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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.

Figure 1
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.
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.
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.
Then verify and validate. A dialogue box will appear as illustrated in figure 6 below indicating that the T1 has been lodged successfully.

![Image of Transaction completed dialogue box]

**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.

![Image of manifest registration]

**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.