

# ST. KITTS AND NEVIS CUSTOMS AND EXCISE DEPARTMENT

## DECLARATION MODULE Change Document AW 4.2.2CC



VERSION:  
DRAFT VERSION

2019



## **New Features**

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## Introduction

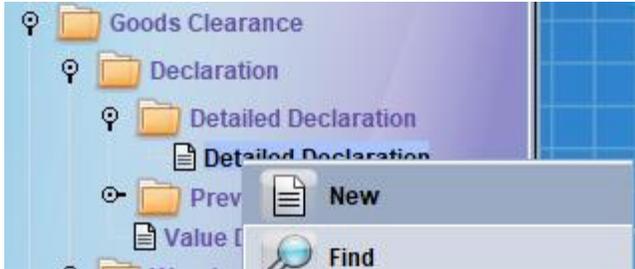
In keeping with our mandate to serve our citizens with efficiency and being flexible to change and embracing new innovations and concepts, the St. Christopher and Nevis Customs & Excise Department launches its ASYCUDA World manifest manual. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. Welcome to ASYCUDA World.

Section 25 Subsection 1&2 of the Customs and Control Management Act Cap 20.04 of the Laws of St. Christopher and Nevis Revised Edition 31<sup>st</sup> December 2002, requires the master of every vessel and the commander of every aircraft arriving at a Customs port from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

## Improvement in Vehicle Details Tab

Access the “Goods Clearance” by navigating the Document Library using this path:  
**ASYCUDA → Goods Clearance → Declaration → Detail Declaration → Right click  
 Detailed Declaration → New**



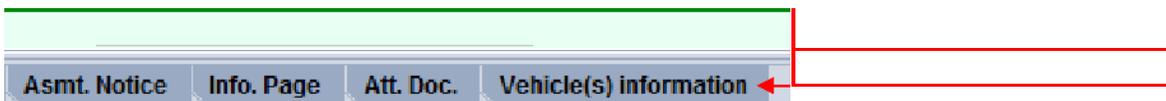
Enter the Regime Type and Commodity Code as seen below in Figure A.

1 Regime Type		OFFICE OF DESTINATION / DISPATCH		Choose Declaration Type
3. Pages	4. Load List	Registration Number		
1	1	Manifest Ref.		
5. Items	6. Total packages	7. Commercial Reference number		
1		2018		

32 Item	33 Commodity code	Product Identification		Enter Tariff Number/Hs-Code Specific to the vehicle being cleared: e.g., 87032340
1 No.				
	34 Cty. Orig. Code	35 Gross weight (kg)	36 TradeAgm	
	a  b			
	37 PROCEDURE	38 Net weight (kg)	39 Quota	

**Figure A**

This will activate the Vehicle Tab on the E-Document/Declaration as follows:



Once you click on the Vehicle Information Tab, the following window will be activated/opened for the user:

**SAD - Vehicle(s) Information Page**

**Vehicle Data Entry**

<b>Item</b> _____	<b>Make/Brand</b> _____
<b>Chassis Number</b> _____	<b>Model</b> _____
<b>Engine Number</b> _____	<b>Manufacture Year</b> _____
<b>Engine Displacement (cc)</b> _____	<b>Color</b> _____
<b>Unladen Weight</b> _____	<b>Doors Number</b> _____
<b>Odometer Reading</b> _____	<b>Seating Capacity</b> _____
<b>Fuel Type</b> _____	<b>Seating Position</b> _____
<b>Tyre Size</b> _____	<input checked="" type="radio"/> <b>New Vehicle</b> <input type="radio"/> <b>Used Vehicle</b>
	<input type="checkbox"/> <b>Concessionary Vehicle</b>

**Import License Number** \_\_\_\_\_ 

**Vehicle List Summary**

Item	Chassis Number	Engine Number	Make	Model	Used?

**Figure B**

## Validation of Vehicle against Waybill

**SAD - Vehicle(s) Information Page**

**Vehicle Data Entry**

Item	Make/Brand
Chassis Number	Model
Engine Number	Manufacture Year
Engine Displacement (cc)	Color
Unladen Weight	Doors Number
Odometer Reading	Seating Capacity
Fuel Type	Seating Position
Tyre Size	<input checked="" type="radio"/> New Vehicle <input type="radio"/> Used Vehicle <input type="checkbox"/> Concessionary Vehicle

Import License Number

**Vehicle List Summary**

Item	Chassis Number	Engine Number	Make	Model	Used?

*Once these fields are populated, you will only be able proceed once the same pedigree information is captured on the BL.*

*If the information is not present on waybill an error shows up.*

*Click on this icon to accept the information entered above so as to populate the area shaded grey.*

**Figure C**

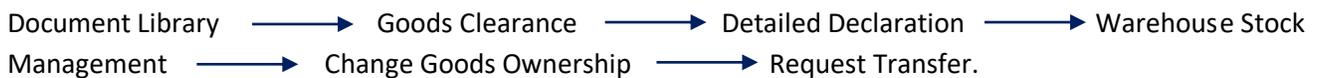
Once the correct information is capture as in the above figure:-

You can click on the icon to accept it in order to complete your declaration.

Please be reminded that the other mandatory fields must be completed by the declarant/broker so as to assess the declaration for submission, payment and ultimately the clearance of goods.

## Warehousing: Transfers

This Accessed via the Document Library as follows:



Sub-folder you will then have access to the following window to complete the respective mandatory fields:

Change Goods Ownership - Request Transfer [n/a]

File Edit View Help

ASYCUDA SAINT KITTS AND NEVIS

Goods - Change of Ownership

Request on 01/06/2019

Search Criteria

By declaration

By warehouse

Current owner

Declarant/Broker

0000082124-2123

LIAT QUICK PAK / (U.P.S)

Available Goods

Owner's Goods / Details	Weight	Supplementary Unit
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**Figure D**

Once you have applied, a mail will be sent to your inbox indicating the status of your application to transfer. The Customs officer from the Bonds office views the application and will approve or reject the goods transfer.

If the request is **rejected**, a mail will be sent to the Applicant.

Likewise, if the Transfer has been **approved** a Mail will also be sent alerting the Applicant of the approval.

Once the transfer of goods has been completed, the **new owner** will then do a declaration to accept the goods into their warehouse using:

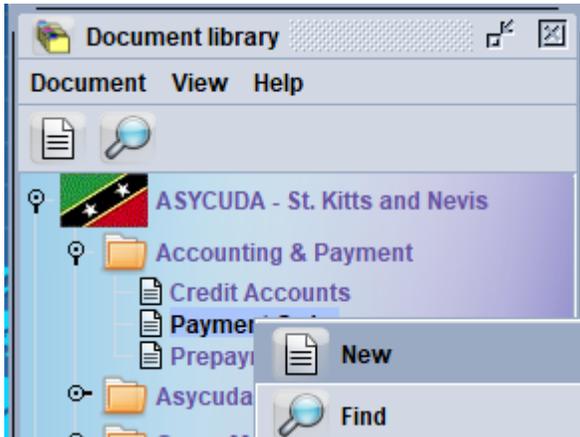
**[7071]** procedure for transfers between Duty-Free Shops and  
**[7070]** procedure for Transfers between Private Warehouses.

There can also be combinations of Transfers from Duty-Free shops to Private Warehouse **[7171]** and vice versa **[7170]**.

## Payment Order

To access this folder, you will have to:

Document Library → Account & Payment → Operational Management → Payment → Payment Order → Right-Click and choose new.



Brokers and Customs Clerks will then capture the respective entries on the Payment Order as displayed below:-

The screenshot shows the 'Payment Order - New [n/a]' application window. The form is divided into several sections:

- Declarant Information:** Declarant Code (0000082124-2123), Company Code, Name and Address (LIAT QUICK PAK / (U.P.S), FORT STREET, P. BASSETERRE, ST. KITTS).
- Payment Order Information:** Payment Order Number, Customs Office, Receipt Identification, Date, Amount Collected.
- Declarations:** Declarant Reference, Registration Reference, Model, Assessed Amount.
- Table:** A table with columns: Declarant Reference, Office, Registration Reference, Model, Status, Assessed Amount.

Arrows from the text above point to the 'Name and Address', 'Company Code', 'Payment Order Number', 'Registration Reference', and 'Model' fields.



**This document can now be carried to the Customs Cashier for payment [This avoids the hassle of having to carry multiple-assessments for payment]**

**Once the payment is made, the receipt will indicate the change given as part of the new upgrade features:**



**St. Kitts And Nevis**  
**Customs & Excise Department**  
P.O. Box 1, Bird Rock, Basseterre  
St. Kitts.  
Tel: (869)466.7227 St. Kitts, (869)469.0705 Nevis  
E-mail: officecomptroller@skncustoms.com

**Custom Payment Receipt for payment order**

**Receipt number:** 2019 R 10 **Issued on:** 01/06/2019  
**Custom office:** SKBRP - ST. KITTS BIRD ROCK PORT

**This receipt is delivered to:**  
ROYAL LOGISTICS  
P.O. BOX 1867  
BASSETERRE  
ST. KITTS

**Declarant:** 0000105389-3596  
**Company:**

Declarant reference	Registration Reference	Model	Assessed Amount
2019 rf	SKBRP 2019 C 12	IM 4	1,679.93
Total collected for declarations			1,679.93
Means of payment	Reference	Bank	Assessed Amount
20 CHEQUE	34	0081331	1,679.93
Total amount tendered (XCD)			1,679.93
Change in cash (XCD)			0.00
Total amount collected (XCD)			1,679.93

I the undersigned, head of the custom office ST. KITTS BIRD ROCK PORT acknowledge that I received the sum of 1,679.93 XCD.