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**CUSTOMS AND EXCISE
ST. GEORGE'S,
GRENADA, W.I.**

OPERATIONAL GUIDELINES FOR FREIGHT SUBSIDY

The following guidelines have been developed to assist stakeholders in applying the freight cap to importations in a standardized manner to ensure ease of use and consistency in its operation.

PROCESSING OF DECLARATIONS IN ASYCUDA

The reduced freight figures are applied through accurate data input by Carrier Agents and Customs Brokers in the preparation of Manifests, Waybills and Customs declarations.

CREATION OF MANIFEST AND WAYBILLS BY CARRIERS

It must be noted that the Manifest provides specific details on the vessel of transport and basic information of the goods transported. The waybill provides specific details on the goods shipped.

In completing the waybills, agents are required to enter the **first** port of loading of goods in the "Port of Loading" field in the **General Information** box.

CREATION OF THE DECLARATION

On registration of the Manifest and accompanying waybills in Asycuda World the system will process the Customs Declarations in the following manner

1. The Broker will proceed as normal in preparing the customs declaration by entering the Customs Office, Manifest and Waybill information as required.
2. The first two digits in the Place of loading field, in the General Information box on the waybill will be passed to the Customs Declaration in Box 11 (Trading Country). This is an automatic process.
3. The Customs Broker will proceed to add item(s) on the declaration as per normal processes. Please note there are no changes in completing the General and Item segment on the declaration (SAD tab).

Completing the Valuation note

In order to benefit from the freight subsidy, the Valuation note for each item must be completed.

1. The invoice value must show FOB value for each item
2. The external freight **must** be entered in the required field along with the currency code. On verification of the declaration the system will calculate the freight subsidy to be applied and the taxes payable. If there is no external freight values for an item (s) imported from a region which qualifies for the subsidy no freight subsidy will be calculated on the declaration.