



St Kitts - Nevis Customs & Excise Department

"To Protect and Collect"

COMPTROLLER'S OFFICE

21st September, 2015

MEMORANDUM

TO: IMPORTERS, CUSTOMS BROKERS AND CUSTOMS OFFICERS

FROM: COMPTROLLER OF CUSTOMS

SUBJECT: ENTRY PROCESSING & CARGO RELEASING STEPS

Dutiable Cargo:

Once the Broker has submitted the entry electronically, he or she should seek to get the entry assessed and validated then proceed to the Cashier for payment.

After payment of the duties and taxes the Cashier would then indicate to the Broker the lane in which the Entry has been placed (selectivity).

Green/Blue lane:

- Proceed to the Releasing Station with Assessment Notice(s), receipt(s) for the goods to be released.

Yellow Lane:

- The Broker should go back to the Processing Station for an officer to relay the information about any concerns that the Customs may have.
- If it's a concern that can be resolved immediately, the officer assigned to that entry can address the issue(s) in a few minutes and re-route the entry to "green".
- If the entry has been "queried" then the broker will be required to make the necessary changes and re-submit the entry via ASYCUDA World to the examining officer. (This restarts the process again).
- Upon resolution of outstanding issues, the entry will be re-routed to green lane and the Broker should proceed to the Releasing Station for the goods to be released.

Red Lane:

- The Broker should print the Assessment Notice(s), receipts(s), along with **all** the invoices and other supporting documents.
- Proceed to the Releasing Station to examine and clear goods.

Non-Dutiable Cargo:

Once the Broker has submitted the entry electronically, he or she should seek to get the entry assessed and validated.

The Broker should immediately check the status of the entry in their office (online) to see which lane the entry has been sent to.

Yellow Lane:

- The Broker should wait a few minutes to see if the entry would be routed to the Green/Red Lane. If not, the Broker should make enquiries to the Processing Station (Long Room, Courier, Air Cargo, etc.,) for an Officer to relay information about any concerns that the Customs may have in relation to the entry.
- If the entry has been “queried” then the broker will be required to make the necessary changes and re-submit the entry via ASYCUDA World to the examining officer. (This restarts the process again).
- Upon resolution of outstanding issues, the entry will be re-routed to green lane and the Broker should proceed to the Releasing Station for the goods to be released.

Green Lane:

- Proceed to the Releasing Station with Assessment Notice(s) for the goods to be released.

Red Lane:

- The Broker should print the Assessment Notice along with **all** the invoices and other supporting documents.
- Proceed to the Releasing Station to examine and clear goods.

Additional Information

Customs would not require any hard copies of any documents after the goods have been cleared from the Releasing Stations (Transit shed 1 & 2, Air Cargo Shed, Courier and Boarding/Terminal Office).

Additionally please note that if the agent did not release your cargo, you will not be granted permission to depart with the cargo

Non Commercial Entries (NC4)

These are (valued) entries where it is expected that the Officer would physically inspect the goods and make an assessment of the duties and taxes to be paid. These are derived from personal goods such as foodstuff clothing etc.

In this instance the importer is only required to present a BOL (stamped) and a blank entry. It is expected that a Customs Officer will fill in the details.

Please be guided accordingly.


Kennedy De Silva
Deputy Comptroller of Customs (Ag.)

