Australian Customs Notice 1997 16

**MANUAL REPORTING CHARGE - SEA CARGO PROCEDURES**

This notice is to advise Customs' clients of the procedures for assessment and payment of sea cargo manual reporting charges commencing on 1 April, 1997.

The notice will be of interest to shipping companies and freight forwarders who report sea cargo manually to Customs.

# APPLICATION OF CHARGES

The sea cargo manual reporting charge is $2.60 for each lowest level bill of lading reported manually and will be levied against cargo reporters.

The manual reporting charge does not apply to electronic sea cargo reporters submitting cargo reports in Sea Cargo Automation (SCA).

# CHARGE COLLECTION PROCEDURES

The following procedures will be adopted nationally from 1 April 1997. To facilitate the introduction of the new procedures, a trial will be conducted from 3 March 1997 until 14 March, 1997. Customs Officers will introduce manual cargo reporters to the new forms and procedures during this period.

The cargo reporter will submit Parts 1, 2 and 3 of Form 1, forty eight hours prior to vessel arrival.

The cargo reporter will present a completed Documentary Sea Cargo Report Charge Assessment Notice to the Cashier with the Form 1, Part 2 for payment. The Cashier will accept payment for the amount assessed in the notice and issue a receipt. In district offices without cashier facilities Customs Officers will collect charges on presentation of Form 1

The Cashier will endorse the receipt number on all copies of the Documentary Sea Cargo Report Charge Assessment Notice and retain one copy.

The cargo reporter will then present the Form 1, parts 1, 2 and 3, with the original and second copy of the Documentary Sea Cargo Report Charge Assessment Notice and the Cashiers receipt, to the Customs Officer. The original Documentary Sea Cargo Report Charge Assessment Notice will be retained with the manifest by Customs.

The Form 1 details will then be screened in accordance with existing procedures.

Cargo reporters are reminded that:

Principal agents reporting manually must provide a full container discharge list (Form 1, Part 1) to Customs. This will allow reconciliation of electronic and manual reports for the vessel.

Manual additions to a manifest (eg. surplus goods) must be reported on the Form 1. The process of lodgement will then include the above charge collection procedures.

The Form 1 presented to Customs must include a report of breakbulk cargo.

M.J. Roche

Deputy Chief Executive Officer 20 February 1997