



St Kitts ~ Nevis Customs & Excise Department

"To Protect and Collect"

COMPTROLLER'S OFFICE

June 29, 2018

MEMORANDUM

TO: AGENTS

FROM: COMPTROLLER OF CUSTOMS (AG.)

SUBJECT: SUBMISSION OF IMPORT AND EXPORT MANIFESTS

Agents are reminded that it is a requirement by law to submit a manifest for goods imported onboard vessels or aircrafts. Reference Customs Act No. 19 of 2014 Section 25 Subsections (1) and (2) which states:

1) Where a vessel arrives at a customs port—

(a) from a place outside Saint Christopher and Nevis; and

(b) carrying goods brought in it from a place outside Saint Christopher and Nevis and not yet cleared on importation,

The master of the vessel shall, within twenty four hours of the arrival of the vessel, submit to the Comptroller a report in such form and manner and containing such particulars as the Comptroller may direct.

(2) Where an aircraft arrives at a customs airport –

(a) from a place outside Saint Christopher and Nevis; and

(b) carrying goods or passengers taken on board at a place outside Saint Christopher and Nevis, being goods or passengers bound for a destination –

(i) in Saint Christopher and Nevis and not yet cleared at a port; or

(ii) outside Saint Christopher and Nevis,

the commander of the aircraft shall, on the arrival of the aircraft, but before its departure, submit to the Comptroller a report in such form and manner and containing such particulars as the Comptroller may direct.

As part of the clearance process a manifest must also be submitted for all vessels and aircrafts carrying goods that are being exported from the Federation according to Section 32 Subsection (1)(a):

(1) Unless otherwise approved by the Comptroller, before a certificate of clearance is granted to the master or commander of a vessel or an aircraft which has, as its destination, a place outside Saint Christopher and Nevis, the master or commander shall –

(a) submit to the proper officer within the time or times as may be prescribed, an outward report in the form and manner, and containing such particulars verified by declaration, as may be prescribed, and accompanied by any supporting documents required by the proper officer;

.....

Import and Export Manifests are to be submitted in an electronic format via the ASYCUDA World System. Where the Agent on behalf of the Master/Commander of a vessel or aircraft fails to submit a manifest for goods that are being exported onboard that vessel or aircraft, the vessel or aircraft will not be granted clearance until this requirement has been met. This is in accordance with Section 33 Subsection (1) of the Customs Act No.19 of 2014.

(1) Unless otherwise approved by the Comptroller, where a vessel or an aircraft has, as its destination, a place outside Saint Christopher and Nevis, the master, commander of the vessel or aircraft or the relevant agent shall not cause that vessel or aircraft to depart from Saint Christopher and Nevis unless that person has received a certificate of clearance in the prescribed form.

The Customs and Excise Department looks forward to the full cooperation of agents regarding this matter.



Comptroller of Customs (Ag.)