 8.7 When infractions are detected, the Examining Officer brings the matter to the attention of the Officer-in-Charge. The Officer-in-Charge refers the matter to the Preventive Branch for further investigation.

9. Printing the Release Order

- 9.1. If no infraction is detected or after corrective measures are made, the Examining Officer re-routes the e-Declaration to a **GREEN lane**.
- 9.2. The CBCS verifies that all Regulatory Agency requirements and Customs Examination have been completed. **IF ANY DECISION REMAINS OUTSTANDING FROM THE RELEVANT REGULATORY AGENCIES, THE CBCS WILL NOT ALLOW CLEARANCE.**
- 9.3. Once clearance is granted, a Release Order is generated and printed by the Examining Officer.

10. Delivery to the Importer

- 10.1. The CBCS transmits the Release Order electronically to the custodian of the goods (e.g. PATT, PLIPDECO, ServisAir, etc.)
- 10.2. Subsequent to obtaining a Release Order, the importer may request the Custodian to allow delivery of goods.
- 10.3. The Custodian generates on the CBCS the Exit Note and allows the importer to remove the cargo from the Customs controlled area.

ASYCUDA World in T&T

The Customs Border Control CBCS (CBCS) is powered by UNCTAD's ASYCUDA World. The CBCS in Trinidad and Tobago is installed and operating on a centralized architecture which is available 24/7 for processing trade transactions through the Customs network and via the Internet.

The Customs and Excise Division provides transparency by allowing traders to do tracking on its operations and transactions throughout the entire process-flow. From the moment goods are manifested, reported to land or arrive in Trinidad and Tobago, until delivery is granted.



<http://www.customs.gov.tt>

Annex 1

DECISION_CODE	DECISION_DESCRIPTION	DEPT	OP_CODE
REL	Release	TAPQ	Green
RPI	Removal to Premises for Inspection	TAPQ	Blue
RCI	Removal to CES for Inspection	TAPQ	Red
HLD	Hold for Inspection	TAPQ	Red
ERE	Entry refused - for re-export	TAPQ	Purple
ERS	Entry refused - seize and destroy	TAPQ	Purple
QRY	Query	TAPQ	Purple
EXE	Exempt	TCFD	Green
REL	Release	TCFD	Green
RTW	Release to Warehouse for Inspection	TCFD	Blue
HLD	Hold for Inspection	TCFD	Red
RFDI	Refer to Drug Inspectorate	TCFD	Yellow
RAPQ	Refer to Plant Quarantine Service	TCFD	Green
RMOH	Refer to Public Health Inspectorate	TCFD	Blue
RPTI	Refer to Pesticides and Toxic Chemicals Inspectorate	TCFD	Yellow
RPSU	Refer to Poultry Surveillance Unit	TCFD	Yellow
RVPH	Refer to Veterinary Public Health Unit	TCFD	Yellow
ERF	Entry Refused	TCFD	Purple
QRY	Query	TCFD	Purple
APR	Approved	TFDI	Green
RPR	Release to premises for Inspection	TMOH	Blue
EXE	Exempt	TPTI	Green
REL	Release	TPTI	Green
RTW	Release to Warehouse	TPTI	Blue
HFI	Hold for Inspection	TPTI	Red
ERF	Entry Refused	TPTI	Purple
QRY	Query	TPTI	Purple
EXE	Exempt	TTBS	Green
REL	Release	TTBS	Green
HIP	Hold for Inspection at Premises	TTBS	Blue
HLD	Hold for Inspection	TTBS	Red
ERF	Entry Refused	TTBS	Purple
QRY	Query	TTBS	Purple
EIL	Exempt	TTLU	Green
REL	Release	TTLU	Green
ILR	Import Licence Required	TTLU	Yellow
ERF	Entry Refused	TTLU	Purple
QRY	Query	TTLU	Purple

TAPQ PLANT QUARANTINE SERVICE
 CFDD CHEMISTRY FOOD AND DRUGS DIVISION
 MOH OTHER MINISTRY OF HEALTH DEP'T
 TRINIDAD AND TOBAGO BUREAU OF
 TTBS STANDARDS
 TTLU TRADE LICENCE UNIT