



## Customs & Excise Department

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P.O. Box 146, CUSTOMS HOUSE, CAESAR RIDGE ROAD, PORT LOYOLA AREA  
BELIZE CITY, BELIZE C.A

### COVID-19 PREVENTATIVE MEASURES

#### CUSTOMS VALUATION SECTION

*30<sup>th</sup> March 2020*

In promoting the control of the spread of the COVID 19 Virus, the following temporary procedures becomes effectively immediately for the Customs & Excise Department Valuation Section:

- a. Invoices, Bill of Sales, NO CHARGE Items on invoices, or any other matter concerning any valuation attention.

You will be required to email those documents to the email address

[valuationsecbelize@gmail.com](mailto:valuationsecbelize@gmail.com), the Valuation section will address your concerns, print the documents, stamp them and email them back to sender.

- b. The Valuation Section will file the emailed copy and will do proper follow-up to ensure transparency and compliance.

Thank you for your understanding and cooperation.

Please be reminded that any attempt to defraud the Government of Belize will be treated in accordance with the Customs & Excise Regulations.

## **CUSTOMS EXAMINATION (Queens Bond) SHED**

*1<sup>st</sup> April 2020*

To adhere to the Quarantine and State of Emergency declared by GOB, the following measures have been implemented at the Queens Bond Warehouse.

- ❖ Only one (1) container will be examined at a time.
- ❖ Only one (1) importer/agent and a maximum of five (5) loaders will be granted entry to the compound.
- ❖ All persons granted access to the compound will be required to wash hands upon entering the compound.
- ❖ Persons displaying any flu like symptoms will be denied entry or removed from the compound.
- ❖ A strict no loitering policy will be maintained at all times in the compound.
- ❖ No vehicles will be allowed into the compound other than those of the officers stationed there.

The implementation of these measures are to safeguard the health of all persons working in the compound and the community at large.

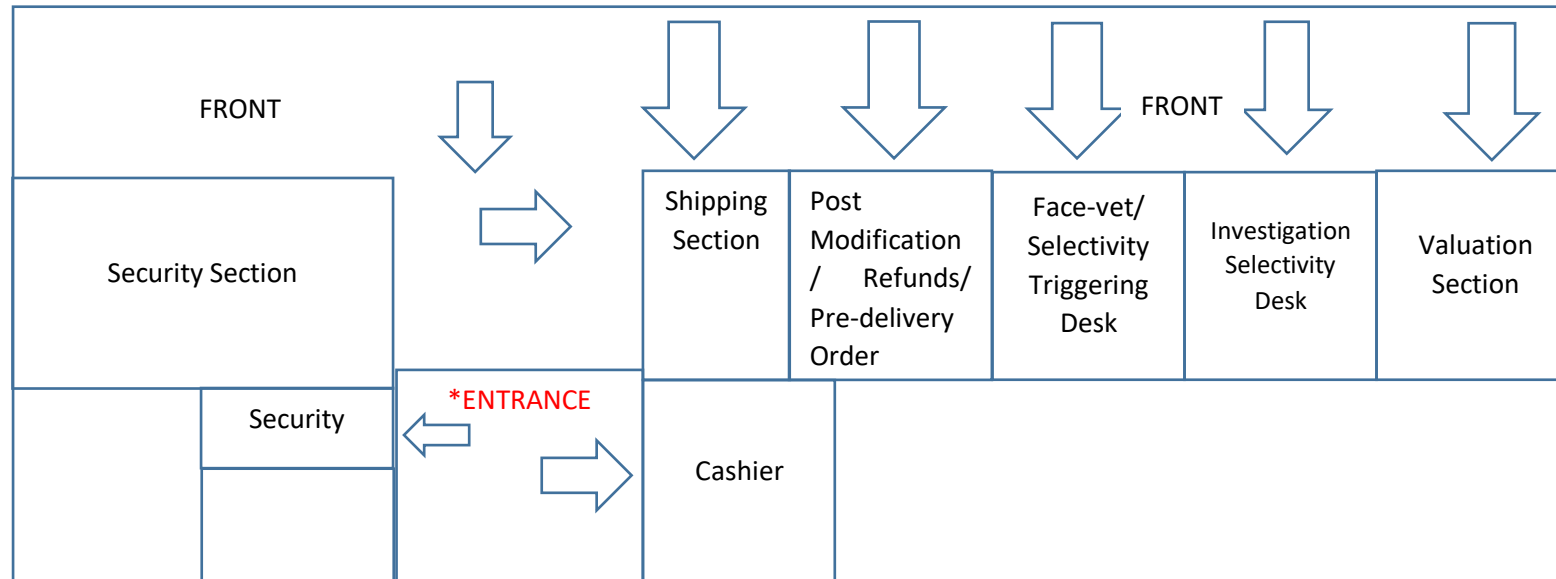
## **Temporary Shipping/ Queens Bond Procedures**

1. **There are currently no cruise ships arriving in Belize.**
2. Cargo ships and private vessels for entering and clearing the following is in place:
  - a. The procedure whereby an officer physically boards a vessel is hereby suspended until further notice.
  - b. Application for services of Customs Officials are submitted via email to the Surveyor: [deborah.mortis@customs.gov.bz](mailto:deborah.mortis@customs.gov.bz)
3. **Arrival of cargo vessels**
  - a. ALL relevant documents i.e. Clearance from last port, Crew's effect declaration, Crew's list, Ship stores, Nil list and manifests should be emailed to the Surveyor:  
  
[deborah.mortis@customs.gov.bz](mailto:deborah.mortis@customs.gov.bz)
  - b. A hard copy of the clearance from last port and Manifest hard copies must now be submitted at the Security Desk at the Customs Headquarters in Belize City
4. **Manifest Amendment**
  - a. Amendments are email to the Surveyor ([deborah.mortis@customs.gov.bz](mailto:deborah.mortis@customs.gov.bz) ) along with receipt to show payment.
  - b. Amendment is verified and processed and email back to the agent with the necessary signatures affix
5. **T1 (Transit Document)**
  - a. Goods are being released to CFZ and EPZ without guard except in extreme cases where a guard on standby will accompany such shipment
6. **Duty Free Fuel**
  - a. This procedure is done via email where the exporter submit entries for released approval from Excise ([excise@customs.gov.bz](mailto:excise@customs.gov.bz) ). Once approval is granted these approved entries are sent to Surveyor where approval is then granted to dispatch without guard or in some cases with guard who is on standby.

# Customs & Excise Department

## Headquarters Building

Caesar Ridge Road, Port Loyola Area, Belize City



\*ONLY AUTHORIZED PERSONS ALLOWED BEYOND THIS POINT.

MUST SANITIZE HANDS, SOLE OF FOOTWEAR; WEAR A PAIR OF GLOVES AND FACE MASK!

### REMINDER

MAINTAIN AT LEAST 3-6ft BETWEEN EACH PERSON

**See diagram for direction to obtain these services**

- ❖ **Cashier Services:**  
Payment of Customs Duties and Taxes
- ❖ **Shipping Services:**  
Transport Document, Entering and Clearing Sea Vessels
- ❖ **Trade Section Services:**  
Post modification of customs entries, Pre-delivery Orders, Refund of Duties
- ❖ **Investigation Services:**  
Investigation Vetting Process
- ❖ **Examination Services:**  
Face-vet of Customs Entries, Selectivity

