



St Kitts - Nevis Customs & Excise Department

"To Protect and Collect"

P.O. Box 1
Basseterre
St Kitts W.I.

Tel: (869) 466 7227
Fax: (869) 465 8519
Email: officecomptroller@skncustoms.kn
www.skncustoms.com

20th June 2025

MEMORANDUM

TO: GENERAL PUBLIC

FROM: COMPTROLLER OF CUSTOMS

SUBJECT: CHANGES IN COURIER OPERATIONS

This serves as notice for the change of operations in the Courier Department.

Effective July 1st 2025, the Customs & Excise Department will not process courier packages without an invoice. All packages shall have its corresponding invoice uploaded in order for it to be processed by Customs. Packages imported without an invoice would be detained until the invoice is presented. Exceptions would be granted by the Comptroller's directive.

Please see below for reference:

Itemize invoice

Service providers must ensure their clients submit the respective invoices in their entirety and in unaltered form. They must also ensure-

1. Items are itemized with respective unit prices
2. The shipment grand total must also be displayed

Format

The Customs Department will determine the format and manner of submission. This includes the relevant documents to support the declared value. One such document is that of the true and correct invoice. The invoice may be a screenshot, or a PDF file.

1. Screenshots are acceptable once the entire invoice is captured.
2. PDF files can be downloaded directly from the online store by highlighting the invoice, selecting print then changing the destination from the printer to save as PDF.

Split Shipments

The term "Split Shipment" is applied to an order broken up into multiple shipments. In that instance, the entire invoice should be uploaded for that transaction. However, just the cost(s) for the specified item(s) should be used. ***Please note the shipment total should not be used if the order has multiple shipments.***

Respectfully,


Kennedy De Silva
Comptroller of Customs

