



**CUSTOMS AND EXCISE
DEPARTMENT**

**Reform & Modernization
Project**



User's Guide

**Manifest
Amendments**



Table of Content

1. Manifest Amendment Supporting Documents	2
2. Letter to the Comptroller	2
3. Supporting Documents	4
4. Manifest Amendment Template	4



Manifest Amendment Supporting Documents

It has been a long-standing practice for the Customs Department to facilitate the correction of cargo manifest documents to ensure the compilation of proper manifest data that are used for subsequent Customs Declaration processing. However, while Customs is able to process the correction to any manifest data, this activity cannot be done arbitrarily. As proof for the support of any correction done to manifests, the warrant required must be presented to Customs in the form of a Manifest Amendment Request which takes its complete form by way of several documents.

Letter to The Comptroller

The first of these documents is a formal letter written to the Comptroller of Customs by the Carrier-Agent/Consolidator/Courier giving information about changes that they wish Customs to facilitate them with. These changes can include anything from “Wrong Consignee” to “Wrong Quantities” to “Wrong Air Waybill/BOL Nature” to “Wrong Air Waybill/BOL Number”. Below is a sample of what such a letter may appear to be:

Comptroller of Customs
Customs & Excise Department
Belize City
Belize, C.A.

Date: (Letter Date)

Subject: Manifest Amendment Request



Dear Sir,

I am requesting an amendment be made for “Name of Carrier’s vessel or Airline”, Voyage: “Voyage Number of Vessel or Flight Number”, Rotation Number: “xxx”. Kindly add a Master Waybill along with the current information for (Name of Vessel /Airline and Voyage Number or Flight Number goes here) for Belize Consolidator/Courier X. I am requesting this amendment due to the fact that Belize Consolidator/Courier X did not submit their information to us on time. Attached supporting documents shows that two (2) of the shipping agencies did not send in their information while only one (1) responded.

Normally, all of the Consolidators would send their individual manifest information to us via email before or on the day when the vessel or flight (pick one) arrive. Information will show that Belize Consolidator/Courier X did not do this until it was too late which resulted in their manifest information not being added on the Carrier’s manifest. Please note that the manifest for (Name of Vessel /Airline goes here) was registered on (date) at (time), and we did not receive manifest information for Belize Consolidator/Courier X until (time and date). Kindly make amendment to the manifest to include the requested change so we can move forward.

Your Truly,

Carrier-Agent’s Name

And Company Seal.



Supporting Documents

Aside from the letter to the Comptroller, other supporting documents may include invoices, emails, a copy of the original Bill of Lading/Air Waybill and a copy of company waybill with the changes included, or any other documents such as Customs may require from time to time.

Manifest Amendment Template

Below is a template of a Manifest Amendment Request that may be used for Air, Sea, or Land cargo manifests. The contents of this template may be used for manifest amendment documentation on any of the Carrier-Agents/Consolidators/Courier stationery that bears their company logo.



**NAME OF YOUR CARRIER-AGENT OR COURIER COMPANY GOES
HERE**

Manifest Amendment

PHILLIP GOLDSON INTERNATIONAL AIRPORT , BELIZE C.A.

I REQUEST TO AMEND THE INWARD REPORT OF THE

Carrier Name: (eg. Amerijet, TACA, American) goes here ROT Number : Rot. Number goes here

VOYAGE NO: Flight Number goes here

ARRIVAL DATE: Arrival Date goes here

State the reason for the amendment here. Give Details.

(Underline and make **bold** the appropriate choice)

BY ADDING / DELETING / CORRECTING / BLOCKING THE FOLLOWING:

MASTER AIR WAYBILL NO: (If the House Air Waybill to be amended is attached to a Master Air Waybill, enter the Master Air Waybill Number here, otherwise enter "Not Applicable")
AIR WAYBILL NO (Air Waybill Number goes here) CURRENTLY READS AS STATED BELOW:

Shipper: (Enter the Shipper's Name
and Address here as it appears
on the Air Waybill)

Consignee: (Enter the Consignees Name
and Address as it appears on
the Air Waybill)

Goods Description: Enter the description of the goods as it presently appears on the Air Waybill

Total Packages: Total Number of packages goes here

Gross Mass: Total gross mass *in Pounds* goes here



BOL Nature: Enter the Nature of the Air Waybill Here

AIR WAYBILL NO (Air Waybill Number goes here) AMENDED TO READ AS STATED BELOW:

Note: Changes to the waybill are entered in the section below. Any portion of the waybill that is to be amended must reflect that particular change in that particular portion of the waybill

Shipper: (Enter the Shipper's Name and Address here as it appears on the Air Waybill) **Consignee:** (Enter the Consignees Name and Address as it appears on the Air Waybill)

Goods Description: Enter the description of the goods as it presently appears on the Air Waybill

Total Packages: Total Number of packages goes here

Gross Mass: Total gross mass *in Pounds* goes here

BOL Nature: Enter the Nature of the Air Waybill Here

The section below is applicable if the amendment requires that A NEW Air Waybill be created to reflect a change where the existing waybill must be split into one or more supplements to accommodate some change that cannot be accomplished by amending the existing waybill alone.

MASTER AIR WAYBILL NO: (If the House Air Waybill to be amended is attached to a Master Air Waybill, enter the Master Air Waybill Number here, otherwise enter "Not Applicable")
NEW AIR WAYBILL NO. (Air Waybill Number goes here) CREATED TO READ AS STATED BELOW:

Shipper: (Enter the Shipper's Name and Address here as it appears on the Air Waybill) **Consignee:** (Enter the Consignees Name and Address as it appears on the Air Waybill)



Goods Description: Enter the description of the goods as it presently appears on the Air Waybill

Total Packages: Total Number of packages goes here

Gross Mass: Total gross mass *in Pounds* goes here

BOL Nature: Enter the Nature of the Air Waybill Here

Date: _____

Agent: _____

Enter the Date for the Amendment here

Agent's Signature and Company Seal

APPROVED, BEFORE APPROVING THE ALTERATION, I SIGHTED THE FOLLOWING

(To be stamped and signed by the Manifest Officer at P.G.I.A. upon Review of the supporting documents for the Amendment)

**MANIFEST OFFICER
(CUSTOMS P.G.I.A.)**

DATE





(To be stamped and signed by the Surveyor in Belize City **upon amending** the Air Waybill in the System)

SURVEYOR

DATE

