

Appendix D

Clearance Methods for Pt. Lisas and POS Ports – By Ships spares in Transit and by normal entry

By C82 – Normal Customs Entry

- 1) NBL will receive an email with a BL / AWB, commercial invoice, Caricom Area Invoice and packing list attached via scanner
- 2) NBL will print these documents, have them coded under our system, copied and placed for the entry clerks to prepare. It will also be logged into a computer report that is emailed to your office twice a week that gives you up-to-date accounting of where your cargo is at all times.
- 3) The original documents come to us once the cargo has actually arrived. The emailing of documents gives us a head start and also quality copies that faxes don't produce. We pay for all local charges on your behalf when we collect these originals.
- 4) Entry is prepared and is processed.
- 5) Any queries will be communicated to you through the email reports and individual emails depending on importance.
- 6) Baring any problems, the assessment will be printed when the entry is approved. The time frame for an entry to be approved in this manner is three to four hours
- 7) Your cargo-coordinator will email a request for a certified check for The Comptroller of Customs and Excise. We will collect from you or you deliver this check to us. The assessment is then sent back down to the long room for it to be paid. This has to be done before 2:00 on week days only.
- 8) Once paid, we send the documents with a clearance clerk to be cleared and delivered to your delivery site.
- 9) Documents for clearance in the sea ports for loose cargo are normal lodged by 10:00 AM otherwise they will be be able to be seen before 4:30 PM due to the amount of work seen on a day. In the case that we come up to late for normal time, we can request OT to get cargo cleared. For container cargo, the entry must first be screened, then rent assessed, then container is out into the NAVIS port system for delivery or CESS station examination. At this stage, the container is controlled by the port not the clerk.

- 10) Once delivered, the clearance clerk comes back to the office and closes off the job, putting in all documents, expenses and especially the delivery note showing date, time and person who received the cargo for the client.
- 11) The invoice is cut from this information and sent to the client for payment.

By Ships Spares in-transit.

- 1) NBL will receive an email with a BL / AWB, commercial invoice, CARICOM Area Invoice and packing list attached via scanner
- 2) NBL will print these documents, have them coded under our system, copied and placed for the entry clerks to prepare. It will also be logged into a computer report that is emailed to your office twice a week that gives you up-to-date accounting of where your cargo is at all times.
- 3) The original documents come to us once the cargo has actually arrived. The emailing of documents gives us a head start and also quality copies that faxes don't produce. We pay for all local charges on your behalf when we collect these originals
- 4) A document called a Transshipment bill is prepared with all of the documents and sent down to the Bonds Section of Customs. We must have it stamped in the bond section as there are no taxes to be paid and therefore NBL is responsible for the cargo under our bond until the cargo is received by the Captain of the vessel it is meant for.
- 5) The T/S Bill is approved within 24 to 48 Hrs. and a clearance clerk sent with it clear the cargo.
- 6) When cargo is cleared on this document it is then used to transport it to the port of exit where the vessel that the cargo is consigned to will collect it.
- 7) Cargo can be stored in Transit if the vessel is not available to receive the cargo at the time of cargo arrival.
- 8) Once received by the vessel, the document is signed by the Captain and then must be taken back to customs to confirm goods were received by the vessel. Only at this stage is the process complete.
- 9) Documents for clearance in the port are normal lodged by 10:00 AM otherwise they will be able to be seen before 4:30 PM due to the amount of work seen on a day. In the case that we come up to late for normal time, we can request OT to get cargo cleared.
- 10) Once delivered, the clearance clerk comes back to the office and closes off the job, putting in all documents, expenses and especially the delivery note showing date, time and person who received the cargo for the client.
- 11) The invoice is cut from this information and sent to the client for payment.