



# St Kitts-Nevis Customs & Excise Department

*“To Protect and Collect”*

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## COMPTROLLER’S OFFICE

23<sup>rd</sup> May, 2019

### MEMORANDUM

**TO: AGENTS AND BROKERS**  
**FROM: COMPTROLLER OF CUSTOMS**  
**SUBJECT: MANDATORY LETTER OF PERMISSION**

Please be reminded that anyone seeking to clear goods for or on behalf of another **person** is required to have the following:

- 1.) A letter from the person to whom the goods are consigned, written to the Comptroller of Customs granting permission for the goods to be released to the person clearing the goods.
- 2.) A copy of a valid national identification card of the person to whom the goods are consigned. The name on the identification card must be consistent with that on the goods and the signature on the identification must be consistent with that on the letter of permission
- 3.) A copy of a valid national identification card of the person who is clearing the goods. This name on the identification must be consistent with that on the letter of permission.

Additionally, as of 27<sup>th</sup> May, 2019, it will be required that the above listed documents be uploaded, where applicable, for non-commercial as a part of the C100 Declaration Form (NC4). This is a mandatory requirement in all cases except when otherwise permitted by the Comptroller of Customs or any person appointed by him.

To facilitate this, a coloured copy of the said documents can be sent to the following email addresses:

- 1.) [transitshed@skncustoms.com](mailto:transitshed@skncustoms.com) for non-commercial goods to be cleared at the Transit I commercial shed
- 2.) [warehouse@skncustoms.com](mailto:warehouse@skncustoms.com) for non-commercial goods to be cleared at the Transit Shed II non-commercial shed
- 3.) [aircargo@skncustoms.com](mailto:aircargo@skncustoms.com) for non-commercial goods to be cleared at the Air Cargo Shed

Please be reminded that anyone performing the functions of a broker or an agent requires permission from the Comptroller of Customs before carrying out such activity. Also, **businesses** seeking to have a broker or agent represent them must ensure that a letter is written to the Comptroller of Customs informing him of such.

The CED solicits the cooperation of all concerned as it seeks to improve the security of its releasing process.

Regards,



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Jomo Butler for  
The Comptroller of Customs  
Customs & Excise Department