



# St Kitts - Nevis Customs & Excise Department

*"To Protect and Collect"*

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## COMPTROLLER'S OFFICE

4<sup>th</sup> December, 2020

### MEMORANDUM

**TO: IMPORTERS, CUSTOMS BROKERS AND CUSTOMS CLERKS**

**FROM: COMPTROLLER OF CUSTOMS (AG.)**

**SUBJECT: CHANGES IN OPERATIONS DUE TO CORONA VIRUS PANDEMIC**

The Borders have re-opened and the risk of attracting COVID-19 has increased. In addition to this we are entering into our peak period, when there is a significant increase in the volume of cargo and an increase in the number of customers who access the Port Facility to clear such cargo.

The Customs and Excise Department will be enforcing the COVID-19 protocols effective **Monday 7<sup>th</sup> December, 2020**.


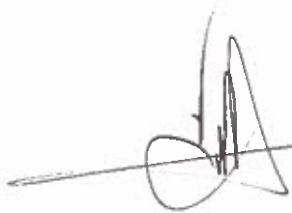
In light of this, the Customs and Excise Department in collaboration with the St. Christopher Air & Sea Ports Authority (SCASPA) has put in place the following procedures for clearing of non-commercial LCL cargo from the Sea Port.

1. All non-commercial LCL cargo will be examined and processed by Customs in the presence of the Shipping Agents or their representative(s) and SCASPA Officer(s).
2. All non-commercial LCL cargo will be assessed for duty and taxes by Customs Officer and this information will be provided to the Shipping Agents or their representative(s) and SCASPA. The information will also be available to customers via SCASPA's website.
3. All persons entering the facility must be wearing a mask and will be subjected to temperature checks.
4. Please note that persons with a temperature reading of 104 degrees and above will not be allowed entry into the Port facility. In the event of such, the Customs and Excise Department will contact the Ministry of Health for further instructions.
5. Customers entering the facility to clear cargo must enter the queue, maintain their physical distance requirement of at least 3 feet and sanitize their hands upon entry. Customers will be

asked to provide their name and contact information for contact tracing along with a Government Issued Identification.

6. Persons who do not comply with the above will not be granted access to the Port facility.
7. Customers will be asked to provide their document from the Agent including waybill, freight receipt etc. If the cargo is not available, the customer will not be permitted to stay in the vicinity.
8. Customers will be allowed into the facility based on a ticketing system. Only ten (10) customers at any time will be allowed in the warehouse customer waiting area.
9. Cargo would have already been assessed for duty and taxes (if applicable). Upon entry to the warehouse customer waiting area, they will proceed to the Customs cashier then the Port Authority cashier to make payment.
10. Customers will be issued a gate pass. They will then collect and load their cargo into the vehicle and exit the facility.

As these guidelines are required to ensure the safety of Officers and all persons doing business at the facility. The cooperation of all stakeholders is solicited.



Jomo Butler  
Comptroller of Customs (Ag.)