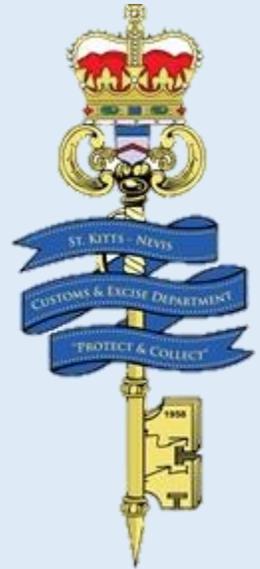


ST. KITTS AND NEVIS CUSTOMS AND EXCISE DEPARTMENT

ASYCUDA World Transit (T1) Manual Consolidators & Carrier Agents ASYCUDA Project Team



Approved Version

2014



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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 31st 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.

The **Cargo Manifest** is the first point of contact for our automated system. Its main purpose is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitate faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "ASYCUDA WORLD USER AUTHORIZATION FORM". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (VAT or TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. Comptroller of Customs for St. Christopher and Nevis, will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World. Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

Creating a T1

Goods entered at one port and moved to another port or transit shed for clearance for home use or export.

Cargo Consolidators/Carrier Agents receiving consignments/shipments that is intended for delivery at another port or transit shed other than where it was entered must ensure that proper documentation is prepared to allow for easy transition of cargo.

The Following documents must be prepared (Electronically) in accordance with the steps below.

821 Transit document

Cargo Consolidators/Carrier Agents must ensure that they are issued with an 821 (Transit Document T1) Waybill with Nature 24 (THIS WOULD BE ISSUED BY THE CARRIER). The path for the T1 is as follows: ASYCUDA → Transit → National → right click on T1 → New.

Waybill - View [NVAP]
File Edit View Help
100 %

ASYCUDA SAINT KITTS AND NEVIS

Manifest - Waybill

Office of departure / arrival
NVAP Nevis Airport

General Information

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
LIVE	19/06/2014	19/06/2014	17:08	2014 / 1

Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
LIVE01	821 Transit document T1	24		1

Master waybill
DCR

Place of loading
GTANT Antigua

Place of unloading
KNSKB St Kitts

Carrier
0081862
FEDEX EXPRESS
PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE
ST.KITTS
null

Exporter/Shipper

Transport

Mode	Identity
4 Air Transport	FEDEX

Nationality
US United States of America

Notify

Consignee
FEDEX EXPRESS
PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE
ST.KITTS
null

Goods Details

Total containers	Packages codes	Status	Number of degrouped waybills
0	4A Box, steel	HSE	0

Marks & nb.
SAME AS CONSIGNEE

Manifested packages	Remaining packages	Manifested gross weight	Remaining gross weight	Volume(CBM)
150	150	600.000	600.000	

Waybill Containers Split Write off

Type 23 waybills

You are to use the information on the 821 transit waybill to produce a manifest with type 23 waybills on the system (ASYCUDA World) for the office of destination (where cargo is to be cleared) in much the same way as you Degrup a Master Waybill. (*Producing individual House Bills*)

The said manifest, previously known as your “**Ryder**”, is what you and Customs will use to tally your cargo into the warehouse/ transit shed before dispatch and upon arrival at the destination Customs office.

Waybill - View [ACRB]

File Edit View Help

100 %

ASYCUDA SAINT KITTS AND NEVIS

Manifest - Waybill

Office of departure / arrival
ACRB Air Cargo Robert Bradshaw

General Information

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
LIVE	19/06/2014	19/06/2014	17:08	2014 / 31

Waybill reference number	Waybill type	Nature	Last discharge	Waybill line
LIVE1	710 Bill of lading (House)	23		1

Master waybill
UCR

Place of loading
GTANT Antigua

Place of unloading
KNSKB St Kitts

Carrier
0081862
FEDEX EXPRESS
PAUL SOUTHWELL INDUSTRIAL SITE
BASSETERRE
ST.KITTS
null

Exporter/Shipper

Waybill Containers Split Write off

NB: Total weight must be equal to value provided on the transit waybill (821), the Customs officer will use the manifest prepared at the dispatch office to tally the cargo before dispatch.

By accessing ASYCUDA World you are to prepare the T1. The T1 resembles a Customs SAD, a tariff code is provided to represent miscellaneous items.



After clicking on new, the T1 document will appear. This document is completed using the information found on the transit waybill. Ensure all the relevant information are accurately completed then lodge the T1 (electronically). The T1 should only be prepared when you are absolutely ready to move the cargo. Section D will be completed by the Customs with a time stipulation.



Complete and Lodge T1

T1 - New [SKBGH]

File Edit View Help

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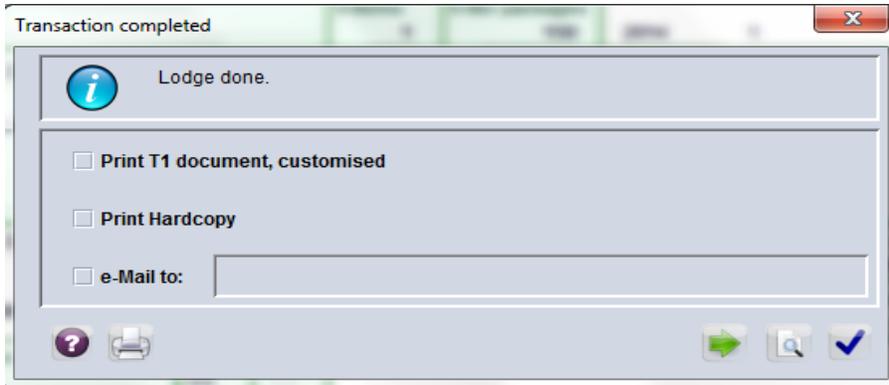
Lodge

ASYCUDA SAINT KITTS AND NEVIS

A CUSTOMS OFFICE
SKBGH
St. Kitts Baggage Hall

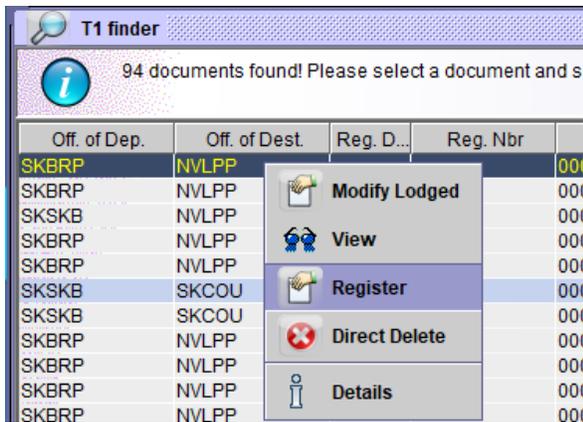
4	5	2 Exporter /... No. _____		1 DECLARATION T1	
		8 Consignee No. 2204 FEDEX C A P SOUTHWELL INDUSTRIAL PARK BASSETERRE,		3 Forms 1 4 Load List 1	
		14 Declarant No. 2204 FEDEX C A P SOUTHWELL INDUSTRIAL PARK BASSETERRE.		5 Items 1 6 Nbr packages 150 2014 1	
		18 Identity and nationality of active means of transport at departure FEDEX821 US		15 Country of export Barbados	
		21 Identity and nationality of active means of transport crossing the border FEDEX821 US		15 C.E. Code a ₁ BB b ₁	
		25 Mode Transport 4 at border		17 C.D. Code a ₁ KN b ₁	
		27 Place of loading/unloading		17 Country of destination Saint Kitts and Nevis	
		31 Packages and description of goods Marks & no 5632 Nbr & Kind 150 5M Bag, paper Containers No(s) SHOE		32 Item No. 1	
		44 Add. info Documents Produced Certificates and authorization		33 Commodity code 98010000 35 Gross mass (kg) 600.000 38 Net mass (kg) 600.000	
		Transshipment		40 Summary declaration / Previous document	
F CERTIFICATION BY COMPETENT AUTHORITIES		A.I. Code			
50 Principal UNITED NATIONS DEV., PROGRAM No. FMS.20		Signature			
51 Intended offices of transit and country		C OFFICE OF DEPARTURE			
52 Guarantee not valid for		Code 53 Office of destination and country FDCR Fedex Courier			
D CONTROL BY OFFICE OF DEPARTURE		Stamp:			
Results: IN TACT		Signature and name of declarant/representative Test Carrier1			
Seals affixed: Number: 456 Identity: RED Time Limit: 17/07/2014 11:50					
Customs officer name: Kisha Browne Departure date:					

Transit T1 Additional N.I. Inspection En route control



Register T1

Find the T1 you just created and lodge. Right click and select Register.

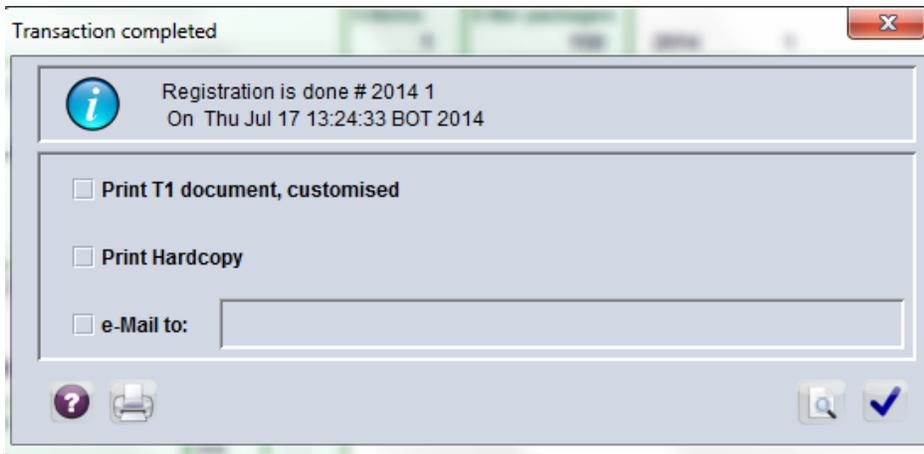


Click on the Blue Tick to register.

Register
ASYCUDA SAINT KITTS AND NEVIS

A CUSTOMS OFFICE
SKBGH
St. Kitts Baggage Hall

1	DECLARATION	T1
3	Forms	1 1
4	Load List	
5	Items	1
6	Nbr packages	150 2014 1
8	Consignee	No. 2204 FEDEX C A P SOUTHWELL INDUSTRIAL PARK BASSETERRE,
14	Declarant	No. 2204 FEDEX C A P SOUTHWELL INDUSTRIAL PARK BASSETERRE.
15	Country of export	Barbados
16	C.E. Code	a BB b
17	C.D. Code	a KN b
17	Country of destination	Saint Kitts and Nevis
18	Identity and nationality of active means of transport at departure	FEDEX821 US
19	Ctr.	
21	Identity and nationality of active means of transport crossing the border	FEDEX821 US
25	Mode Transport	4 at border
27	Place of loading/unloading	
31	Packages	
	Marks and numbers - Containers No(s) - Number and kind	
32	Item	
33	Commodity code	

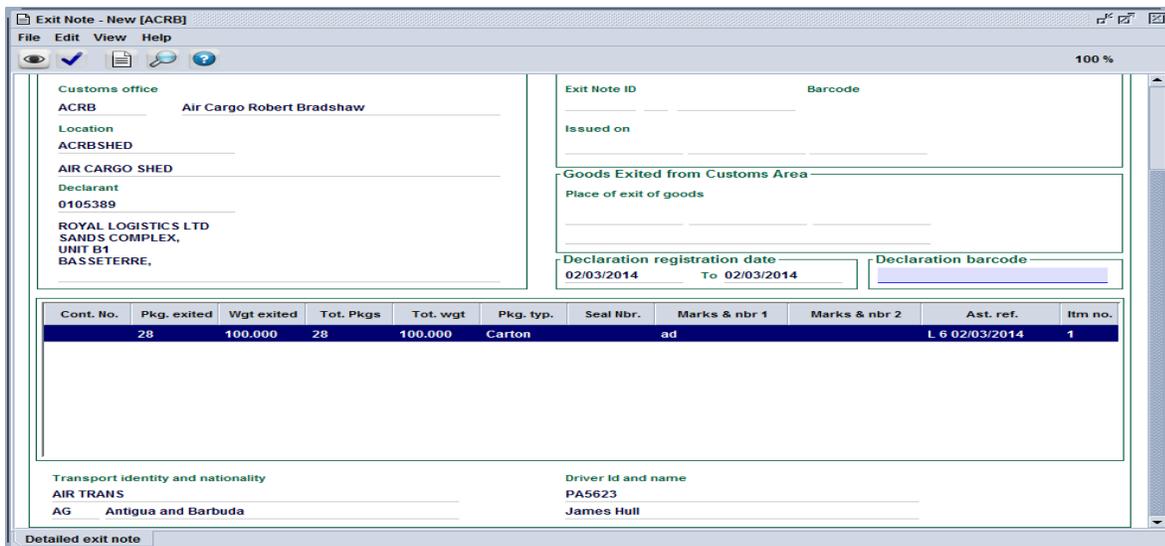


Presentation of registration and Ref. number for T1

Present manifest registration and T1 reference number to the officer at the dispatch office. The officer will use this information to verify that the manifest has been registered at the office of destination

Exit Note and validation

The Customs Release Order will be issued by the dispatch officer, authorizing the cargo custodian to release the goods for transfer. Once you have satisfied cargo custodian requirements and you are issued your Exit Note (gate pass), return to the customs officer to have the departure of the cargo **validated** on the T1 and stipulate a time for movement.



Tally of Cargo

The goods will then be tallied into the office of destination, the customs officer may use the registered manifest to tally the cargo.