

**ANTIGUA AND BARBUDA  
CUSTOMS AND EXCISE DEPARTMENT  
MINISTRY OF FINANCE**



**CUSTOMS DECLARATION (S.A.D)  
FIELDS GUIDE**



## **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 Declarant Fields Guide Manual. 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 Antigua and Barbuda Comptroller of Customs 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.

# ASYCUDA WORLD DECLARANT FIELDS GUIDE

BOX	DESCRIPTION	ACTION	USE
<b>General Segment</b>			
<b>1</b>	Office Code	<b>Mandatory</b>	The Customs Office where declaration will be processed.
<b>2</b>	Manifest Number	<b>Mandatory</b>	The registration number or reference of the manifest. It is made up of the Year and Sequence number (i.e. 2015 341). The reference, is made up of the Voyage number and Date of departure (dd/mm/yyyy) of the vessel or aircraft (i.e.AA922 03/01/2015).
<b>3</b>	Customs Reference Number	<b>System</b>	The number assigned automatically by the system when a declaration is registered. It is made up of Serial Letter and Sequence number (e.g. C 205) Year and office code.
<b>4</b>	Date	<b>System</b>	The date of Registration of a declaration.
<b>5</b>	Declaration Model	<b>Mandatory</b>	The declaration mode/regime selected by the user. It should be IM for imports or EX for Exports.
<b>6</b>	Exporter	<b>Mandatory</b>	In case of IMPORT the exporter is residing outside the country of destination and consequently his information does not exist in the reference data tables. Thus, his information is entered manually as written in the transaction's documents. In case of EXPORT, his/her information should be stored in the relevant reference table and could be filled in automatically either popped up or using the finder.
<b>7</b>	Forms	<b>System</b>	Shows the page number viewed along with the total number of pages currently in view.
<b>8</b>	<b>Load List</b>	<b>Optional</b>	The number of loading lists, manifests or similar documents. (known also as bill of lading)
<b>9</b>	Items	<b>System</b>	Displays the total number of items (lines) declared in the declaration
<b>10</b>	Nbr. Packages	<b>Mandatory</b>	The total number of packages (piece count) for the whole declaration.
<b>11</b>	Reference Number	<b>Mandatory</b>	The number given by the trader to identify the declaration. The trader can use it to retrieve/modify his declarations.
<b>12</b>	Consignee	<b>Mandatory</b>	Name [and address] of party who makes, or on whose behalf a Customs clearing agent or other authorized person makes, an import declaration. This may include a person who has possession of the goods or to whom the goods are consigned.

13	Financial	<b>Optional</b>	Name and address of the party responsible for either the transfer or repatriation of the funds relating to a transaction.
14	Country of Last Consignment	<b>Mandatory</b>	Country from which goods have been or will be consigned prior to final importation.
15	Trading country	<b>Mandatory</b>	The nation from or to which the goods are being traded. It may not be the country of origin/Country of purchase.
16	Value Details	<b>Optional</b>	Reserved for Future Use.
17	CAP	<b>Optional</b>	Common Agricultural Policy. Reserved for future use.
18	Declarant	<b>Mandatory</b>	Customs clearing agent; could be the trader, if he/she is authorized to clear his/her consignments by him/herself, or a brokerage agency.
19	Country of Export	<b>Mandatory</b>	The nation from which the goods are first exported or consigned.
20	Country of Origin	<b>Mandatory</b>	The nation where the goods were manufactured or grown.
21	Country of Destination	<b>Mandatory</b>	The country of which the goods are intended. It would always be Antigua and Barbuda in the case of imports.
22	Identity and Nationality of Active means of Transport at arrival	<b>Mandatory</b>	Name of ship or aircraft and its place of registry.
23	Container	<b>Mandatory If goods are in a Container</b>	Select if goods are located in a container.
24	Delivery terms	<b>Mandatory</b>	The terms of delivery specified in the sale contract between the buyer and the seller of the declared goods. Ex. CIF/FOB.
25	Identity and Nationality of Active means of Transport at border	<b>Mandatory</b>	Free form description of a type of means of transport.
26	Currency / Amount Invoiced	<b>Mandatory</b>	The currency code in which the goods are invoiced/total invoice price of goods declared.
27	Exchange rate	<b>System</b>	The rate at which one specified currency is expressed in another specified currency.
28	Nature of Transaction	<b>Optional</b>	An indication of the contract under which the goods are supplied.
29	Mode of transport at Border	<b>Mandatory</b>	The code corresponding to the active means of transport at the border.
30	Inland Mode of Transport	<b>Optional</b>	The code corresponding to the means of transport which will undertake  The internal movement of the goods.

31	Place of Discharge	<b>Mandatory</b>	The Port or Location in the country where the goods were initially imported and off loaded from the ship or aircraft.
32	Financial and banking data Terms of Payment	<b>Mandatory</b>	The financial agreement between the buyer and seller of the goods.
33	Office of Entry	<b>Mandatory</b>	The port of entry at which the goods entered Antigua and Barbuda. May be different than office of clearance.
34	Location of goods	<b>Mandatory</b>	Name of the place where a specific goods item is located and eventual location in which physical inspection might take place.
<b>ITEM SEGMENT</b>			
35	Packages & Description of goods	<b>Mandatory</b>	The hand- written or typed identifiers placed on the packages by the export/supplier.
	<b>Container numbers</b>	<b>Mandatory</b>	If box 19 is selected enter container number.
	<b>Tariff Description</b>	<b>Mandatory</b>	According to the commodity code selected for the item, the system will display the tariff description.
	<b>Commercial Description</b>	<b>Mandatory</b>	The description sufficiently precise to enable immediate and unambiguous identification and classification of the goods. If the space is not enough to fully describe the goods, use box 41 at Additional Info field to complete the description.
36	Item No	<b>System</b>	Identifies the item number currently being completed. It is automatically completed by the computer. The maximum amount of items permitted per declaration is 300.
37	Commodity Code Product Identifier	<b>Mandatory</b>	The tariff code which classifies the goods being declared according to the Common External Tariff. Identifier code of the item (for warehousing purposes).
38	Cty. Orig. Code	<b>Mandatory</b>	The code for the nation where the item was manufactured, produced or grown.
39	Gross Mass kg	<b>Mandatory</b>	The total weight in kilos of the goods including packages.
40	Preference Code	<b>Optional</b>	Identification of a preferential treatment for the goods under a bilateral or preferential treatment signed by the Government.
41	Procedure	<b>Mandatory</b>	The first part (Customs Procedure Code), identifies the treatment which the goods receive. The second part is known as the additional CPC code used to identify if the goods are claiming a special duty/tax treatment.
42	Net Mass Kg	<b>Mandatory</b>	The net weight (gross mass minus packaging) in kilos of the goods being declared.

43	Tax Relief	Optional	Mandatory for duty free concessions, indicates which taxes are relieved.
44	Summary document Previous	Mandatory	The bill of lading or airway bill number required to identify the consignment of the goods.
45	Supplementary Units	Mandatory	Quantity of the goods in the unit as required by Customs for tariff, statistical or fiscal purposes.
46	Item price	Mandatory	Amount due for each chargeable item of goods or services.
47	V.M Code	System	The Valuation Method used to calculate the value for Customs duties/taxes.
48	License No	Optional	Reserved for future use.
	D. VAL	System	The system displays the accounts relative to the item of any additional charges or deductions input from the valuation note segment.
	D. Qty	Mandatory	Quantity deducted from license for goods which require license.
	A.D	System	The codes for documents that must be attached to the declaration due to the type of goods ,values, CPC, tax treatment or other information input at the item being declared.
	Previous Declaration	System	If the goods were previously under a suspense regime, details of the declaration customs reference number will be shown here.
	Additional Warehouse Code	Optional	Mandatory when transferring goods from one bond to another.
49	Adjustment	Prohibited	For internal Customs use only.
50	Statistical value	System	Value for statistical purposes.
51	Calculation of Taxes	System	A mathematical formula is adopted to calculate the various duties / taxes /fees due on each item of the consignment. This encompasses duties or taxes applicable to commodities. The formula is applied on the tax base relevant to each tax type.
52	Deferred/Pre-Payment Account	Optional	Reference number identifying a payment of a duty or tax e.g. under a transit procedure.
53	Identification of Warehouse	Mandatory for bond	Warehouse number where goods are bonded.

	Delay time	<b>Mandatory</b>	The duration in days of the period under which the goods will remain in any suspense regime. This field will be available for warehousing, temporary imports, temporary exports and any other suspense regime.
<b>B</b>	Accounting Details	<b>System</b>	Shows the mode of payment, the assessment number and receipt number (when paid) of the declaration, as well as the system displays a matrix where various columns provide details of the tax calculations performed by the system based on the declared particulars and according to current legislation.
<b>C</b>	Office of departure	<b>Prohibited</b>	Transit.
<b>54</b>	Principal	<b>Prohibited</b>	Name and address of a party liable for goods moving under a customs authorization and, when applicable, a guarantee.
<b>55</b>	Intended offices of transit and country	<b>Prohibited</b>	Name of the customs office which is responsible for transit formalities en route.
<b>56</b>	Guarantee not valid for	<b>Prohibited</b>	Customs office at which a security or guarantee for the movement of goods under a transit procedure is lodged.
<b>D</b>	Control by office of Destination	<b>Prohibited</b>	Name of the customs office at which goods are released from a Customs transit regime.
<b>57</b>	Office of destination country	<b>Optional</b>	To be filled by the representative of the trader indicating the date of the declaration and the name of the representative.
<b>58</b>	Place and Date	<b>System</b>	The system will automatically display the declarant's code and the username of the person who submitted the declaration and the date in which it was accepted by the Customs.