



# St Kitts ~ Nevis Customs & Excise Department

*"To Protect and Collect"*

## COMPTROLLER OFFICE

### MEMORANDUM

**TO:** IMPORTERS, CUSTOMS BROKERS AND CLERKS

**FROM:** COMPTROLLER OF CUSTOMS

**SUBJECT:** ASYCUDA WORLD SYSTEM DECLARATION INPUTTING TRAINING

**DATE:** 06<sup>TH</sup> OCTOBER 2025

The Customs Training Division invites all interested Traders, Customs Brokers, and clerks, seeking training in inputting declarations into the Automated System for Customs Data [ASYCUDA] World System, to submit their applications by Monday, 20th October 2025.

The particulars are as follows:

**Date:** 27<sup>th</sup> to 31<sup>st</sup> October 2025

**Duration:** 9:00 am to 12:00 pm

**Fee:** \$ 150.00 per participant

**Location:** H. S. Hanley Training Room – Customs Headquarters – Bird Rock

**Expectations:** Applicants must bring their own device (computer/ laptop)  
Applicants must have an **ASYCUDA** World System [AWS] account  
Applicants must know the fundamentals [*calculating CIF, finding H.S. Code, etc.*]  
Be punctual [the sessions will start **ON-TIME**]

**Key:** How to log in to and navigate the **ASYCUDA** World System  
How to create a declaration [single and multiple lines]  
How to attach scanned documents  
How to add a container, document, etc.  
How to save, retrieve and submit declarations  
How to address queried declarations

Interested persons can submit their application or indicate their interests via email to the Customs Training Unit (training@skncustoms.kn).

Finally, interested individuals who do not have an **AWS** account can apply for one by completing the form in the link below, following the instructions and submitting the same application, addressed to:

Comptroller of Customs  
Office of the Comptroller  
Customs Department  
Bird Rock  
Basseterre

<https://skncustoms.com/Asycuda%20Manuals/Asycuda%20World%20User%20Registration%20Form.pdf>

Regards,

  
Kennedy De Silva  
Comptroller of Customs

