



## **PUBLIC CIRCULAR NO. 10 OF 2011**

### **REGISTRATION OF CARGO MANIFEST AND TRANSFER OF UNDERBOND CARGO.**

In regards to proper accounting, reconciliations and cargo clearance at seaports and airports the Authority wish to advise the Licensed Cargo Handling Agents that with effect from 1<sup>st</sup> September 2011, the following procedural instructions are to be strictly adhered to.

1. Licensed Cargo Handling Agents who are registering manifest in the ASYCUDA system are required to enter correct and complete information in AWB/BOL fields. The correct consignee codes must be entered in the consignee field of AWB/BOL and if the code is not available in the database then the consignee name and the address must be entered in the notify field of AWB/BOL. Any incorrect or omission of information will require application for amendment of manifest with payment of applicable fee.
2. All cargo must be manifested as per BOL/AWB and short landed cargo should be accounted on the short landed report submitted to customs. Short landed cargo arriving in later shipment or flight should be accounted and manifested as surplus cargo on arrival voyage or flight.
3. The transfer of master/consol (consolidated) BOL/AWB or consolidated cargo are to be transferred to licensed deconsolidation agent only after registration of manifest.
4. All transfers of master/consol BOL/AWB and/or consolidated cargo to deconsolidation agents for de-groupage of manifest or de-groupage of cargo should be done using "UNDERBOND CARGO TRANSFER MANIFEST" form in quadruplicate which will require registration and approval by an officer of customs. The form should be raised by the transferor of consol BOL/AWB and signed by both transferor and receiver of the consol BOL/AWB . Further in cases where only master/consol bills are transferred to deconsolidation agents for de-groupage of manifest are also required to submit the transfer form.
5. All master/consol BOL/AWB must be de-grouped before registration of manifest if it is not transferred to licensed deconsolidation agents for de-groupage.

6. The deconsolidation agent should only register the consol manifest after the master/consol BOL/AWB is transferred by the master agent that is after registration of master manifest.
7. Transfer of cargo from one port to another (HMC,BCTM,ACTM )should be done using “UNDERBOND CARGO TRANSFER MANIFEST” form in quadruplicate which will require registration and approval by an officer of customs.
8. Cargo destined for another port for clearance within Fiji should be manifested as transit cargo with nature 24 in the nature field of BOL/AWB.
9. All transshipment cargo must be entered and exported using IT 9 and ET 9 declarations respectively.
10. Licensed cargo handling agents must produce a copy or copies of registered electronic export manifest from ASYCUDA system before any outward clearance for aircraft or vessel is granted.

Licensed Cargo Handling Agents are given one month from 1<sup>st</sup> August 2011 to fully comply with above instructions . Failing to comply, the authority will not hesitate to institute appropriate actions as stipulated in the customs legislation. This circular supersedes any instructions issued earlier on the above subjects.

Please contact FRCA’s wharf office or airfreight office for the list of licensed cargo handlers at each port and also for any further clarification on above instructions.

**This circular supersedes an earlier Public Circular No. 06 of 2011.**



**Jitoko Tikolevu**

**CHIEF EXECUTIVE OFFICER**

**22<sup>nd</sup> September 2011**