

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

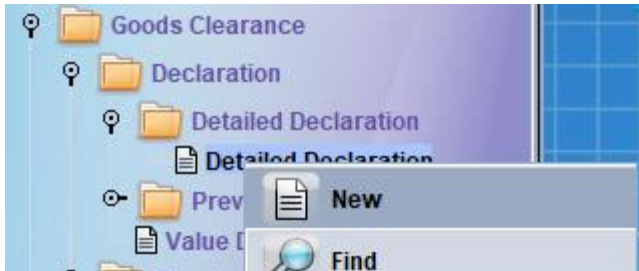
In keeping with our mandate to serve our citizens with efficiency and being flexible to change and embracing new innovations and concepts, the St. Christopher and Nevis Customs & Excise Department launches its ASYCUDA World manifest manual. This manual is intended to provide its users with detailed instructions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

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.

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

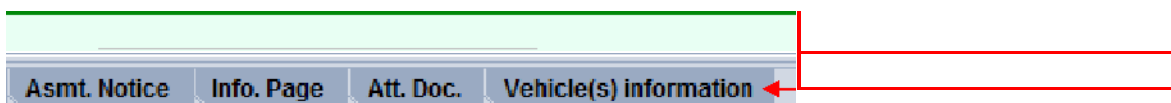
Choose Declaration Type

32 Item	33 Commodity code	Product Identification	
1	No.		
	34 Cty. Orig. Code	35 Gross weight (kg)	36 TradeAgm
	a b		
	37 PROCEDURE	38 Net weight (kg)	39 Quota

Enter Tariff Number/Hs-Code
Specific to the vehicle being
cleared: e.g., 87032340

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

Item

Chassis Number

Engine Number

Engine Displacement (cc)

Unladen Weight

Odometer Reading

Fuel Type

Tyre Size

Make/Brand

Model

Manufacture Year

Color

Doors Number

Seating Capacity


Seating Position

☒ New Vehicle

☐ Used Vehicle

☐ Concessionary Vehicle

Import License Number



Vehicle List Summary

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

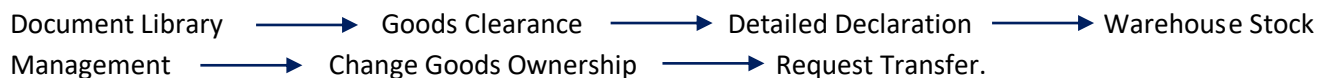
Once the correct information is capture as in the above figure:-

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

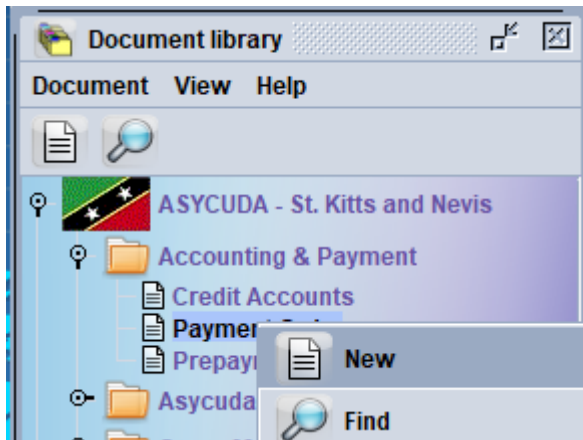
[7070] procedure for Transfers between Private Warehouses.

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:-

A screenshot of the 'Payment Order - New [n/a]' form. The form is titled 'ASYCUDA SAINT KITTS AND NEVIS' and 'Payment Order'. It contains several input fields for 'Declarant Code', 'Company Code', 'Payment Order Number', 'Customs Office', 'Receipt Identification', 'Date', and 'Amount Collected'. Below these is a 'Declarations' section with a table for 'Declarant Reference', 'Office', 'Registration Reference', 'Model', 'Status', and 'Assessed Amount'. Arrows from the text above point to the 'Declarant Code', 'Company Code', 'Payment Order Number', 'Customs Office', 'Receipt Identification', 'Date', and 'Assessed Amount' fields.

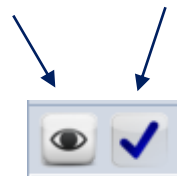
Declarations

Declarant Reference	Registration Reference	Model	Assessed Amount
	SKBRP 2019 C		

Declarant Reference	Office	Registration Reference	Model	Status	Assessed Amount
3273 2019 rf	SKBRP	2019 C 12	IM 4	Original	1,679.93

Total Amount for Declarations: 1,679.93

By clicking on the below icons you will be able to verify and generate the Payment Order



Transaction completed

Modify is done.
Payment Order Reference: 2019 - 1

☐ Print pre-form

? [Printer Icon] [Green Arrow] [Magnifying Glass] [Blue Checkmark]

Select the option to Print pre-form and click the blue-tick icon and seen above, you will now be able to print the following document:



St. Kitts And Nevis
Customs & Excise Department
P.O. Box 1, Bird Rock, Basseterre
St. Kitts.
Tel: (869)466.7227 St. Kitts, (869)469.8705 Nevis
E-mail: officecontroller@skncustoms.com

Pre-form for payment order

Pre-form: 2019 - 1

This payment order belongs 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 for declarations			1,679.93
Total amount to be collected			1,679.93

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:		Declarant:	0000105389-3596
ROYAL LOGISTICS P.O. BOX 1867 BASSETERRE ST. KITTS		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.