

# ST. KITTS AND NEVIS CUSTOMS AND EXCISE DEPARTMENT

## CHANGE OF OWNERSHIP

User Manual

AW 4.2.2CC



VERSION:  
DRAFT VERSION

2019



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## Introduction

What is **CHANGE OF OWNERSHIP**?

Change of Ownership is the process where **Agent/Private Warehouse Holder** issues a request to the Customs Concession Department for vehicle or goods to be transferred within the federation of St. Kitts and Nevis. This request is generated within ASYCUDA as the illustration will show on the following pages. After the request is made, the AGENT must then contact the Customs Department asking of the officer to review the request. Upon reviewing and approving the request, the AGENT can now proceed to add the information to the IM7 (7070, 7071, 7170 or 7171) declaration.

## Accessing Change of Ownership

**Step 1.** Access change of ownership field by:

- a) Clear your SOClass Cache and Java Cache and Sign into Asycuda
- b) Go to the Document Library
- c) Double Click on ASYCUDA - St.Kitts and Nevis to expand



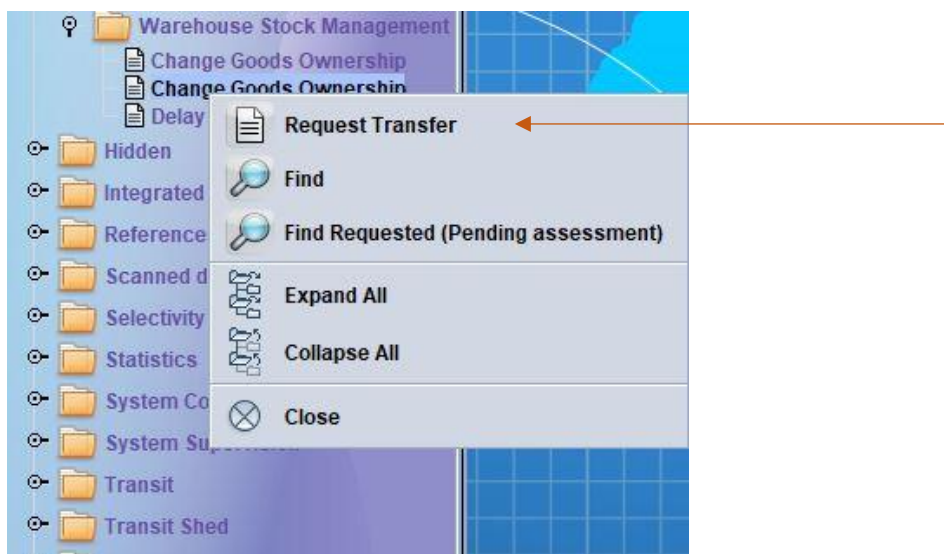
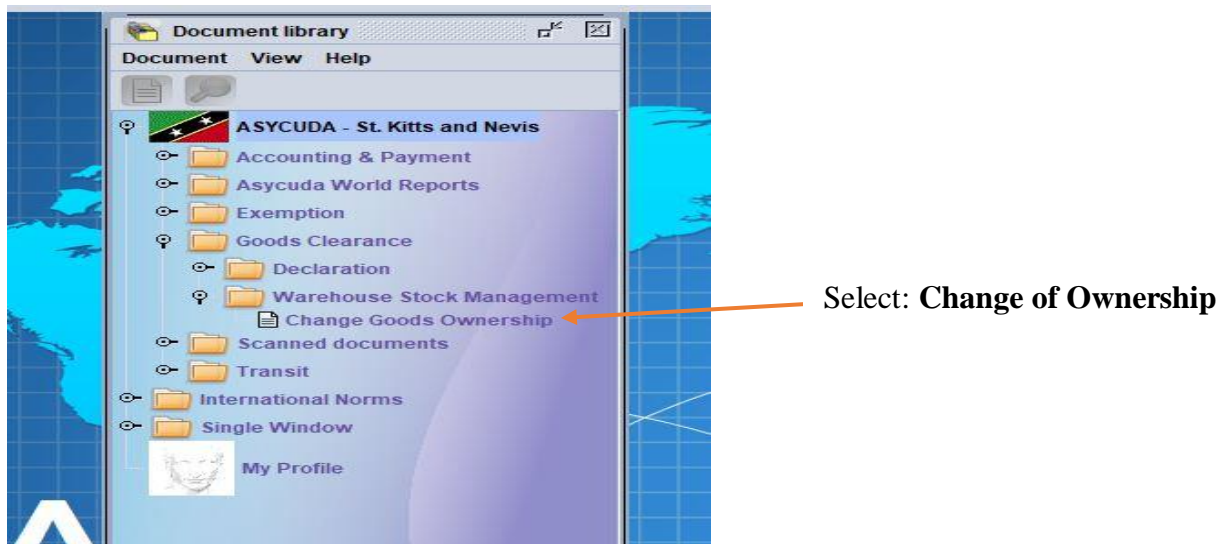
Select: **ASYCUDA**

**Step 2.** Click on Good Clearance, then click Warehouse Stock Management and expand.



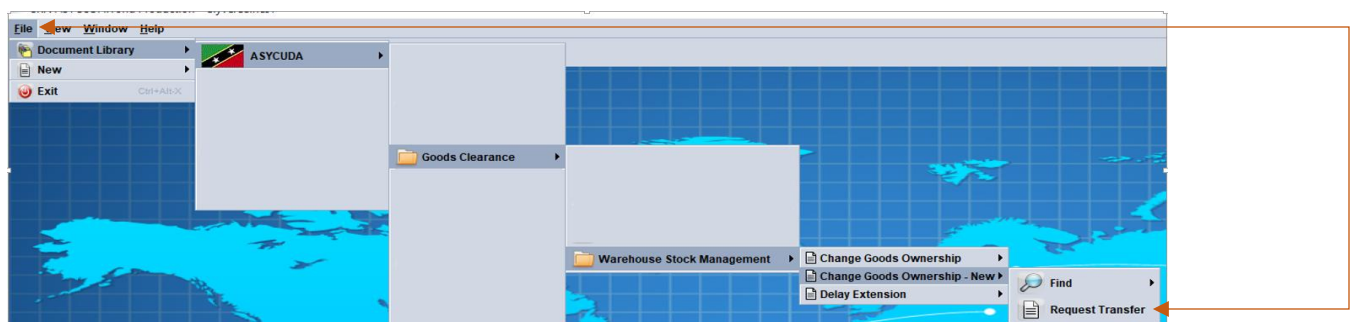
Select: **Warehouse Stock Management**

**Step 3.** Select Change Goods Ownership and right click.



After which you will click on Request Transfer

Alternative method to navigate using the menu option:



**NOTE:** only Private Warehouse keepers are applicable to Request a Transfer.

## Request of Transfer (By Warehouse)

**Step 4.** The request transfer window will appear as shown in the diagram below. The following arrows will show the necessary fields that need to be completed by the Broker.

- a. **Private Warehouse Code** requesting the transfer code will be entered here.

Change Goods Ownership - Request Transfer [n/a]

File Edit View Help

ASYCUDA SAINT KITTS AND NEVIS

Goods - Change of Ownership

Request on 25/09/2019

Search Criteria

☐ By declaration

☒ By warehouse

Current owner

Declarant/Broker

Available Goods

Owner's Goods / Details	Weight	Supplementary Unit
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Changes

New owner

Goods requested for transfer of ownership

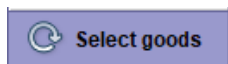
Goods Description	Country	Document	Weight	Supplementary Un...
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Change of Ownership

- b. The current owner/private warehouse code is to be placed in this box. After selecting the current owner code, click on the search icon.

- c. The **available goods** box will then be populated consisting of the vehicle/goods currently in the private warehouse.

- d. Now click the drop down icon, then find your goods to be transfer and right-click to select goods icon will appear. Click that icon to move to the next step.



- e. The **Goods request for transfer of ownership** window field will now be populated.

- f. Click the eye icon to verify and the **Green** tick to validate.





## Request of Transfer (By Declaration)

- a) **Declaration search** - Enter the declaration of the vehicles or goods that are currently in the private warehouse to transfer.( **Office** | **Year** | **Serial** | **registration number** )

Change Goods Ownership - New - Request Transfer [n/a]

File Edit View Help

ASYCUDA SAINT KITTS AND NEVIS

Goods - Change of Ownership

Request on 01/10/2019

Search Criteria

☒ By declaration SKBRP 2019 C 756

☐ By warehouse

Declarant/Broker 026900

Current owner 026900

Available Goods

Owner's Goods / Details	Weight	Supplementary Unit
026900		

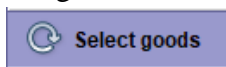
Changes

New owner

Goods requested for transfer of ownership

Goods Description	Country	Document	Weight	Supplementary Un...
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- b) The **current owner** (company code for the owner of the warehouse) code is to be placed in this box.
- c) After selecting the current owner code, click on the search icon. The **available goods** box will then be populated consisting of the vehicles or goods currently in the private warehouse.
- d) Then click the drop down icon, then find your goods to be transfer and right-click to select goods icon will appear. Click that icon to move to the next step.



- e) The Goods request for transfer of ownership window field will now be populated.
- f) Click the eye icon to verify and the Green tick to validate.



## Validation of Transfer

The **Private Warehouse Officer** will check the system for the requested transfer and verify the information provided by Agent. Once the information is correct, the Customs officer will then approve the change of ownership. If there is some problem with the request, then it will be rejected. 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.

The Agent can now proceed to do the **7070, 7071, 7170 or 7171** entry also known as a transfer declaration once approval was granted.