

**ANTIGUA AND BARBUDA
CUSTOMS AND EXCISE DEPARTMENT**

MINISTRY OF FINANCE



**CUSTOMS T1 MANUAL CARRIER
GUIDE**



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INTRODUCTION

In keeping with our vision to be a modern, effective and efficient administration offering professional service to all stakeholders, using international best practices, the Antigua and Barbuda Customs & Excise Department launches its ASYCUDA World T1 Manual Carrier. This manual is intended to provide its users with detailed instructions for preparing and submitting an electronic declaration for cargo. **Welcome to ASYCUDA World!**

Section 22 Subsection 1, 2 & 3 of The Customs (Control and Management) Act, 2013, requires the master of every vessel and the commander of every aircraft arriving at a customs port or airport from a place outside the state, or carrying goods brought in that vessel from a place outside the state and not yet cleared on importation, to electronically submit and deliver a report in such form and manner and containing such particulars as the Comptroller of Customs may direct.

To this end the Comptroller has so directed that these instructions form part of the reporting requirements for vessels and aircrafts. It is our intention that this user's manual will assist you greatly in fulfilling your obligation in this regard.

The **Cargo Manifest** is the first point of contact for our automated system. Its main purpose is to provide necessary information about cargo for transport, commercial and regulatory reasons. It is traditionally used by Customs as a control tool to ensure that all manifested cargo is accounted for. It also gives the Customs Department some advance notice on imported cargo in order to plan examination priorities, risk assessment and facilitate faster cargo clearance.

Access to ASYCUDA World is to be granted through an application process. A user or director of an entity applies to the Comptroller of Customs using a prescribed form called "**ASYCUDA WORLD USER AUTHORIZATION FORM**". The form makes provisions for a principal user (The applicant) and persons who can act on behalf of the applicant. Each commercial type applicant account will be linked to a national tax payer Identification Number (TIN). Thus, each user included on an application will also be linked to the principal tax payer ID. The Comptroller of Customs for Antigua and Barbuda will issue each applicant and its designated user(s), a login name and initial password to enable access to ASYCUDA World.

Once a user has logged in successfully, the system will force a change of password based on a predetermined level of complexity that enhances the strength of the password. Once the password is successfully changed, the user may subsequently change the password at his or her discretion. However, the system will force a change of password every six months or whenever a user request a password change due to a forgotten password.

Creating a T1

A T1 is a transit document for the movement of goods entered at one port and moved to another port or transit shed for clearance for home use or export.

Cargo Consolidators/Carrier Agents receiving consignments/shipments that is intended for delivery at another port or transit shed other than where it was entered must ensure that proper documentation is prepared to allow for easy transition of cargo.

The following documents must be prepared (Electronically) in accordance with the steps as illustrated in figure 1 below.

821 Transit document

Cargo Consolidators/Carrier Agents must ensure that they are issued with an 821 (Transit Document T1) Waybill with Nature 24 (**THIS WOULD BE ISSUED BY THE CARRIER**). The path for the T1 is as follows: ASYCUDA → Transit → National → right click on T1 → New.

The screenshot shows the ASYCUDA software interface for creating a new waybill. The window title is 'Waybill - New [AGOW]'. The main header displays the ASYCUDA logo and 'ANTIGUA AND BARBUDA'. Below this, the form is titled 'Manifest - Waybill'. The 'Office of departure / arrival' is set to 'AGOW DEEP WATER HARBOUR CUSTOMS'. The 'General Information' section contains the following data:

Voyage number	Date of departure	Date of arrival	Time of arrival	Registration number
12345	11/05/2016	12/05/2016		

The 'Waybill reference number' is 123, and the 'Waybill type' is 821 (highlighted with a red circle), with a dropdown menu showing 'Transit document T1'. Other fields include 'Nature', 'Last discharge', 'Waybill line', 'UCR', and 'FAS/Liner Cargo'. The 'Place of loading' is USMA / MAAMI, and the 'Place of unloading' is AGANU / ANTIGUA. The 'Carrier Information' section shows 'THAMES & LONG STREET, ST. JOHN'S, ANTIGUA AND BARBUDA, 00149064'. The 'Transport' section at the bottom has tabs for 'Waybill', 'Containers', and 'Split'.

Figure 1

Transport				
Mode	1 Sea transport		Identity	NIGHTMARE
Nationality	PA Panama			
Notify			Consignee	
			44300	
			D. N. A. PLANT NURSERY	
			N/A	
Goods Details				
Total containers	Packages codes	Status	Number of degrouped waybills	
1	CT Carton	HSE	0	
Marks & nb.				
NONE				
Manifested packages	Remaining packages	Manifested gross weight	Remaining gross weight	Volume(CBM)
200	200	2,000.000	2,000.000	100.000
Description of goods				
Waybill Containers Split Write off				

Figure 2

The total weight must be equal to value provided on the transit waybill (821) as illustrated in figure 2 above. The customs officer will use the manifest prepared at the dispatch office to tally the cargo before dispatch.

Type 23 waybills

You are to use the information on the 821 transit waybill illustrated in figure 1 above to produce a manifest with type 23 waybills on the system (ASYCUDA World) for the office of destination (where cargo is to be cleared) in much the same way as you Degroup a Master Waybill. **(Producing individual House Bills)** as illustrated in figure 3 below.

The said manifest, previously known as your “**Ryder**”, is what you and Customs will use to tally your cargo into the warehouse/ transit shed before dispatch and upon arrival at the destination Customs office.

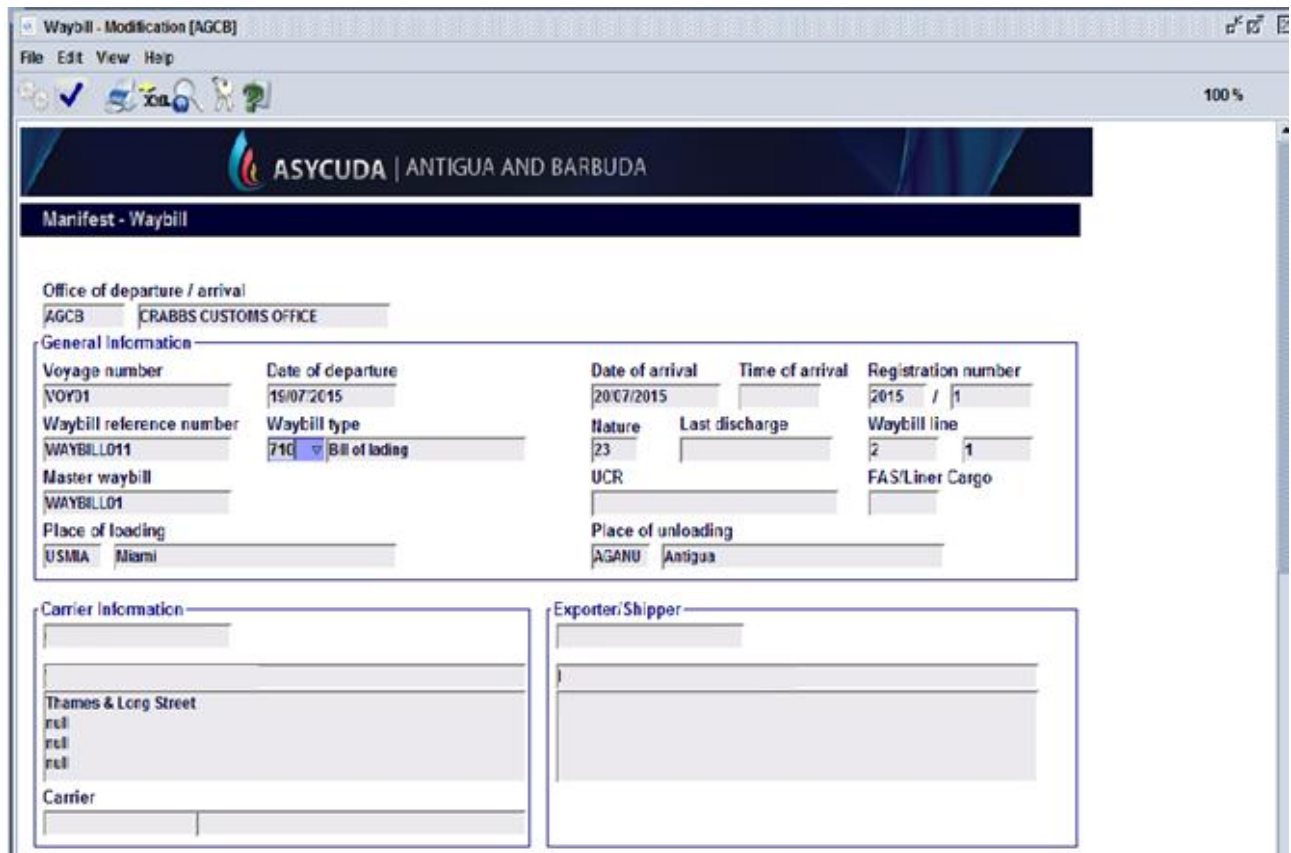


Figure 3

The T1 is prepared via the following path: **ASYCUDA** → **Transit** → **National** → **right click on T1** → **New** as illustrated in figure 4 below. The T1 resembles a Customs SAD, a tariff code is provided to represent miscellaneous items.

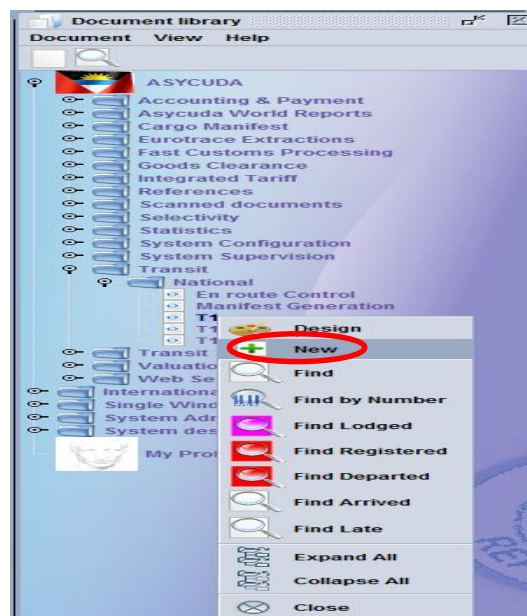


Figure 4

After clicking on new, the T1 document will appear as illustrated in figure 4 above. This document is completed using the information found on the transit waybill. Ensure that all the relevant information are accurately completed then lodge the T1 (electronically). The T1 should only be prepared when you are absolutely ready to move the cargo. Section D will be completed by the Customs with a time stipulation.

Lodge T1

Complete all fields as illustrated in figure 5 below.

The screenshot shows a web-based form titled "T1 - Modify Lodged [AGDW]" from ASYCUDA | ANTIGUA AND BARBUDA. The form is a customs declaration form with various sections and fields. Key sections include:

- Header:** ASYCUDA | ANTIGUA AND BARBUDA, A CUSTOMS OFFICE AGDW DEEP WATER HARBOUR CUSTOMS.
- Section 1:** DECLARATION T1.
- Section 2:** Exporter /... No. (with sub-fields 4 and 5).
- Section 3:** Consignee No.
- Section 4:** Declarant No. (with address: EDWARDS STREET ST. JOHN'S).
- Section 5:** Country of export, Country of destination, and C.E./C.D. codes.
- Section 6:** Mode Transport, Place of loading/unloading, and Transit Numbering.
- Section 7:** Packages and description of goods (e.g., 1 2C Barrel, wooden), Commodity code, Gross mass (260,000 kg), and Net mass (150,000 kg).
- Section 8:** Add. info Documents Produced Certificates and authorization.
- Section 9:** Transshipment details (Place and country, Ident. and Nat. new means transp., Ctr. (1) Identity of new containers).
- Section 10:** CERTIFICATION BY COMPETENT AUTHORITIES (New seals Number, Identity, Signature, Stamp).
- Section 11:** Principal (MARINE TRADING CO, No. 20004031, Signature) and Office of Departure (AGCB CRABBS CUSTOMS).
- Section 12:** Intended offices of transit and-country (Represented by avril lewis, Place and date agdw 08/04/2016).
- Section 13:** Guarantee not valid for (Code 53 Office of destination and country AGCB CRABBS CUSTOMS).
- Section 14:** CONTROL BY OFFICE OF DEPARTURE (Results: na, Seals affixed: Number: 1 Identity: na Time Limit: 09/04/2016 12:06, Customs officer name: AVRIL LEWIS, Departure date: , Signature and name of declarant/representative: avril lewis).

At the bottom, there are tabs for "Transit T1", "Additional", "N.I. Inspection", and "En route control".

Figure 5

Then verify and validate. A dialogue box will appear as illustrated in figure 6 below indicating that the T1 has been lodged successfully.

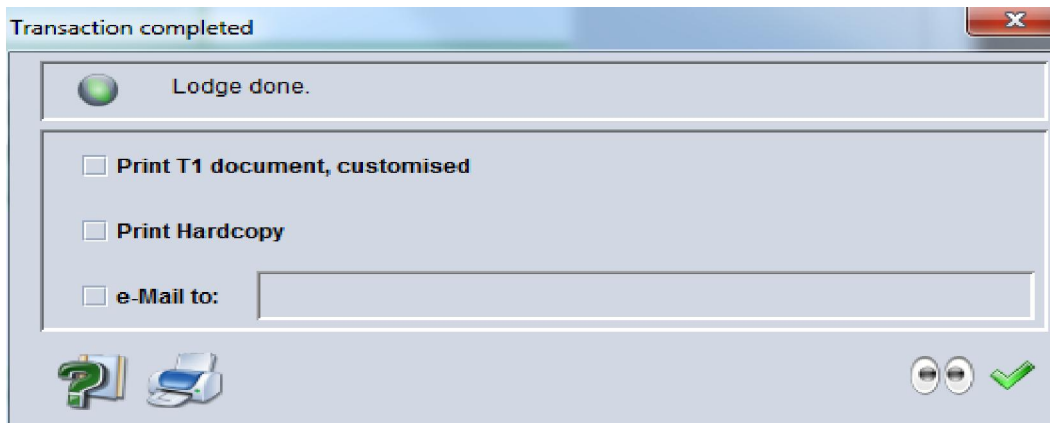


Figure 6

The checked icon has to be selected.

Register T1

Presentation of Registration and Reference Number for T1

Present manifest registration and T1 reference number to the officer at the dispatch office. The officer will use this information to verify that the manifest has been registered at the office of destination as illustrated in figure 7 below.

Figure 7

After the registration is completed a confirmation box will appear as illustrated in figure 8 below.

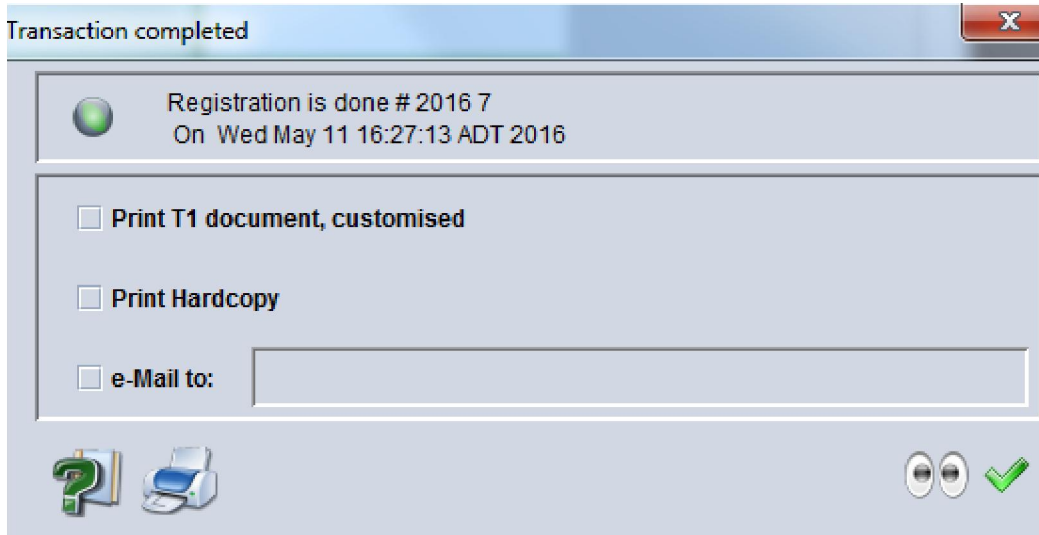


Figure 8

The checked icon has to be selected.

Exit Note and Validation

The Customs Release Order will be issued by the dispatch officer, authorizing the cargo custodian to release the goods for transfer. Once you have satisfied cargo custodian requirements and you are issued your Exit Note (gate pass) as illustrated in figure 9 below, return to the customs officer to have the departure of the cargo “**validated**” on the T1 and stipulate a time for movement.

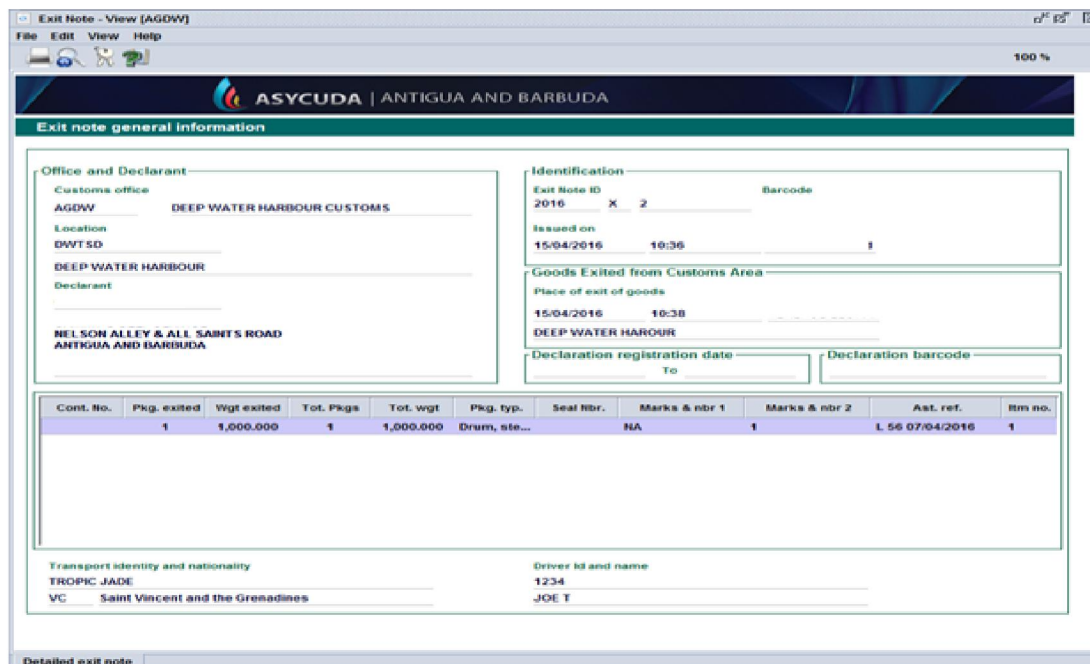


Figure 9

Tally of Cargo

The goods will then be tallied into the office of destination; the customs officer may use the registered manifest to tally the cargo.