

# **MANIFEST PROCEDURES**

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## **OBJECTIVE**

To establish all required operations involved in receiving, delivering, processing and registering a cargo manifest at ports of entry/departure.

## **SCOPE**

The present procedure will be utilised and applied at all ports of entry or departure where goods may arrive or leave the country.

## **RESPONSIBILITY**

The accomplishment of this procedure is the responsibility of the carriers or the carrier agents acting on their behalf, and the Customs Officers involved in activities related to the arrival or departure of all means of transportation carrying or not carrying any goods, and where applicable any agency responsible for the custody of the goods in the transit sheds.

## **LEGAL BASIS**

- **Customs Act #20 of 2010** as amended Customs Regulations Act 16 of 1985.
- Any other enactment relating to the importation/exportation of goods into/from the Commonwealth of Dominica.

## **PROCEDURE**

### **GENERAL ASPECTS**

1. All manifest must be submitted through the automated system for Customs hereinafter referred to as ASYCUDA, and must conform to the approved formats.
2. The Comptroller of Customs & Excise Division may permit login access to ASYCUDA, upon satisfaction of an approved user application form for the purposes of submitting customs documents as expressly provided on ASYCUDA.
3. *Section 18* gives the Comptroller the authority to stipulate the time which the master of the vessel is required to notify the comptroller of its arrival. Such notification should be given by storing the manifest on ASYCUDA before arrival.

4. Section 25 of the *Customs Act # 20 of 2010*, requires that a Report Inwards must be filed by the master or commander of a ship or aircraft arriving in the country. The master or commander may appoint an agent to act on his/her behalf. (Sec 257)
5. Section 32(a) of the *Customs Act #20 of 2010*, requires that a Content Outwards be filed by the master or commander of a ship or aircraft departing from the country. The master or commander may appoint an agent to act on his/her behalf. (Sec. 257)
6. The Report Inwards or Content Outwards, also known as the manifest, is a declaration by the master/ commander or agent of the goods that the ship or aircraft are carrying. The purpose of filing a manifest (Report Inwards or Content Outwards) is to ensure:
  - That all imports or exports are accounted for;
  - That all documents relating to the ship or aircraft have been submitted and are complete; and
  - That the master/commander or agent has satisfied all legal requirements.
7. The responsibility of submitting a report rests with the master or commander. The master/commander may appoint an agent to transact business with Customs. The agent is equally liable as the master or commander to fulfil all obligations.
8. It is also the responsibility of the supervisor or Officer in Charge to ensure that manifest is registered on the system for all ships or aircraft which enters the ports of entry.
9. All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and prohibited / restricted items must be specifically identified.
10. For the purposes of this Manual, a “Consolidator” is an agent or Company that provides services to group shipments, orders, and/or goods to facilitate movement.

## **REPORT INWARDS**

- a) Manifests for vessels must be registered on the system as stipulated in Sections 24 and 25 of the Customs Act #20 of 2010.
- b) Bills of Lading (B/L) for cargo on the manifest must be indicated using the following codes in ASYCUDA:

**Import; 23**

**Transshipment; 28**

**In transit; 24**

- c) Manifests for cargo aircraft including couriers must be registered on arrival but before departure of the aircraft.
- d) Notice of time of arrival must be indicated on manifest
- e) Cargo on the manifest must be indicated as follows:
- The content of every container and of all cargo in bulk intended for discharge at the port of arrival, including containers and cargo for transshipment, must be reported according to the description on the relative bill of lading or airway bill.
  - Spirits, wines, tobacco, cigars, and cigarettes must be specifically reported as such.
  - Restricted goods must be reported with sufficient clarity to indicate the precise description of the goods.
  - All cargo on vessels under 50 tons, whether consigned for the Commonwealth of Dominica or not, must be reported in accordance with the description contained on the relative bill of lading.
  - All mail/courier packages must be reported on manifest. Bills of lading (B/L's) for Goods which are of a minimal value (documents, literature, books, diplomatic mail etc) can be manually discharged by officer after goods have been sorted.
  - In-transit cargo on aircrafts and on vessels of over 50 tons can be reported as "General cargo remaining on board for exportation", however the Comptroller may require that the restricted goods, spirits, wines, tobacco, cigars or cigarettes be specifically reported.
  - Cargo over carried and being returned on the same ship or aircraft must be separately reported under the heading cargo reported on (date) and over carried.
- f) Amendments to the manifest must be signalled to the officer-in-charge not later than 24 hours after all cargo has been off-loaded. Reasons for the shortages or excesses must be

given and will be permitted provided that the evidence indicates that there is no fraudulent intent.

- g) Request for amendment by deduction/addition must be completed online by agent/custodian of cargo and verified and approved by customs.
- h) In addition to the aforementioned, where goods are reported short, the master or agent must satisfy the Comptroller that:
  - The goods were not loaded; or
  - They have been discharged and landed at some previous port or customs airport; or
  - They have been over-carried and landed at a subsequent port or customs airport; or
  - Having been over-carried, they have been returned on the return voyage or by some other ship or aircraft which shall have landed them at the port or customs airport to which they have been over-carried.
- i) All Consolidators must “**de-group**” bills of lading before all cargo has been off-loaded.
- j) All containers landed must be sealed by Customs

## **CONTENT OUTWARDS**

Contents for ships must be registered on ASYCUDA at least 24 hours after departure of the vessel.

- a) The content shall contain particulars of all goods on board a ship or aircraft in accordance with the particulars shown on the relative bills of lading or other equivalent document
- b) All outward manifests for aircraft or ships less than 50 tons must be registered on ASYCUDA before departure of the ship or aircraft.

Bills of Lading (B/L) for cargo on the manifest must be indicated using the following codes in ASYCUDA

**1. Export;22**

**2. Transshipment; 28**

**3. In transit; 24**

- c) All consignments must be accompanied with a Export Declaration(shipping bill) which must be created by exporter/broker and submitted to shipping agent
- d) Amendments to the content must be signalled to the Customs Officer-in-charge no later than 24 hours after all cargo has been shipped. Reasons for the shortages or excesses must be given and will be permitted provided that the evidence indicates that there is no fraudulent intent.
- e) In addition to the aforementioned, where goods are reported in excess, the master or his/her agent must satisfy the Comptroller that:
- The goods were loaded; or
  - Having been loaded that they were not off-loaded and returned to the quay, transit shed or any other place in the Commonwealth of Dominica.

*Failure to comply with any procedure shall render you liable to the penalties set in the Customs Act # 20 of 2010 and Regulations # 16 of 1985.*

**GOODS IN TRANSIT**

- a. All goods in transit must be indicated on manifest as a transit b/l and must be accompanied by a declaration (Model IM8) to clear from inward manifest and a declaration (Model EX8) to ship goods out.
- b. Goods which were wrongly shipped do not require a declaration but B/L must be manually discharged by the proper officer

**MOVEMENT OF CARGO BETWEEN PORTS**

- a. Agent must create a transit B/L (24)on manifest of port of arrival which accounts for the total number of pieces to be transferred



1.4 The Carrier or Carrier's Agent, with authorised access to ASYCUDA is allowed to perform as many amendments to the manifest as required prior to it being registered.

## 2. REGISTRATION OF THE MANIFEST

### *Carrier / Carrier Agent*

- 2.1 The Carrier or the authorised Carrier's Agent must access ASYCUDA to retrieve the STORED manifest in order to REGISTER it. All consistency checks will be done by the system before registration is accepted.
- 2.2 The Carrier or Carrier's Agent must REGISTER the completed manifest with all its corresponding bills of lading, into ASYCUDA. Consequently, the system will display a registration number for the manifest as a confirmation of registration and positive allocation of data into the system. The following shows an example of the particulars of the Manifest Registration Number:

2009 1234 16/09/2009 14:02:22

Where:

2009	Year
1234	Registration Number
16/09/2009	Date of Registration
14:02:22	Time of Registration (24 hr clock)

- 2.3 The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that all data is complete and correct prior to registration. The **REGISTERED** status of a manifest implies **ACCEPTANCE** of declaration by the Customs and Excise Division.
- 2.4 The Carrier or Carrier's Agent, with authorised access to ASYCUDA, is allowed to perform certain amendments as explicitly permitted after its registration.

## 3. ARRIVAL OF GOODS

### *Operators of Transit Sheds*

- 3.1 The Operator of the Transit Shed/Cargo Custodian is responsible for assigning location of cargo in the transit shed and must submit such information to ASYCUDA.



3.2 Where the Operator of the Transit Shed or Custodian of the goods is not the agent of the ship or aircraft, the same must notify the agents of any amendments to be made to the quantity or nature of landed cargo.

***Carrier / Carrier Agent***

3.3 The Carrier or Carrier's Agent must take account of the cargo landed and make application to the proper officer to amend manifest/bills of lading as required.

3.4 Agent must complete and submit a "Request for Amendment" form indicating the amendments to be done. Any amendments which claim that the goods were not landed (shortages), must be accompanied by credible proof, which must be presented to the proper Customs Officer.

3.5 All amendments and required proof must be made no later than 24 hours after the cargo has been off-loaded.

3.6 Split b/l's must be created and validated by agent before issuance to importers/consignees

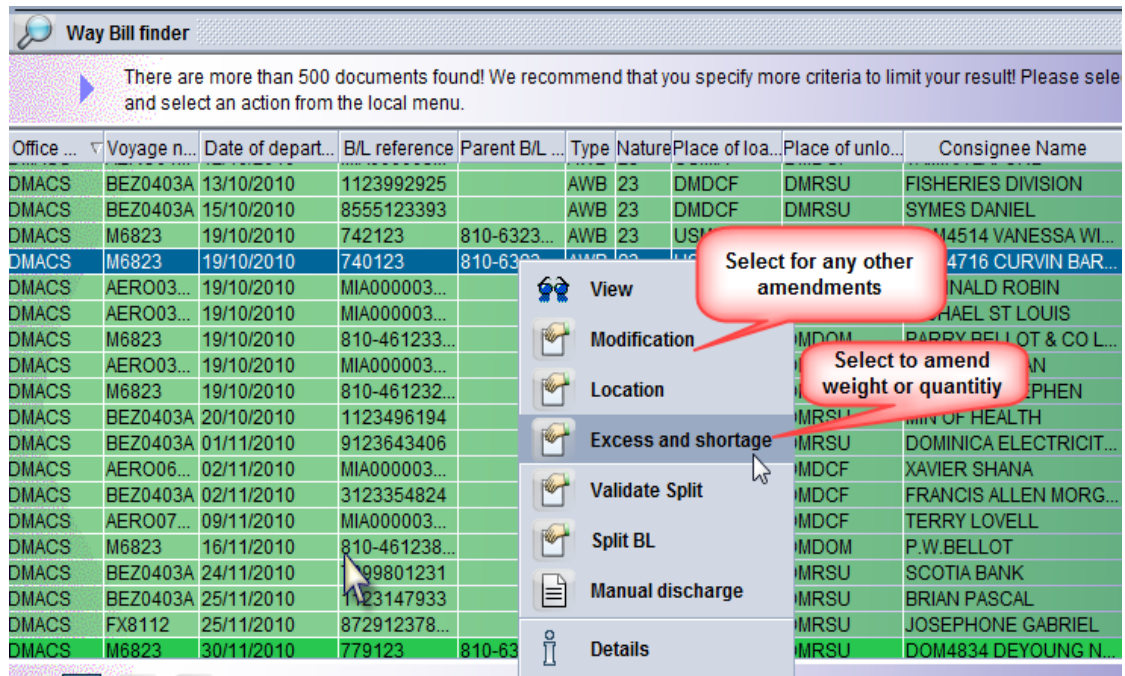
***Customs Department***

3.7 The Customs reserve the right to participate in the tallying of the goods.

3.8 The proper officer will utilize ASYCUDAWorld to make amendments to b/l's and manifest as requested by agent on the "Request for Amendment" form.

3.9 When the proper officer is satisfied that the request is legitimate, s/he will utilize ASYCUDAWorld, to complete the amendment. The image below illustrates the steps to be followed:

- a. To make modification to weight and or quantity, the proper officer must select "**excess and shortage**" option.
- b. To make any other modification, the proper officer must select "**modification**" option.



3.10 Manual discharge will be used to write-off b/l's for goods of no commercial value as authorised by the proper officer.

#### 4. CONSOLIDATED CARGO

##### *Consolidators*

- 4.1 The Consolidators must submit degrouped individual House bills of lading or airway bills to ASYCUDA.
- 4.2 After “de-grouping” and submitting all bills of lading or airway bills into ASYCUDA the Consolidators must VALIDATE the process. All consistency checks will be done by the system before validation is accepted.
- 4.3 Consolidators may amend general data from the house bills of lading (delivery notices) after validation, but cannot amend the master bills of lading nor add new house bills of lading.

*N.B: All house bills of lading created from master bills of lading may be viewed only by the said Consolidator.*

## 5. EXPORT OF GOODS

### *Carrier/Carrier Agent*

- 5.1 The Carrier or Carrier's Agent must submit through authorised access to ASYCUDA, all bills of lading or airway bills related to the exporting ship or aircraft on the outward manifest, also known as the content.
- 5.2 Any amendments which claim that the goods were not shipped, must be accompanied by creditable proof, which must be presented to the proper Customs Officer after the changes have been made in the system.
- 5.3 All bills of lading or airway bills must include the Customs registration number of the export declaration in the corresponding field.

### *Transit Shed Operator*

- 5.4 Where the Operator of the Transit Shed or Custodian of the Goods is not the agent of the ship or aircraft, the same must notify the agents of any amendments to be made to the quantity or nature of cargo shipped.

### *Customs Department*

- 5.5 The proper Customs Officer must ensure that all shipping declarations are completed and verified in accordance with the **Customs Act**.

## 6. TRANSHIPPING OF GOODS

### *Carrier/Carrier Agent*

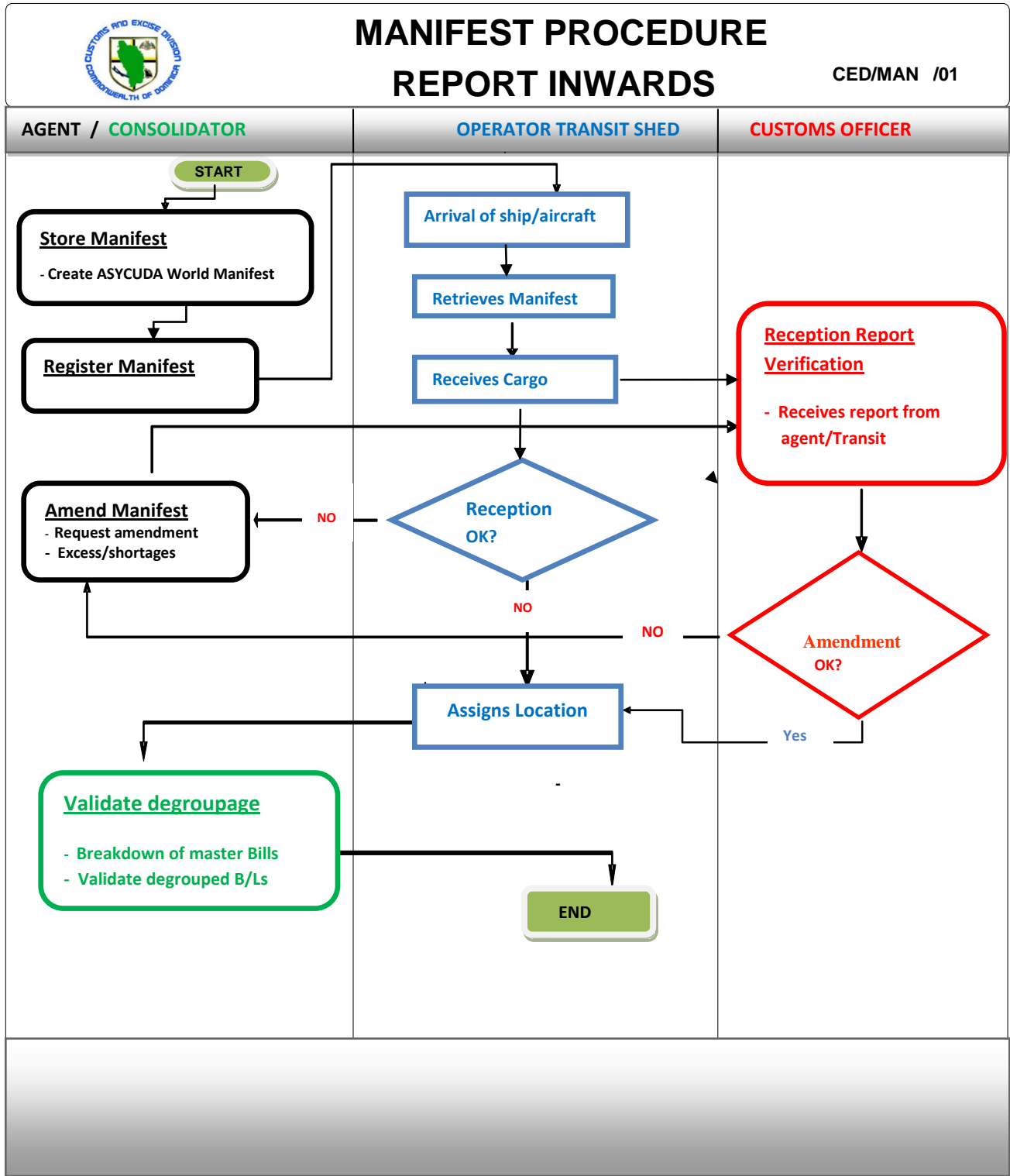
- 6.1 The Carrier or Carrier's Agent must ensure that the goods for transshipment, are listed on the content of the exporting ship or aircraft as a transshipment B/L (28)
- 6.2 The Carrier or Carrier Agent must forward the relevant transshipment information to the Customs officer at the port of entry.

### *Customs Officer*

- 6.3 The Customs officer must verify that the transshipment cargo is loaded on the exporting ship.

6.4 The Customs officer must utilize ASYCUDA to discharge the transshipment bill of lading or airway bill from the selected manifest.

VII. APPENDIX: Flowcharts





# MANIFEST PROCEDURE CONTENT OUTWARDS

CED/MAN /02

AGENT / **CONSOLIDATOR**

**OPERATOR** TRANSIT SHED

**CUSTOMS OFFICER**

