



COMMONWEALTH OF DOMINICA

MINISTRY OF FINANCE
Customs & Excise Division

Tel. No: 767 448 2401 Ext 3730/266 3717
Telefax: 767 448 7950
Email: customs@cwdom.dm
Website: www.dominica.gov.dm

Customs House
Roseau
Dominica
West Indies

CIRCULAR

FROM : Comptroller of Customs
TO : All Shipping Agents
DATE : March 18 2020.

As all Shipping Agents are aware, in January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world and confirmed cases have been reported in our neighboring islands as well as the ports where various vessels and air craft originate from.

WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. All sections of our trading community, must play a role if we are to stop the spread of this disease.

In this regard, one of the ways the Customs and Excise Division is doing its part, is to require all Shipping Agents who prepare Cargo Manifests in Asycuda to upload all **Boarding Documents** via the **Scanned Documents** module and attach them on the **Scanned Documents Tab** on the Manifest **EFFECTIVE IMMEDIATELY**. By having these documents available electronically, we can reduce contact with other persons, some of whom may be asymptomatic, which in turn can lessen the movement of this virus in our population.

The boarding documents include, but are not limited to:

CODE	DESCRIPTION
DC08	CLEARANCE FROM LAST PORT
DC07	DOMINICA BOARDING FORM
LS04	CREW LIST
DC06	CREWS EFFECTS DECLARATION
LS01	PASSENGER LIST
DC02	REPORT OF SHIPS STORES
MN03	CONTAINERS MANIFEST (DISCHARGE LIST)
DC09	GENERAL DECLARATION
DC04	DANGEROUS GOODS DECLARATION
DC01	MARITIME DECLARATION OF HEALTH
LS05	CREW VACINATION LIST
DC10	CONTROLLED SUBSTANCES DECLARATION
MN05	PREVIOUS PORTS OF CALL

Shipping Agents who do not comply with this action will experience delays to the clearance of their vessels and may face penalties as prescribed in Section 25 (4), (9) of the Customs Act of 2010.

Agents are also reminded of their responsibility to submit accurate and reliable data on all Manifests and Bills of Lading. Some key data quality issues include:

1. **Masters Name field**- This field must contain the Full name of the Master/Captain of Vessel or Air Craft. Example: Robert Charles. Several agents have been including **N/A, CAPT** and other words and characters that do not constitute the name of the Master.
2. **Goods Description field**: This field should contain the commercial description of the goods. Example: **Samsung Phone**. Descriptions like **3 bx, F.A.K, 1 Bag, unknown, Merchandise, personal effects** are not acceptable.
3. **Transporter Identifier (Registration Number) & Transporter Name/Identify Field** – This field should contain the Transporter Identifier or Registration Number. Example: Transporter Identifier/Registration- N338DE, Transporter Name/Identity- Amerijet.
4. **Voyage Number**: The Voyage Number is the ideal means of tracking vessels and aircrafts and must remain standardized until the Voyage of the Vessel/Aircraft has completed. The Voyage number should also not be identical for every voyage.

The Customs and Excise Division thanks you for your kind cooperation.

Sincerely,



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RODERICK DESCHAMPS (MR.)
COMPTROLLER OF CUSTOMS