



**St. Kitts-Nevis Customs & Excise Department  
Application Form for Voluntary Compliance Program  
(VCP)**

<b>Part I General Information</b>	
<b>1.</b>	<b>Type of Application</b> <i>(Please put an "X" in the appropriate box)</i>
	<input type="checkbox"/> New Application <span style="margin-left: 200px;"><input type="checkbox"/> Re-Application</span>
<b>Part II Company's Information</b>	
<b>2.</b>	<b>Name</b>
<b>3.</b>	<b>Type of Business</b> <i>(Please put an "X" in the appropriate box(es))</i>
<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Exporter
<input type="checkbox"/>	Importer
<input type="checkbox"/>	Warehouse Operator
<input type="checkbox"/>	Freight Forwarder
<input type="checkbox"/>	Express Courier
<input type="checkbox"/>	Carrier
<input type="checkbox"/>	Others _____ <i>(please specify)</i>
<b>4.</b>	<b>Company Tax Identification Number</b>
<b>5</b>	<b>Registered Business Address</b>
	Office (s)
	Warehouse (s)
	Manufacturing Plant (s) <i>(if applicable)</i>
<b>6.</b>	<b>Mailing Address</b> <i>(if different from the business address)</i>
<b>7.</b>	<b>Website Address</b>
<b>8.</b>	<b>Contact Person</b> <i>(for this application)</i>
	Name
	Position
	Phone number
	Fax number
	Email address
<b>9.</b>	<b>Company's Authorized Customs Broker or Clerk</b>
	Name
	Declarant Number
	Phone number
	Fax number
	Email address

**I hereby declare that all the information given in this application and in all documents submitted herewith is true and accurate.**

By tendering this application form for joining the St. Kitts-Nevis Customs & Excise Department's (SKNCED) Voluntary Compliance Program (VCP), I acknowledge my understanding and acceptance of the following terms and conditions:

- 1) *To provide in this application the following documents:*
  - a. *the completed application form,*
  - b. *self-assessment questionnaire, and*
  - c. *supporting documents as may be requested by the SKNCED;*
  
- 2) *To inform the SKNCED immediately of any changes in the particulars declared on this application form and in all submitted documents any time before the starting of/or during the documentary check(s) / on-site validation(s);*
  
- 3) *To offer adequate and reasonable assistance to SKNCED on documentary check(s) or on-site validation(s) at my company's operating premises.*

I understand and agree that all information I submit in relation to this application will be verified by the SKNCED as required.

.....  
**Authorized Signature \***

.....  
**Position in Company**

.....  
**Full Name of Signatory**

.....  
**Date and Company Stamp**

*\* Except for sole proprietorship or partnership, the person who signs this application shall have a written authorization from a director (s) of the company to make this application and act for and on behalf of the company in all matters pertaining to the VCP.*

**Note: Incomplete or inaccurate information provided in the form may affect our consideration and processing of the application, and may result in the application being deferred or rejected.**

**Part IV FOR OFFICIAL USE**

Approval Status:	<input type="checkbox"/> Approved	Name of Designated Officer:
	<input type="checkbox"/> Deferred	
	<input type="checkbox"/> Rejected	
Remarks :		Signature & Date :

**Part V Enquiries**

Enquiries concerning the Voluntary Compliance Program or data entered on this form, including the request for access to and updating of such data, should be addressed to:

The Chairperson  
Voluntary Compliance Task Force

**CLIENT ASSISTANCE**

The Voluntary Compliance Task Force (VCTF)

*St. Kitts-Nevis Customs & Excise Department*

P.O. Box 1, Bird Rock, Basseterre,

**St. Kitts**

Email: [vctf@skncustoms.com](mailto:vctf@skncustoms.com)

Telephone: 1 (869) 466-7227/7228

Fax: 1 (869) 465-8519

Website: [www.skncustoms.com](http://www.skncustoms.com)

*St. Kitts-Nevis Customs & Excise Department*

Long Point

*Nevis*

Email: [vctf@skncustoms.com](mailto:vctf@skncustoms.com)

Telephone: 1 (869) 469-0705

Fax: 1 (869) 469-0705

Website: [www.skncustoms.com](http://www.skncustoms.com)



**To Protect and Collect**