

**FROM:        COMPTROLLER OF CUSTOMS**

**TO:           CUSTOMS BROKERS**

**SUBJECT:    ELECTRONIC DECLARATION (E-DECLARATION)**

**DATE:        27<sup>th</sup> AUGUST 2008**

The Customs & Excise Department is part of an ever changing world and we have to be ready to embrace it. As of 1<sup>st</sup> September 2008, the official launch of E-declaration will require you the brokers to lodge your Customs Declarations on-line.

As part of the process, brokers are asked to carry out the following steps:

1. Contact Customs I.T. Department for issuing of Passwords and Tax payer I.D.
2. Submit the XML entries (files) the same way the physical entry is presented. A two (2) part entry is equal to a two (2) part XML entry / file.
3. Make sure the reference number provided by the website is written on each copy of the declaration, starting with the year then the unique number. **E.g.** Ref# 08/15068.
4. If after submission the entry is eventually queried and the information on the said entry has to be amended, it is not necessary to resubmit the entry.
5. If you are ever in doubt as how to complete this process, please feel free to contact the Customs I.T section.

For more information on Customs & Excise processes and legislations visit our website at [www.skncustoms.com](http://www.skncustoms.com)

Your kind cooperation is solicited.

Rodney Harris  
Comptroller of Customs (Ag.)