

Public Notice

Effective Tues July 1st 2014 - ALL Importers, Declarants and Brokers submitting electronic entries (S.A.D) exceeding three (3) items (with worksheets attached), will be required to follow a minimal standardized format. Hand written worksheets will NO longer be accepted. The minimal information necessary for submitting attached worksheets are as followed:-

Worksheet Header :-

- a) Name of Importer and Declarant
- b) Name of Vessel/ Aircraft or Shipper
- c) Container number
- d) Bill of Lading (waybill) number

Worksheet format:-

- a) Invoice name or Invoice number
- b) Description or Item name
- c) Value or Amount
- d) Quantity (pcs or gals)
- e) Tariff Code
- f) Duty Rate
- g) Duty Due

Grand totals should reflect customs processing Fee (CPF), freight insurance tax (FIT) and total duty due. This list is not exhausted and no reduction of your present details are necessary, but in an effort to raise the level of compliance and efficiency it is imperative to put these measures in place. For your convenience we've supplied a usable template of an excel worksheet on our website (with the minimal required info), you may download or save a copy, and personalize it when needed. If your worksheet is ready electronic and extensive there is no need to change.

We thank you for your cooperation as we strive to serve you better.

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Management,
Customs Dept.