

MINISTRY OF FINANCE  
CUSTOMS AND EXCISE DIVISION

NOTICE TO IMPORTERS

No.3 of 2012

**CHANGING THE WAY WE WORK IN A  
TECHNOLOGY DRIVEN WORKPLACE (3)**

All Importers and Exporters are hereby informed that with effect from **12<sup>th</sup> March 2012**, all goods declarations submitted to the Comptroller of Customs and Excise on the Customs Border Control System (CBCS) should have scanned copies of all required documents attached. The declarant is required to self assess these declarations.

This initiative will be supported by:

- (a) A counter service that will be implemented at the Port of Spain, Point Lisas and San Fernando Entry Processing Units to facilitate pre-clearance documentary checks in the following areas:-
- **Applications for Duty and Tax Exemptions under the Second Schedule to the Customs Act, Ch. 78:01, all Bilateral and Multilateral Trade Agreements, Legal Notices and Cabinet Minutes**
  - **Other Services including licences and permits**
- (b) The Audit function, which will be executed at two (2) levels. Firstly, by the CSU Officer and secondly by the Officer in Charge at the station responsible for the examination and release of the goods.

This will facilitate a faster processing time for Goods Declarations as the service must be provided immediately on presentation of relevant documents.

**Notice to Importers 7, and 12 of 2011 also refer.**