

**MINISTRY OF FINANCE
CUSTOMS AND EXCISE DIVISION**

NOTICE TO IMPORTERS

NOTICE NO. 16 OF 2016

**SUBJECT: Clearing of Packages for Diplomatic Services, the Consular Services and
Specialised Agencies of the United Nations**

The attention of all Importers is drawn to the new procedure for the clearing of packages for Diplomatic Missions, Consulates and other Agencies of the United Nations of a value equal to or less than twenty thousand dollars (TT\$20,000.00).

Importers are advised that goods imported for use by members of the Diplomatic Services, the Consular Services and the Specialized Agencies of the United Nations of a value equal to or less than twenty thousand dollars (TT\$20,000.00) can now be processed without the services of a Customs Broker at import stations using the ASYCUDA Customs Procedure Code (CPC) 4500 401.

The following documents must be submitted to the Customs to support the transaction:

1. Ministry of Foreign Affairs (MFA) Permit.
2. Customs Form C84 signed by the consignee and endorsed by the Mission/Consulate (see sample of C84 with declaration attached).
3. Letter of authorization from consignee addressed to the Comptroller of Customs and Excise giving permission to a representative to act on their behalf (if applicable).

Once the documents have been verified, the examining officer must prepare the eC82 which must be signed by the importer or authorized representative.

There is a mandatory TT\$10.00 user fee which, once paid, selectivity is triggered. The C84 Declaration is allowed by the Officer-in-Charge of the station and released via the ASYCUDA. The cargo will then be delivered to the importer or authorized representative.

The services of a Customs Broker is still required for transactions exceeding TT\$20,000.00.

Importers are to be guided accordingly.

Comptroller of Customs & Excise (Ag.)
Dated: 18.07.16