



# 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: [skbcusexcise@sisterisles.kn](mailto:skbcusexcise@sisterisles.kn)  
[www.skncustoms.com](http://www.skncustoms.com)*

## **COMPTROLLER'S OFFICE**

12<sup>th</sup> April, 2019

### **MEMORANDUM**

**TO: COURIER OPERATORS CARRYING OUT AGENT FUNCTIONS**

**FROM: COMPTROLLER OF CUSTOMS**

**SUBJECT: CHANGES TO COURIER PROCESS 2019**

As previously stated, the Ralphford James Merchant Courier Facility has been changed to the Ralphford James Merchant Courier Processing Facility, and will be used solely for the purpose of processing courier agents. In order to facilitate this, the Customs and Excise Department (CED) has decided to make the following changes to the processing of courier consignments:

1. Clearing list must have at least an eighty (80) percent invoice submission in order to be accepted for processing by the Risk Management Unit (RMU), unless otherwise permitted by the Comptroller of Customs.
2. Courier Operators will no longer be permitted to stow goods at the Customs Baggage Hall. Where goods for any Courier Service arrive outside of working hours, such goods will be required to be stowed at the Air Cargo Shed, unless arrangements are made for transfer, processing and release of such goods at the Ralphford James Merchant Courier Facility
3. All goods imported by Courier Operators must be processed through the Air Cargo Shed. Thus the proper transfer document must be submitted and port dues paid prior to permission being granted for goods to be transported from the Air Cargo Shed to the Ralphford James Merchant Courier Facility.

4. Courier shipments will only be transferred into the Ralphford James Merchant Courier Processing Facility where the relevant clearing lists have been approved, and the courier operator is ready to process all goods transferred. Stowing of goods at the Ralphford James Merchant Courier Processing Facility will be strictly discouraged in order to prevent congestion.
5. All Courier Operators, seeking to transfer goods under Customs Control in unapproved vehicles, will be required to make arrangements to have their goods escorted by the CED. The CED will facilitate transfers at 9am, 11am, 2pm and 4pm Monday to Fridays not including public holidays. Request for any transfers outside of the times listed must be made in accordance with point 10. Kindly note that any transfer done outside of normal working hours will attract the relevant overtime officer fees as listed in point 10.
6. Packages will be assessed upon arrival where there is no submission of an invoice. Kindly note, the CED will not be able to process any queries, in regards to duties and taxes assessed, during working hours. This is due to the fact that the CED's resources will be committed to the processing of arriving packages.
7. In light of point 6, all reassessments will have to be done outside of working hours, and will carry a fee of \$25.00 per shipment.
8. Any query in respect to assessed goods, must be done through the person or persons appointed by the relevant courier service. CED will not be dealing directly with Courier customers, unless such is indicated by the CED to the relevant point of contact at the relevant courier service.
9. The CED will require approximately forty eight (48) hours in order to carryout reassessments of goods, for which no invoice was submitted prior to importation of the goods.
10. Courier hours will be from 8 am to 4 pm Monday to Friday, not including public holidays. Any courier agent desirous of processing goods outside of normal working hours will be required to request such via email, no later than 10 am of the same day in the case of weekdays, and 10am on Friday in the case of any request to process cargo on weekends. The CED will consider any request given within the time specified above, and inform the representative of the courier agent, via email, whether such request can be facilitated and how many officers will be assigned to work overtime. Please note that where the CED commits to facilitating any request for overtime, the courier agents will be billed for any hour or part of any hour worked outside of normal working hours and the number of officers deployed to facilitate the request.
11. All goods currently awaiting invoice submission will be assessed, unless otherwise permitted by the Comptroller of Customs. The twenty five (25) overtime fee will not be levied in respect to goods awaiting invoice submission prior to Monday 08<sup>th</sup> April, 2019.

The above changes will come into effect as of Monday 22<sup>nd</sup> April, 2019. Courier Operators are informed to advise their customers to ensure that all invoices are submitted prior to the submission of the Clearing List, in order to facilitate the expeditious processing and delivery of goods, and to prevent any unnecessary delays.

Please be informed, that the permission granted by CED to operate as a Courier Operator will expire at the end of each calendar year, for all Courier Operators. Courier Operators will be required to request permission to operate as a Courier Operator, at the beginning of each calendar year. Information in respect to the application for permission to operate as a Courier Operator will be provided in the fourth quarter of 2019. Also, due to human resource constraints, the CED will not be able to provide escort for goods transferred under Customs Control beyond 2019. As such, the CED will require that all Courier Operators ensure that they make the necessary arrangements, to have their goods transferred in vehicles approved by the CED. Failure to do this may result in the CED not granting permission to operate as a Courier Operator.

Please do not hesitate to contact Mr. Desroy Daniel, Assistant Comptroller of Customs, Courier Operations. The CED solicits the full cooperation of all relevant Courier Operators, so as to facilitate the efficient and effective processing of cargo.

Regards,



.....  
Jomo Butler for  
The Comptroller of Customs  
Customs & Excise Department