

Barbados Port Inc.

Home Delivery Service

For Barrels & Personal Effects at the Port of Bridgetown

11-23-2020

HOME DELIVERY OF PERSONAL EFFECTS

Barbados Port Inc. advises all importers/consignees that effective May 4, 2020, importers/consignees with personal effects at the Port of Bridgetown are required to utilize the new Home Delivery Service and will not be allowed entry into the Port for collection of shipments.

This arrangement will continue until further notice.

Importers/Consignees have the option of selecting either an Authorized Consolidator/ Freight forwarder OR an Authorized Trucker to clear any goods imported and to act as the clearing agent in the process.

WHY USE THE HOME DELIVERY SERVICE?

The Home Delivery Service is an all-inclusive service, eliminating or significantly reducing the need for importers/consignees to spend time in Port.

In addition, authorized clearing agents can take care of all Customs and Port formalities including payment of duties and charges and clearance of shipments.

HOW IT WORKS

STEP 1 NOTIFICATION

Actioned by the Clearing Agent

You, the clearing agent, have been notified that your customer (consignee) has cargo at the Bridgetown Port. You will be required to make contact with your consignee, about their cargo.

STEP 2 AUTHORISATION

Actioned by the Importer/Consignee

You, the Consignee, must authorize a clearing agent to act on your behalf. You may choose to work with either the Authorized Consolidator/ Freight forwarder through which your shipment arrived OR an Authorized Trucker.

If you elect to work with a trucker when contacted by your consolidator/freight forwarder, you will be required to inform the consolidator/freight forwarder. You can then collect the documents related to your shipment (Delivery order) from the Consolidator/ Freight forwarder for presentation to the trucker you chose as your clearing agent.

The authorization to your clearing agent must be done in writing via a letter addressed to **'The Comptroller of Customs'**. The letter should indicate your name, your Authorised Agent's name and must be signed by you. You should also submit a valid photo ID to your clearing agent as proof of your identity. Make sure this is returned to you by your clearing agent on receipt of your shipment.

STEP 3 DOCUMENT MANAGEMENT

Actioned by the Clearing Agent

All clearing agents will be required to manage all relevant documents, including:

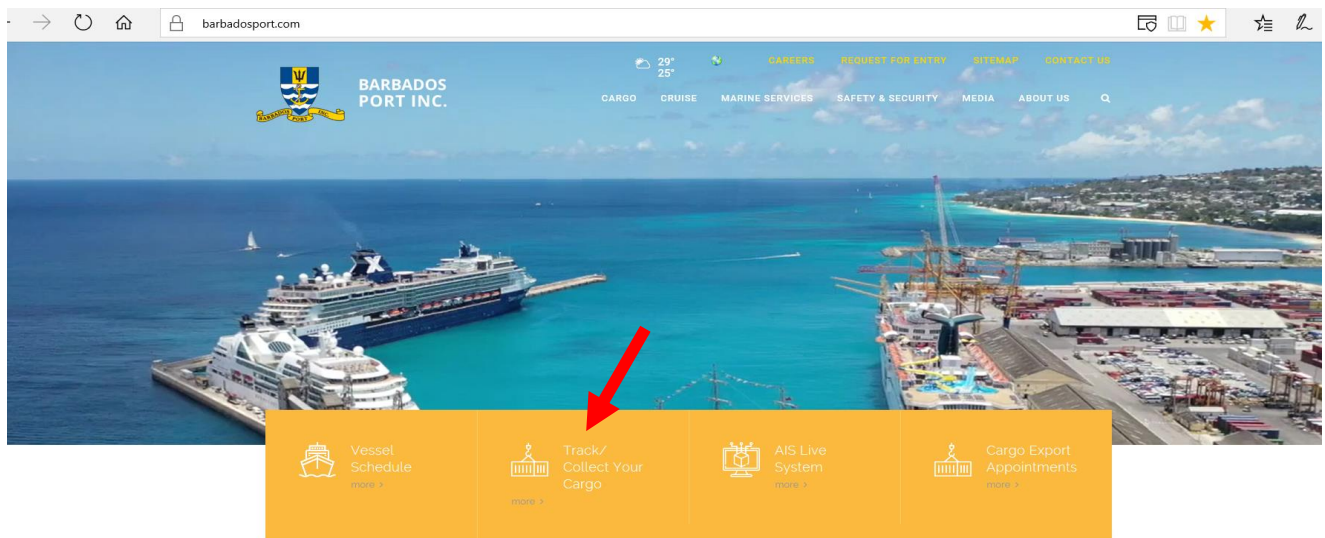
1. Arranging for receipt of the letter signed by consignee, authorizing you to act on their behalf.
2. Arranging for signature of the Customs Declaration form by the consignee.
3. Facilitating the processing of the documents through ASYCUDA World.

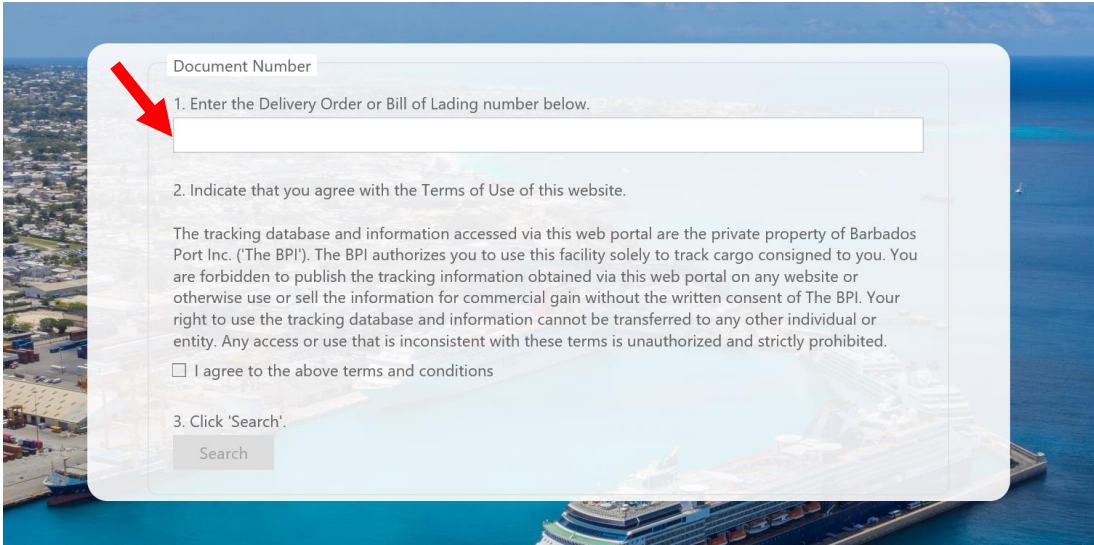
STEP 4 APPOINTMENTS FOR CARGO COLLECTION Actioned by the Clearing Agent

Clearing agents (Consolidators/freight forwarders and truckers) are reminded that cargo delivery is by appointment only.

HOW TO MAKE AN APPOINTMENT FOR CARGO COLLECTION

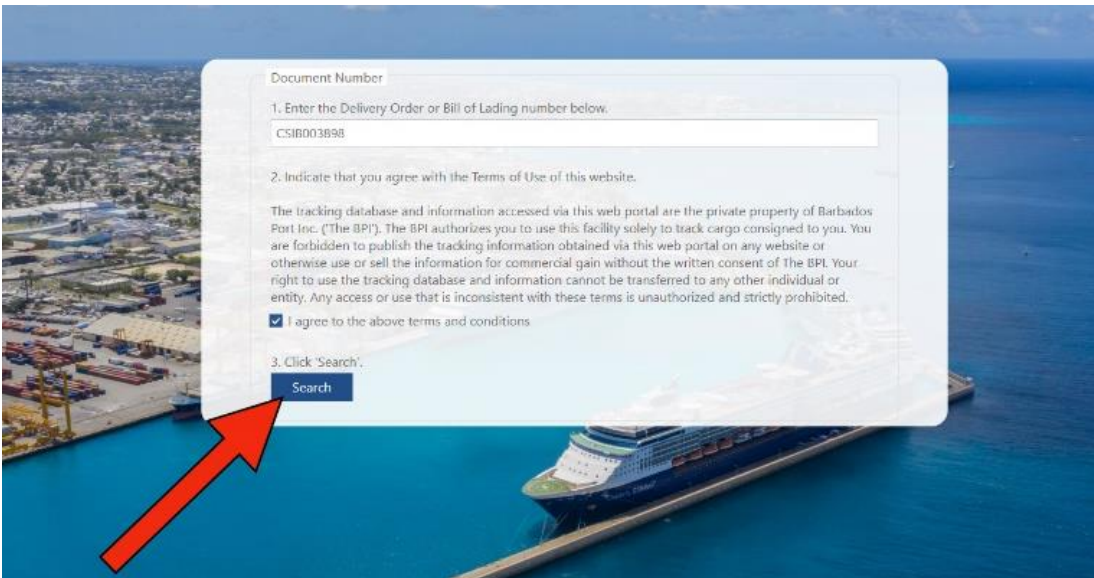
1. To make an appointment, begin by visiting our appointment portal at www.barbadosport.com.
2. Select **Track/Collect Your Cargo**.



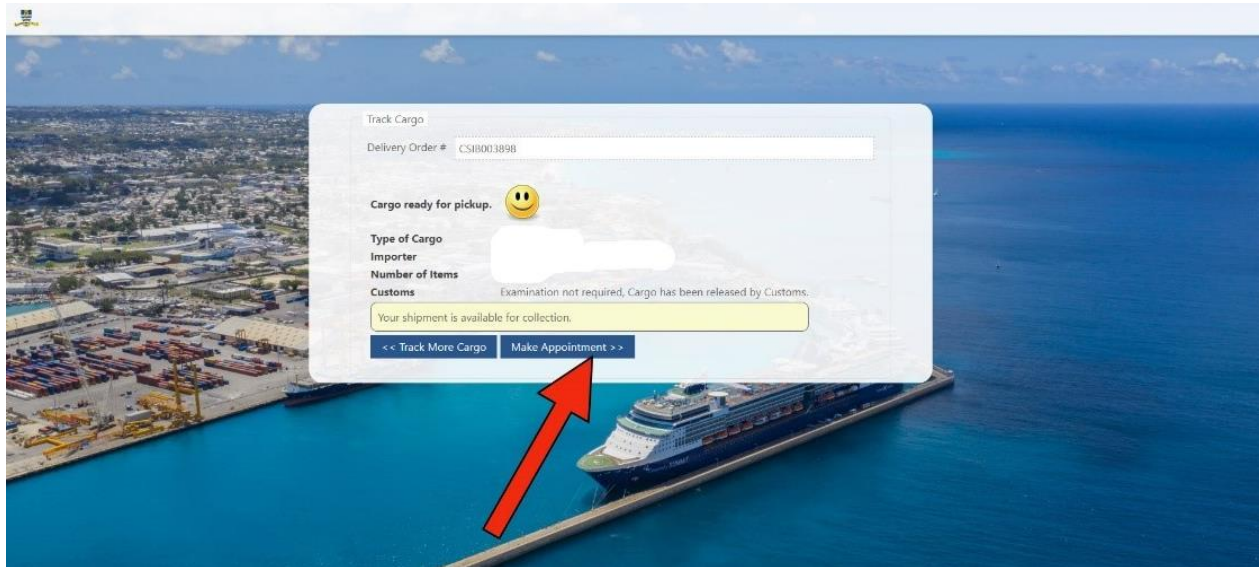


Enter the Delivery Order Number here

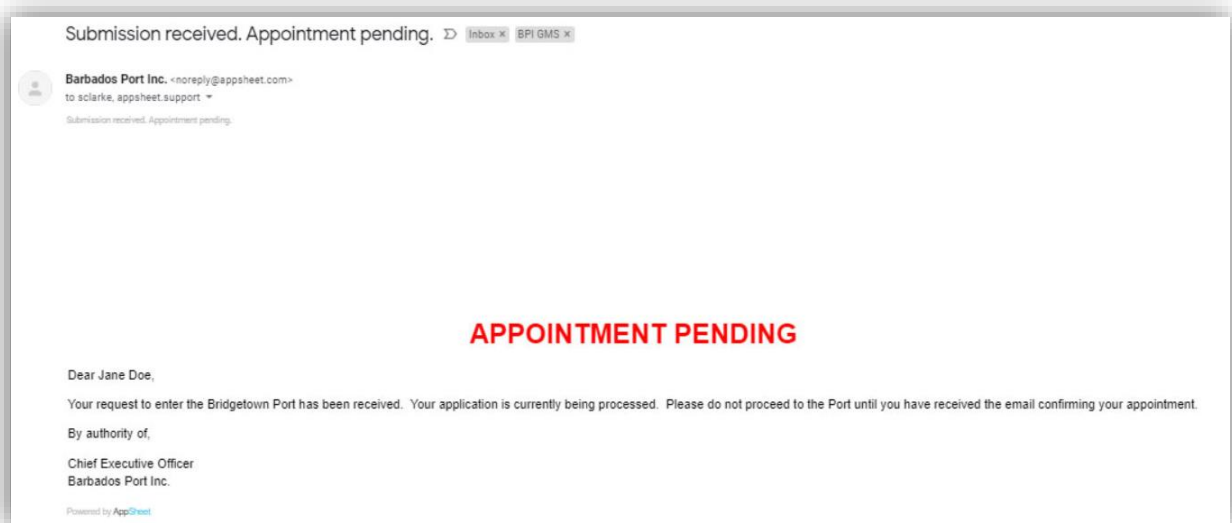
4. Check the box to agree to the terms and conditions and then click to begin your cargo tracking.



5. If the cargo is ready for collection, use the **"make an appointment"** tab to request an appointment.



6. On submission of your request, you will receive an automated email confirming receipt of the request, within a few minutes. This message **should not** be considered confirmation of an appointment to come to port.



7. You will receive a subsequent email, within 24 hours, approving your request for entry, confirming your appointment, date and time, with an assigned QR code. **This email and QR code will be required to gain access to the Port.**

APPOINTMENT CONFIRMED

Dear

Your request to enter the Bridgetown Port via the Cargo Gate has been confirmed for the period 5/15/2020 9:00:00 AM to 5/15/2020 9:30:00 AM.

Kindly produce this email/attachment along with your Port pass and valid photo ID to the security personnel at the Cargo Gate for entry. You must also have available all necessary documentation relevant to your appointment.

Associated document numbers:

Delivery Order	Bill of Lading	BPI Number	Customs CNumber
MLL007381	TSCW14295805	2020050555	

Please present the QR code below to Port Security / Shed Staff for secure processing.

Cargo Gate



Cargo Appointment to Commercial Cargo

By the authority of,
Chief Executive Officer
Barbados Port Inc.

Powered by AppSheet

STEP 5 ARRIVAL AT PORT

Actioned by the Clearing Agent

You must arrive for your appointment on time.

On arrival at the Cargo Gate, you must present your QR Code for scanning, along with your Port Pass and valid photo ID to the security personnel at the Cargo Gate to gain entry. You must also have available all necessary documentation relevant to your appointment.

N.B Where cargo has been flagged for inspection by Customs, the clearing agent may act on behalf of the consignee.

Where the consignee however is required to be present in person at the Bridgetown Port for interview during the inspection, the clearing agent will advise the consignee.

STEP 6 PAYMENTS

Actioned by the Clearing Agent

All clearing agents must confirm arrangements with the consignee/customer on:

1. The processing of all monies (electronic or cash payments) due to you.
2. The method of payment (whether on delivery or through pre-payment).

The clearing agent must pay all associated fees and duties owed to Customs and the Port on behalf of Consignee.

Payments to the Port (Personal Effects fee and excess storage charges if applicable) are made at the Port Customer Information Booth, Cargo Gate on arrival.

Payments to Customs are made at Shed 2.

You must follow the directives of Security Personnel to proceed to Shed 2.

STEP 7 CARGO COLLECTION

Actioned by the Clearing Agent

On arrival at Shed 2, the QR Code will again be scanned to register the start of your transaction. You will then submit relevant documents to the Customs Officer and Port Clerk.

The cargo has been staged for collection prior to your arrival, and may be examined by Customs before delivery to you.

The Customs Officer will determine the relevant duties and indicate the amount to be paid to the Customs Cashier.

After processing by Customs, the cargo will be handed over to you.

The Gate Pass will be printed and the QR Code again scanned to close the transaction.

You must then follow exit procedures for departure via the Cargo Gate. The QR Code will be scanned on exit to verify your departure from Port.

Deliver the cargo to the Consignee.

WE ARE HERE TO ASSIST

Call us at 434 6101 or 246 434 6118.

Email us at queries@barbadosport.com

N.B. All persons presenting at the Port of Bridgetown to conduct business are reminded that strict health and safety and social distancing protocols must be observed.

All visitors are required to wear face masks, consent to temperature testing, utilize sanitization stations and follow the directives of security personnel.