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I. OBJECTIVE

To establish all required operations involved in receiving, delivering, processing and registering a cargo manifest at ports of entry/departure.

II. SCOPE

The present procedure will be utilised and applied at all ports of entry or departure where goods may arrive or leave the country. The Automated System for Customs Data, hereinafter referred to as ASYCUDA, will be utilized to submit electronic declaration as required in this document.

III. RESPONSIBILITY

The accomplishment of this procedure is the responsibility of the carriers or the carrier agents acting on their behalf, and the Customs Officers involved in activities related to the arrival or departure of all means of transportation carrying or not carrying any goods, and where applicable any agency responsible for the custody of the goods in the transit sheds.

IV. LEGAL BASIS

Customs (Control and Management) Act Cap 20.04, and SRO #4 of 2007

Any other enactment relating to the importation/exportation of goods into/from Saint Kitts and Nevis

V. CARGO REPORTING

A. GENERAL ASPECTS

1. All cargo shall be reported electronically to Customs prior to the cargo's actual arrival in St. Kitts and Nevis. 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. Such notification should be given by storing the manifest on ASYCUDA before arrival.
3. Section 25 (1&2) of the *Customs (Control and Management) Act Cap 20.04, and SRO #4 of 2007* 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. (*Sec. 18*)



4. Section 35 (1) of the *Customs (Control and Management) Act Cap 20.04*, requires that an Entry 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. (*Sec. 18*)
5. The Report Inwards or Entry Outwards, which include the manifest, is a declaration by the master or commander of the goods that the ship or aircraft is carrying. The purpose of filing a manifest (Report Inwards or Entry Outwards) 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 for submitting a report rests with the master or commander. The master/Commander may appoint an agent to transact business with the Customs and Excise Department. The agent is equally liable as the master or commander to fulfil all obligations.
7. It is also the responsibility of the Boarding Office or Baggage Hall supervisor or Officer in Charge to ensure manifests are registered on the system hereinafter referred to as ASYCUDA, for all ships or aircraft which enters the ports of entry
7. All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and restricted items must be specifically identified.
8. For the purposes of this Manual, “A Consolidator is an Agent or Company that provides services to group shipments, orders, and/or goods to facilitate movement.” They are sometimes referred to as NVOCC – Non Vessel Operating Common Carrier.

B. REPORT INWARDS

- a) Every vessel or aircraft arriving at any port in St. Kitts and Nevis is required by law to make a report in a specific form and manner directed by the Comptroller of Customs as stipulated in Sections 25 (1&2) of the *Customs (Control and Management) Act Cap 20.04*,
- b) Bills of Lading (B/L) for cargo on the manifest must be indicated using the following codes in ASYCUDA:

Import; 23

Transshipment; 28

In transit; 24



- c) Manifests for air cargo, must be registered on arrival but before departure of the aircraft.
- d) Notice of time of arrival must be indicated on manifest

1. The Carrier is required to:

- (a) answer all questions concerning the cargo, baggage, crew and passengers;
- (b) produce all books, documents etc.; and,
- (c) be responsible for all duties and taxes.

2. Reports must be made:

- (a) for Aircrafts, before arrival;
- (b) for ships over 50 tons, twenty-four hours before arrival; and,
- (c) for other ships under 50 tons twenty-four hours before arrival.

3. 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:

4.1 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.

4.2 General Declaration. 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.

4. All manifests for vessels and aircraft must be registered on the Customs computer system 24 hours before any ship/vessel and at wheels-up of aircraft arriving in St. Kitts and Nevis, unless otherwise specified in other legislation.

¹ It only applies for marine vessels and not aircrafts.



5. Cargo on the manifest must be indicated as:
 - a) the content of every container and of all cargo in bulk intended for discharge at the port of arrival, including containers and cargo for transshipment, must be reported according to the description on the relative bill of lading or airway bill;
 - b) spirits, wines, tobacco, cigars, and cigarettes must be specifically reported as such;
 - c) restricted goods must be reported with sufficient clarity to indicate the precise description of the goods;
 - d) all cargo on vessels under 50 tons, whether consigned for this port or not, must be reported in accordance with the description contained on the relative bill of lading;
 - e) in-transit cargo on aircrafts and on vessels of over 50 tons can be reported as “General cargo remaining on board for exportation”, however the Comptroller may require that the restricted goods, spirits, wines, tobacco, cigars or cigarettes be specifically reported;
 - f) cargo over carried and being returned on the same ship or aircraft must be separately reported under the heading cargo reported on (date) and over carried;
 - g) all cargo vessels and aircraft in ballast shall submit a nil cargo report through the system.
6. Amendments to the manifest may be requested by the carrier within 72 hours of the vessel or aircraft arrival. Notwithstanding other requirements, permission needs to be sought from the Comptroller of Customs on the designated electronic form available within ASYCUDA.
7. Request for amendment by deduction/addition must be completed online by agent/custodian of cargo and verified and approved by customs.
8. In addition to the aforementioned, the *Customs (Control and Management) Act Cap 20.04* allows that 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) having been over-carried, they have been returned and landed in St. Kitts and Nevis 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.
 - e) all Consolidators must “degroup” bills of lading before all cargo has been off- loaded.
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 Officers(s) 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 for temporary storage (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;
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 registration of the manifest.
2. The carrier or the agent must clearly identify all Master Bills of Lading or Master Airway Bills by adding the consignee code of the Consolidator on each transport document.
3. The vessel/aircraft agent may wish to notify the Consolidator by forwarding the Master Bill of Lading/Airway Bill through the ASYCUDA platform email.
4. All house waybills (delivery notices) created from master waybills (Bill of Lading or Airway Bill) may be viewed only by the owner (creator) of said waybills.

D. REPORT OUTWARDS

1. Contents for ships 50 tons and over must be registered on **ASYCUDA** at least 24 hours after departure of the vessel. Contents for ships less than 50 tons net must be registered on the system before departure of the ship.
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. All outward manifests for aircraft or ships less than 50 tons must be registered through ASYCUDA before departure of the ship or aircraft.
4. Bills of Lading (B/L) for cargo on the manifest must be indicated using the following:
 - a) (IMPORT) local produce; **(23)**
 - b) transshipment; **(28)**
 - c) in transit; or, **(24)**
 - d) re-exportation. **(22)**



5. Amendments to the content must be signalled to the officer-in-charge no later than 24 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.
6. 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.

Failure to comply with any procedure shall render you liable to the penalties set in *in the Customs (Control and Management) Act Cap 20.04, section 33 (2) and SRO #4 of 2007 section 6&7.*

GOODS IN TRANSIT

- a. all goods in transit must be indicated on manifest as a transit bill of lading and must be accompanied by a declaration (Model IM8) to clear from inward manifest and a declaration (Model EX8) to ship goods out.
- b. goods which were wrongly shipped do not require a declaration but a bill of lading must be manually discharged by the proper officer

MOVEMENT OF CARGO BETWEEN PORTS

- a. agent must create a transit bill of lading (24) on manifest of port of arrival which accounts for the total number of pieces to be transferred
- b. agent will then create manifest for the port where goods will be transferred which must include the individual bills of lading for consignment stated on transit bill of lading.
- c. a copy of registered manifest will be used by the officer to tally goods being loaded under sealed conveyance or accompanied conveyance.
- d. upon arrival at destination port, the officer must verify that the seal is intact, retrieve the manifest to confirm arrival of goods and use it to verify goods being offloaded from the conveyance (see manual : “Provisional procedure for transfer of goods”)

E. ASYCUDA GENERAL ASPECTS

1. The same voyage number cannot repeat in a given day. When a ship or aircraft travels into or out of the federation on the same day, the Carrier or Carrier’s Agent must make sure to supply a unique voyage number for each journey.



2. 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.
3. The carrier/carrier's agent and consolidators may use the system to key-in the data for each transport document, use the Fast Cargo Integration facility or web services to upload degrouped XML files directly into ASYCUDA.
4. 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.

VI. REPORT INWARDS PROCEDURE

F. STORING THE MANIFEST DATA

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent prepares the required manifest data for submission to ASYCUDA.
2. At the end of the data entry process or integration, the user executes the consistency checks available in the ASYCUDA system. If errors are displayed, the user corrects all problems until the system displays the message box "*Document Verified*".
3. The Carrier or Carrier's Agent STORES the completed general segment of the manifest before proceeding to enter the corresponding waybills into ASYCUDA. Consequently, the system displays a box showing that the manifest has been stored indicating positive allocation of data into the system.

Consolidators

4. The consolidator logs-on to the system to input all his/her bills of lading or airway bills for their clients. On completing each bill of lading or airway bill the consolidator stores such information in the system.
5. After all bills of lading/airway bills are entered the consolidator notifies the carrier or carrier's agent through the ASYCUDA email signalling to validate the degroupage. Before validation is accepted, consistency checks have to be done on the system by the carrier or carrier's agent.

Carrier / Carrier Agent

6. After all master bills of lading or master airway bills are degrouped by consolidators and upon notification received by the consolidators, the carrier or carrier's agent VALIDATES in ASYCUDA each master bill of lading or master waybill already degrouped. Before validation is accepted, consistency checks are carried out by the system.



G. REGISTRATION OF THE MANIFEST

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses ASYCUDA 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 waybills, 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.

The following shows an example of the particulars of the Manifest Registration Number:

SKACS 2013 1234 16/09/2013 14:02:22

Where:

SKACS	Customs Office
2013	Year
1234	Registration Number
16/09/2013	Date of Registration
14:02:22	Time of Registration (24 hrs. clock)

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. After registration, the carrier's agent generates two sets (hard copy) of the cargo manifest from the system. One is submitted at the Shipping Unit, while the other copy is given to the Custodian of the goods.
5. The Carrier or Carrier's Agent, with authorised access to ASYCUDA, is allowed to perform certain amendments to the manifest as explicitly permitted after its registration.

Customs Server (ASYCUDA)

After registration of an ocean's manifest, the Customs Server sends electronically a copy of the manifest data to the Port Authority's computer system.



H. ARRIVAL NOTICE

Operators of Transit Sheds

- 3.1 The Cargo Custodian is responsible for assigning location of cargo in the transit shed and must submit such information to ASYCUDA.
- 3.2 Where the Operator of the Transit Shed or Custodian of the goods is not the agent of the ship or aircraft, the same must notify the agents of any amendments to be made to the quantity or nature of landed cargo.

Carrier / Carrier Agent

1. The Carrier or Carrier's Agent submits arrival notice to Port Authority and to the Customs Officer at the Customs Boarding Office.

Customs Officer at Boarding Office.

2. After receiving arrival notice, the Customs Officer logs-on the ASYCUDA and verifies electronic submission of cargo manifest.

I. ARRIVAL OF GOODS AT THE PORT OF ENTRY

Carrier / Carrier Agent

1. 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 on board. 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

Customs Boarding Office.

2. Customs Officer grants pratique/clearance to start off-loading
3. Completion of the General Declaration will be done by the Customs Officer assigned.
4. Customs Officer provides signed copies to Carrier's Agent.



Carrier / Carrier Agent

5. Carrier's Agent attends vessel/aircraft
6. Custodian of goods takes part in tallying with Carrier's Agent

Customs Department

7. The Customs reserves the right to participate in the tallying of the goods at any point in time.
8. When Customs participates during cargo discharge, the Customs Officer assigned prints in advance the list of arriving containers.
9. Customs Officer Tallies and seals container (when required) during off-loading.
10. Customs Officer completes container discharge form in the system where all findings are described.

J. AMENDMENTS TO A MANIFEST

Carrier/Carrier Agent

1. The Carrier or Carrier's Agent electronically submits to the proper officer, all applications for amendments to registered cargo manifests within 72 hours after the last piece of cargo has been off-loaded, providing details on differences identified between manifested and landed cargo.
2. Applications to amend a registered manifest are permitted provided there is satisfactory evidence and when there is no fraudulent intention.
3. The carrier or carrier's agent completes and submits all applications to amend with the corresponding justification.
4. The Customs server blocks the use of the amended bill of lading/airway bill until approval is granted by the proper officer.

Customs Boarding Office.

5. The Customs Officer, upon receiving an application to amend a bill of lading/airway bill compares the new information provided with that of the one originally registered, as well as the justification and documentation provided to that effect.
6. If the application to amend is accepted, the Customs Officer approves the application in the system which in turn automatically updates the registered manifest.
7. If the justification provided in the application is not satisfactory, the Customs Officer rejects the application.
8. On approval or rejection the system notifies the carrier's agent accordingly.
9. The carrier's agent brings all applications to amend the manifest to the Boarding Office to signal completion of their landing account.



10. If the cargo landed does not require any amendments, the carrier's agent signals through the ASYCUDA system the submission of the landing account.

Cargo Custodian

11. Custodian of goods communicates to Customs Officer in charge of transit shed whenever Off-Loading of LCL containers occur.

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. At the end of the data entry process, the user executes the consistency checks available in the system. If errors are displayed, the user corrects all problems until the system displays the message box "***Document Verified***".
3. 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**. Consequently, the system displays a box indicating that the manifest has been stored indicating positive allocation of data into the system.
4. 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.
5. The Carrier or Carrier's Agent on each bill of lading or airway bill includes the Customs registration number(s) of the export declaration(s) in the registration export declaration section.
6. 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 of the report outward manifest.



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/airway bills, 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)

5. After registration of the manifest, the Customs Server sends an electronic copy of the manifest data to Port Authority computer system.

Carrier/Carrier Agent

6. Any amendments, which claims that the goods were not shipped, must be accompanied by credible proof, which must be presented to the Comptroller of Customs before the changes are made in the ASYCUDA.

Operators of Transit Sheds

7. 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 cargo shipped.

Customs Department

8. The proper shipping Officer ensures that the shipping officer verifies all shipping.
9. The proper Officer completes the Inspection Act on each shipping bill.
10. After goods have duly left St. Kitts and Nevis, the proper Officer confirms the export by completing the 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 officer verifies that the transshipment cargo is loaded on the exporting ship.
4. The officer connects to the Customs server and discharges the transshipment bill of lading or airway bill from the selected manifest.

B. IN-TRANSIT 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 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.

IX. USE OF DATA FIELDS

1. The following fields in the general segment of the manifest are mandatory and must be completed by the master, commander or agent of the ship or aircraft:
 - a. customs office;
 - b. voyage number;
 - c. date of departure;
 - d. date of arrival;



- e. place of departure;
- f. place of destination;
- g. carrier code;
- h. mode of transport;
- i. nationality of transport code;
- j. master's name;
- k. total number of bills;
- l. total number of packages;
- m. total number of containers; and
- n. total gross weight.

The **'customs office'** is the office of clearance for the vessel or aircraft arriving or departing.

The **'voyage number'** is the number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops.

The **'date of departure'** is the date when the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching here, then the date of departure would be the date when the ship or aircraft left the first port.

The **'date of arrival'** is the date when the ship or aircraft arrives in the territorial limits of the country.

The **'place of departure'** is the location or port code where the ship or aircraft started its voyage.

The **'place of destination'** is the location or port code where the ship or aircraft arrives to discharge the transported goods.

The **'carrier code'** is the identification of the carrier.

The **'mode of transport'** recognises the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea, parcel post or pipeline? You must use the International Standard Codes (ISO) for means of transport in this field.

The **'nationality of transport'** is the country in which the carrier is registered. You must use the International Standard Codes (ISO) for means of transport in this field.

The **'master's name'** is the name of the master of the ship or the commander of the aircraft.

The **'total number of bills'** is the count of all bills of lading or airway bills included in the manifest.

The **'total number of packages'** is the sum of all the packages on board vessel or aircraft included on all bills.

The **'total number of containers'** is the sum of all containers included on all bills.



The **‘total gross weight’** is the sum of all the weight of all cargo included on all bills.

2. The following fields in the general segment of the manifest are optional and may be completed by the master, commander or agent of the ship or aircraft:
 - a. Time of arrival;
 - b. Place of transport registration;
 - c. Transport registration reference;
 - d. Registration date;
 - e. Master information;

The **‘time of arrival’** is the time when the vessel or aircraft arrived in the country.

The **‘place of transport’** is the port where the transport unit is registered.

The **‘transport registration reference’** is the reference of the document registering the vessel or aircraft.

The **‘registration date’** is the date when the vessel was registered.

The **‘master information’** is any further information, apart from the name, on the master.

3. The following fields on the bill of lading or airway bill are mandatory and must be completed by the master, commander or agent of the ship or aircraft:
 - a. Line number;
 - b. Type of bill;
 - c. Bill of lading reference number;
 - d. Regime of goods;
 - e. Place of loading;
 - f. Place of unloading;
 - g. Name of shipper;
 - h. Address of shipper;
 - i. Consignee name;
 - j. Consignee address;
 - k. Total number of containers;
 - l. Kind of packages;
 - m. Cargo disposition;
 - n. Shipping marks;
 - o. Shipping marks;
 - p. Number of packages;
 - q. Gross mass;
 - r. Cubic metre volume;
 - s. Description of goods; and
 - t. P/C indicator.
 - u. Freight amount



v. Freight currency

The **'line number'** is a sequence number used to identify each item –bill of lading or airway bill in the manifest.

The **'bill of lading type'** is the code, which identifies the type of transport document issued (i.e. '710' for Bill of Lading, '711' for Master Bill of Lading).

The **'bill of lading reference number'** is the number, which uniquely identifies each bill of lading or airway bill.

The **'nature'** is the manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit), and 28 (transhipment).

The **'place of loading'** is the location or port where the goods were loaded into the ship or aircraft.

The **'place of unloading'** is the location or port where the goods will be discharge from the ship or aircraft.

The **'name of exporter/shipper'** is the name of the person sending the goods to St. Kitts and Nevis.

The **'address of shipper'** is the address of the person sending the goods to St. Kitts and Nevis.

The **'consignee name'** is the name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in St. Kitts and Nevis. This field is mandatory only when the consignee code field is left empty.

The **'consignee address'** is the address of the consignee in St. Kitts and Nevis. This field is mandatory only when the consignee code field is left empty.

The **'total number of containers'** is the sum of all containers carrying goods, which belong to the bill of lading or airway bill. See detailed description of the container segment data requirements.

The **'shipping marks'** are the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The **'cubic metre volume'** is the measurement of the cargo inside the container. It is not the cubic measurement of the container unless that container is FCL.

The **'package code'** is the identifier of the type of packaging the goods are packed in.

The **'manifested packages'** is the piece count of the packages under each bill of lading or airway bill.

The **'manifested gross weight'** is the weight for goods under each bill of lading or airway bill.

The **'description of goods'** is the narrative that portrays the type of goods being transported.

The description must be explicit. It must not include terms such as STC (Said to Contain), clothing, demonstration samples, tiles, foodstuff etc. Acceptable terms would be men's leather shoes, ceramic tiles, women's pants of cotton, rice in packages etc.

The **'P/C indicator'** is the narrative that describes the agreed terms between the parties. They may be either (collect) (CC) or (prepaid) (PP).



The '**Freight Amount**' is the cost of the freight.

The '**Freight Currency**' is the currency of the freight amount.

4. The following fields on the bill of lading or airway bill are optional and may be completed by the master, commander or agent of the ship or aircraft:
- a. address of shipper;
 - b. address of shipper;
 - c. address of shipper;
 - d. registration export declaration;
 - e. previous document;
 - f. consignee code;
 - g. shipping marks;
 - h. shipping marks;
 - i. shipping marks;
 - j. shipping marks;
 - k. shipping marks;
 - l. shipping marks;
 - m. shipping marks;
 - n. shipping marks;
 - o. shipping marks;
 - p. description of goods;
 - q. description of goods;
 - r. description of goods;
 - s. description of goods;
 - t. location code;
 - u. location description;
 - v. value declared for customs;
 - w. currency declared with customs;
 - x. value declared for transport;
 - y. currency code for transport value;
 - z. value declared for insurance;
 - aa. currency code for insurance value;
 - bb. number of seals;
 - cc. marks of seals
 - dd. marks of seals 2;
 - ee. sealing party code;
 - ff. information 1;



The **‘address of shipper’** is the address of the person sending the goods to St. Kitts and Nevis.

The **‘registration export declaration’** is to be used only for export declaration. Please refer to the section of this document labelled outwards manifest.

The **‘previous document’** is used by the consolidator to input their master waybill/bill of lading number to gain access to create their clients B/L.

The **‘consignee code’** is the identification of the person importing the goods into St. Kitts and Nevis. Whenever it is a master bill this field becomes mandatory.

The **‘shipping marks’** are the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The **‘description of goods’** is the narrative that portrays the type of goods being transported. The description must be explicit. It must not include terms such as STC (Said to Contain), clothing, demonstration samples, tiles, foodstuff etc. Acceptable terms would be men’s leather shoes, ceramic tiles, women’s pants of cotton, rice in packages etc.

The **‘location code’** is the process used by the Port to identify the exact place within the Port or shed where the goods are stored.

The **‘location description’** is the narrative that describes where in the transit shed the goods are located.

The **‘value declared for customs’** is the worth of the goods which the importer or exporter intends to declare to customs.

The **‘currency declared with customs’** is the actual currency in which the payment for the goods are quoted.

The **‘value declared for transport’** is the cost of transporting the goods to their destination.

The **‘currency code for transport value’** is the actual currency in which the payment for transport is quoted.

The **‘value declared for insurance’** is the cost of the insurance.

The **‘currency code for insurance value’** is the actual currency in which the payment for insurance is quoted.

The **‘number of seals’** is count of the seals affixed to the container or package.

The **‘marks of seals’** are the markings that identifies the seals placed on the containers or packages.

The **‘sealing party code’** is the code used by the sealer to identify who sealed the container or package.

The **‘information’** is for any other relevant information which the carrier or agent deems necessary.