



MONTSERRAT

MANIFEST PROCEDURE

Table of Contents

I.	OBJECTIVE	1
II.	SCOPE.....	1
III.	RESPONSIBILITY.....	1
IV.	LEGAL BASIS	1
V.	CARGO REPORTING.....	1
VI.	REPORT INWARDS PROCEDURE.....	5
VII.	REPORT OUTWARDS PROCEDURE	7
VIII.	TRANSHIPMENT PROCEDURE	8
IX.	USE OF DATA FIELDS	9

I. OBJECTIVE

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

II. SCOPE

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

III. 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.

IV. LEGAL BASIS

Customs Control and Management Act

V. CARGO REPORTING

A. GENERAL ASPECTS

1. All cargo shall be reported electronically to Customs prior to the cargo's actual arrival in Montserrat. This information is critical for Customs and the other Government regulatory agencies to make risk assessment decisions. The ability to expedite the risk assessment process will impact on the time it takes Customs to clear and release legitimate cargo. Cargo cannot be released without a cargo manifest report (inwards / outwards).
2. Section 24 gives the Comptroller the authority to stipulate the time which the master of the vessel is required to notify the Comptroller of its arrival.
3. Section 25 of the Customs Control and Management Act, Subsection 1 and 2, requires that a Report Inwards must be filed by the master or commander of a ship or aircraft 24 hours before arriving in the country. The master or commander may appoint an agent to act on his/her behalf.
4. Section 35 of the Customs Control and Management Act 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.
5. The Report Inwards or Content Outwards, also known as the manifest, is a declaration by the master or commander of the ship or aircraft carrying the goods. The purpose of filing a manifest is to ensure:
 - a) That all imports or exports are accounted for;

- b) That all documents relating to the ship or aircraft have been submitted and are complete; and,
 - c) That the master/commander or agent has satisfied all legal requirements.
6. The responsibility of submitting a report rests with the master or commander. He or she may appoint an agent to transact business with the Customs and Excise Department. The agent and the master or commander is equally liable to fulfil all obligations.
 7. All manifests must be submitted through the Customs computer system hereinafter referred to as ASYCUDA World, and must conform to the approved formats.
 8. All hazardous materials, arms and ammunition, explosives, alcoholic beverages, and restricted items must be specifically identified.
 9. For the purposes of this Procedure a Consolidator is a Agent or Company that arranges the movement of freight (Grouped shipments, orders, and/or goods) on behalf of exporters and importers”

B. REPORT INWARDS

1. Every vessel or aircraft arriving at any port in Montserrat is required by law to make a report in a specific form and manner directed by the Comptroller of Customs.
2. The Carrier is required to:
 - (a) Answer all questions concerning the cargo, baggage, crew and passengers;
 - (b) Produce all books, documents etc.
3. Advance information reports must be made:
 - (a) For Aircrafts, upon arrival;
 - (b) For ships over 100 tons, twenty-four hours before arrival; and,
 - (c) For other ships under 100 tons upon arrival.
4. The Report of an aircraft or ship is a declaration made by the master or agent giving the full details of the: Voyage, Carrier, Cargo, Stores, Passengers, and Crew. The Report is made up of the following documents:
 - 13.1 Boarding Documents:
 - (a) **Crews Effects List**¹: On this document, every crew member makes a signed declaration of the items in his or her possession.
 - (b) **Crew List**: This document gives all the necessary information about the crew e.g. passport number, date of birth, nationality, place of birth etc.
 - (c) **Passenger List**: This is to be submitted only if there are passengers on board, and gives all the necessary information concerning the passengers. The Master should have all the boarding documents completed for presentation to Customs upon arrival.
 - 13.2 General Declaration (ships). This declaration gives all the required information on: the conveyance (vessel/aircraft), its journey, its cargo, its agent.

¹ It only applies for ships / vessels not on aircrafts.

- (a) **Cargo Declaration:** This gives specific details of the Cargo to be landed, to be Transhipped or In-Transit.
 - (b) The cargo declaration must include all **transport documents** (Bill of Lading or Airway Bill). The transport document is the main source of information for completion of the cargo declaration.
 - (c) The clearance from the last port of call.
5. All manifests for vessels and aircraft must be registered on the Customs computer system upon arrival to Montserrat.
6. Cargo on the manifest must be indicated as:
 - a) The content of every container and of all cargo in bulk intended for discharge at the port of arrival, including containers and cargo for trans-shipment, must be reported according to the description on the relative bill of lading or airway bill;
 - b) Restricted goods must be reported with as much detail of the goods as possible;
 - c) All cargo on vessels under 100 tons, whether consigned for this port or not, must be reported in accordance with the description contained on the relative bill of lading;
 - d) In-transit cargo on aircrafts and on vessels of over 100 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;
 - e) All cargo vessels and aircraft in ballast shall submit a nil cargo report through the system.
7. Amendments to the manifest may be requested to Customs by the carrier within 24 hours of the manifest’s registration and after all cargo has been off-loaded.
8. In addition to the aforementioned, where goods are reported short, the master or his/her agent must satisfy the Comptroller that:
 - a) The goods were not loaded;
 - b) They have been discharged and landed at some previous port or customs airport;
 - c) They have been over-carried and landed at a subsequent port or customs airport; or,
 - d) Have been over-carried, they have been returned and landed in Montserrat 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.
9. Where goods are landed in a damaged state, the Master or Agent submits to the comptroller, a bad order list on the specified form, which contains all the particulars of all the damaged cargo. The bad order list is to be signed by:
 - a) The custodians of the cargo, and
 - b) The customs representatives who were present when the damaged goods were surveyed.
10. All cargo landed, for which a Customs entry has not been submitted, must be temporarily deposited in a Customs approved area (Transit Shed) to await entry and clearance.

- a) Air cargo must be entered within seven days.
 - b) Sea freight must be entered within fourteen days.
11. The following goods are exempted from entry requirements
- a) Fish caught by local fishermen and brought in by them in their own boats;
 - b) Passenger's accompanied baggage;
 - c) Currency imported within the authorize amount
12. Goods may be entered for:
- a) Warehousing, if so eligible;
 - b) Home use, if so eligible;
 - c) For transshipment; and,
 - d) For temporary use

C. CONSOLIDATED CARGO

1. All Consolidators must prepare and submit all bills of lading or airway bills for any consolidated cargo consigned to them before or after registration of the manifest.
2. The Consolidator must be clearly identified on all Master Bills of Lading or Master Airway Bills. The cargo reporter or the agent must have the consignee code filled on each transport document with the corresponding code assigned by Customs to identify the Consolidator.
3. The vessel/aircraft agent may wish to notify the Consolidator by forwarding the Master Bill of Lading/Airway Bill to the consolidator through the ASYCUDA World platform e-mail.
4. The consolidator may use the system to key in the data for each transport document or could use the Fast Cargo Integration facility to upload degrouped XML files directly to the Customs computer system.
5. All house B/Ls /AWB (delivery notices) created from master B/L / AWB may be viewed only by the owner (creator) of said B/Ls / AWB.

D. REPORT OUTWARDS

1. Contents vessels or aircrafts must be registered on the system at within 24 hours after departure.
2. The content shall contain particulars of all goods put on board a ship or aircraft in accordance with the particulars shown on the relative bills of lading or other equivalent document.
3. Cargo on the manifest must be indicated as:
 - a) Local produce;
 - b) Transshipment;
 - c) In transit; or,
 - d) Re-exportation.
4. Amendments to the content must be signalled to the officer-in-charge not later than 48 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 intention.

5. In addition to the aforementioned, where goods are reported in excess, the master or his/her agent must satisfy the Comptroller that:
 - a) The goods were loaded; or
 - b) Having been loaded that they were not off-loaded and returned to the quay, transit shed or any other place in the country.
6. Failure to comply with any procedure shall render persons liable to the penalties set in the Customs Control and Management Act Section 23 Subsection 1.

VI. REPORT INWARDS PROCEDURE

A. STORING THE MANIFEST DATA

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs server to input the required information for the cargo manifest.
2. The Carrier or Carrier's Agent STORES the completed general segment of the manifest before proceeding to enter the corresponding bills of lading, into ASYCUDA World. Consequently, the system displays a box indicating that the manifest has been stored into the system.
3. When a ship or aircraft travels into or out of the country on the same day, the Carrier or Carrier's Agent must make sure to supply a unique voyage number for each journey.
4. The stored manifest has no legal value nor subsequent implications if data is not complete or correct. The STORED status of a manifest does not imply ACCEPTANCE of such information by the Customs and Excise Department.
5. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to do as many amendments as required prior to its registration.

B. REGISTRATION OF THE MANIFEST

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs system to retrieve the STORED manifest in order to REGISTER it. All consistency checks will be done by the system before registration is accepted.
2. The Carrier or Carrier's Agent requests the system to REGISTER the completed manifest with all its corresponding bills of lading, into the Customs server. Consequently, the system displays a registration number for the manifest as a confirmation of registration and positive allocation of data into the system.
3. The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that all data is complete and correct. The REGISTERED status of a manifest implies ACCEPTANCE of such information by the Customs and Excise Department.

4. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to do certain amendments as required after its registration.

Customs Server (ASYCUDA World)

Customs Officer at Report Seat

5. Upon arrival of the vessel or aircraft the carrier or Carrier's Agent notifies the Customs Officer at the Report Seat who logs on and verifies submission of cargo manifest into Customs system.

C. ARRIVAL OF GOODS AT THE PORT OF ENTRY

1. Agent presents documents copy for Immigration

Carrier / Carrier Agent

2. On arrival of the vessel or aircraft, the Carrier or Carrier's Agent submits to the proper officer all documents pertaining to the voyage and cargo carried onboard. Forms will be as follows:
 - a.) Crews Effect list
 - b.) Passenger List
 - c.) Crews list
 - d.) Ship Stores
 - e.) Cargo Report
 - f.) General Declaration
 - g.) Clearance from last port of call
 - h.) Declaration of Health

3. Declaration of Health given to Ministry of Health

Customs Department

4. Officer grants clearance to start off-loading

Carrier / Carrier Agent

5. Agent attends vessel/aircraft
6. Port Authority takes part in tallying with Agent

Customs Department

7. The Customs department reserves the right to participate in the tallying of the goods.

Operators of Transit Sheds

8. The Operators of Transit Sheds must be connected to the Customs system to indicate the exact location of the goods in the transit sheds.

9. Where the Operator of the Transit Shed or Custodian of the Goods is not the agent of the ship or aircraft, he or she must notify the agents and Customs of any amendments to be made to the quantity or nature of landed cargo. (Cargo Outturn Report).

Carrier/Carrier Agent

10. Any such requests for amendments by deduction must be accompanied by evidence that the goods were short landed.

Consolidators

11. The consolidator logs-on to the system and inputs all way bills for his/her clients. After lodging the information for each way bill, the consolidator stores each way bill in the system.
12. After all way bills have been stored, the consolidator VALIDATES (Validate Degroupage) the master way bill in the Customs server. Before validation is accepted, consistency checks are carried out in the system.

D. AMENDMENTS ON A MANIFEST

Carrier/Carrier Agent

1. The Carrier or Carrier's Agent submits to the proper officer all requests for amendments to registered cargo manifests within 24 hours after the last piece of cargo has been off-loaded.
2. Any such request for amendments by addition or deduction must be given and will be permitted provided that the evidence indicates that there is no fraudulent intention.
3. The carrier or carrier's agent submits all bills of lading or airway bills with the corresponding amendments on it.

Customs Department

4. The officers upon receiving the updated bill of lading/airway bill compare the new information from the bill of lading/airway bill received with that of the one originally registered.
5. If the changes are approved, then the way bill can be amended by the Carrier.

VII. REPORT OUTWARDS PROCEDURE

A. STORING THE MANIFEST DATA

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs server to input the required information for the cargo manifest.
2. The Carrier or Carrier's Agent STORES the completed general segment of the manifest, **before** proceeding to enter the corresponding way bills, into ASYCUDA. Consequently, the system displays a box indicating that the manifest has been stored.

3. The Carrier or Carrier's Agent must connect to the Customs server and insert all the bills of lading or airway bills related to the exporting ship or aircraft on the outward manifest also known as the content.
4. The Carrier or Carrier's Agent on each way bill includes the Customs registration number(s) of the export declaration(s) in the registration export declaration section.
5. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to do as many amendments as required prior to its registration.

B. REGISTRATION OF THE MANIFEST

Carrier / Carrier Agent

1. The Carrier or the authorised Carrier's Agent accesses the Customs system to retrieve the STORED manifest in order to REGISTER it. All consistency checks will be done by the system before registration is accepted.
2. The Carrier or Carrier's Agent requests the system to REGISTER the completed manifest with all its corresponding way bills, into the Customs server. Consequently, the system displays a registration number for the manifest as a confirmation of registration.
3. The registered manifest has legal value and the Carrier or Carrier's Agent must ensure that all data is complete and correct. The REGISTERED status of a manifest implies ACCEPTANCE of such information by the Customs and Excise Department.
4. The Carrier or Carrier's Agent, with authorised access to the Customs system is allowed to do certain amendments as required after its registration.

Customs Server (ASYCUDA World)

Carrier/Carrier Agent

5. 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 before the changes are made in the system.

Customs Department

6. The proper Customs Officer verifies all shipping declarations.
7. The proper Customs Officer completes the Inspection Act on each shipping bill.
8. After goods have duly left Montserrat, the proper Customs Officer confirms the export by completing the export release operation in the system.

VIII. TRANSHIPMENT PROCEDURE

A. TRANSHIPMENT OF GOODS

Carrier/Carrier Agent

1. The Carrier or Carrier's Agent verifies and ensures that the transshipment goods are listed on the content of the exporting ship or aircraft.

2. The Carrier or Carrier Agent must forward the relevant transshipment information to the Customs officer at the port of entry.

Customs Officer

3. The Customs officer verifies that the transshipment cargo is loaded on the exporting ship.
4. The Customs officer connects to the Customs server and discharges the transshipment way bill from the selected manifest.

B. INTRANSIT CARGO

Carrier/Carrier Agent

1. The Carrier or Carrier's Agent connects to the Customs server and stores the Permit (transit document) related to the in transit cargo at the departure office.
2. The Carrier or Carrier Agent forwards the relevant transfer information related to the cargo being transferred to the Customs officer at the office of departure.

Customs Officer

3. The Customs officer at the departure office validates the permit on the Customs server thus allowing for the movements of the goods while notifying the officer at the receiving station of said shipment.
4. The Customs officer at the arrival office, accesses the Customs server and retrieves the permit (transit document) to finalize the transfer process.
5. The Customs officer at the receiving office completes the inspection act to allow for the results to be sent to the departure office thus completing the transaction.

IX. USE OF DATA FIELDS

1. The following fields in the general segment of the manifest are mandatory and must be completed by the master, commander or agent of the ship or aircraft:
 - a. Customs office;
 - b. Voyage number;
 - c. Date of departure;
 - d. Date of arrival;
 - e. Place of departure;
 - f. Place of destination;
 - g. Carrier code;
 - h. Mode of transport;
 - i. Nationality of transport code;
 - j. Master's name;
 - k. Total number of bills;
 - l. Total number of packages;
 - m. Total number of containers; and
 - n. Total gross weight.

The **‘customs office’** is the office of clearance for the vessel or aircraft arriving or departing.

The **‘voyage number’** is the number given by the ship or aircraft operators to a particular voyage from one point to another inclusive of all intermediate stops.

The **‘date of departure’** is the date when the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching here, then the date of departure would be the date when the ship or aircraft left the first port.

The **‘date of arrival’** is the date when the ship or aircraft arrives in the territorial limits of the country.

The **‘place of departure’** is the location or port code where the ship or aircraft started its voyage.

The **‘place of destination’** is the location or port code where the ship or aircraft arrives to discharge the transported goods.

The **‘carrier code’** is the identification of the carrier.

The **‘mode of transport’** recognises the means by which the goods were imported/exported into/outside the country. For example, were the goods brought into the country by air, sea, parcel post or pipeline? You must use the International Standard Codes (ISO) for means of transport in this field.

The **‘nationality of transport’** is the country in which the carrier is registered. You must use the International Standard Codes (ISO) for means of transport in this field.

The **‘master name’** is the name of the master of the ship or the commander of the aircraft.

The **‘total number of bills’** is the count of all bills of lading or airway bills included in the manifest.

The **‘total number of packages’** is the sum of all the packages onboard vessel or aircraft included on all bills.

The **‘total number of containers’** is the sum of all containers included on all bills.

The **‘total gross weight’** is the sum of all the weight of all cargo included on all bills.

2. The following fields in the general segment of the manifest are optional and may be completed by the master, commander or agent of the ship or aircraft:

- a. Time of arrival;
- b. Place of transport registration;
- c. Transport registration reference;
- d. Registration date;
- e. Master information;

The **‘time of arrival’** is the time when the vessel or aircraft arrived in the country.

The 'place of transport' is the port where the transport unit is registered.

The 'transport registration reference' is the reference of the document registering the vessel or aircraft.

The 'registration date' is the date when the vessel was registered.

The 'master information' is any further information, apart from the name, on the master.

3. The following fields on the bill of lading or airway bill are mandatory and must be completed by the master, commander or agent of the ship or aircraft:

- | | |
|----|----------------------------------|
| a. | Line number; |
| b. | Type of bill; |
| c. | Bill of lading reference number; |
| d. | Regime of goods; |
| e. | Place of loading; |
| f. | Place of unloading; |
| g. | Name of shipper; |
| h. | Address of shipper; |
| i. | Consignee name; |
| j. | Consignee address; |
| k. | Total number of containers; |
| l. | Kind of packages; |
| m. | Cargo disposition; |
| n. | Shipping marks; |
| o. | Shipping marks; |
| p. | Number of packages; |
| q. | Gross mass; |
| r. | Cubic metre volume; |
| s. | Description of goods; and |
| t. | P/C indicator. |
| u. | Freight amount |
| v. | Freight currency |

The 'line number' is a sequence number used to identify each item –bill of lading or airway bill in the manifest.

The 'bill of lading type' is the code, which identifies the type of transport document issued (i.e. '710' for Bill of Lading, '711' for Master Bill of Lading).

The 'bill of lading reference number' is the number, which uniquely identifies each bill of lading or airway bill.

The 'nature' is the manner in which the goods will be treated. These are indicated by the codes 22 (export), 23 (import), 24 (in transit), and 28 (transshipment).

The 'place of loading' is the location or port where the goods were loaded into the ship or aircraft.

The 'place of unloading' is the location or port where the goods will be discharge from the ship or aircraft.

The 'name of exporter/shipper' is the name of the person sending the goods to Montserrat.

The 'address of shipper' is the address of the person sending the goods to Montserrat.

The 'consignee name' is the name of the person or firm named in a freight contract to whom goods have been shipped or turned over for care in Montserrat. This field is mandatory only when the consignee code field is left empty.

The 'consignee address' is the address of the consignee in Montserrat. This field is mandatory only when the consignee code field is left empty.

The 'total number of containers' is the sum of all containers carrying goods, which belong to the bill of lading or airway bill. (See detailed description of the container segment data requirements).

The 'shipping marks' are the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The 'cubic metre volume' is the measurement of the cargo inside the container. It is not the cubic measurement of the container unless that container is FCL.

The 'package code' is the identifier of the type of packaging the goods are packed in.

The 'manifested packages' is the piece count of the packages under each bill of lading or airway bill.

The 'manifested gross weight' is the weight for goods under each bill of lading or airway bill.

The 'description of goods' is the narrative that portrays the type of goods being transported.

The description must be explicit.

The 'P/C indicator' is the narrative that describes the agreed terms between the parties. They may be either (collect) (CC) or (prepaid) (PP).

The 'Freight Amount' is the cost of the freight.

The 'Freight Currency' is the currency of the freight amount.

4. The following fields on the bill of lading or airway bill are optional and may be completed by the master, commander or agent of the ship or aircraft:

- a. address of shipper;
- b. address of shipper;
- c. address of shipper;
- d. registration export declaration;
- e. previous document;
- f. consignee code;
- g. shipping marks;

- h. description of goods;
- i. location code;
- j. location description;
- k. value declared for customs;
- l. currency declared with customs;
- m. value declared for transport;
- n. currency code for transport value;
- o. value declared for insurance;
- p. currency code for insurance value;
- q. number of seals;
- r. marks of seals
- s. marks of seals 2;
- t. sealing party code;
- u. information 1;

The 'address of shipper' is the address of the person sending the goods to Montserrat.

The 'registration export declaration' is to be used only for export declaration. Please refer to the section of this document labelled outwards manifest.

The 'previous document' is used by the consolidator to input their master waybill/bill of lading number to gain access to create their clients B/Ls.

The 'consignee code' is the identification of the person importing the goods into Montserrat. Whenever it is a master bill this field becomes mandatory.

The 'shipping marks' are the markings that the shipper placed on the packages to identify the cargo. It follows no particular sequence and can be any set of words, numbers or other signs that the shipper affixes.

The 'description of goods' is the narrative that portrays the type of goods being transported. The description must be explicit.

The 'location code' is the process used by the Port to identify the exact place within the Port or shed where the goods are stored.

The 'location description' is the narrative that describes where in the transit shed the goods are located.

The 'value declared for customs' is the worth of the goods which the importer or exporter intends to declare to customs.

The 'currency declared with customs' is the actual currency in which the payment for the goods are quoted.

The 'value declared for transport' is the cost of transporting the goods to their destination.

The 'currency code for transport value' is the actual currency in which the payment for transport is quoted.

The 'value declared for insurance' is the cost of the insurance.

The 'currency code for insurance value' is the actual currency in which the payment for insurance is quoted.

The 'number of seals' is count of the seals affixed to the container or package.

The 'marks of seals' are the markings that identifies the seals placed on the containers or packages.

The 'sealing party code' is the code used by the sealer to identify who sealed the container or package.

The 'information' is for any other relevant information which the carrier or agent deems necessary.