

**MINISTRY OF FINANCE**  
**CUSTOMS AND EXCISE DIVISION**

**NOTICE TO IMPORTERS/EXPORTERS**

**No. 10 of 2011**

**PROCEDURE FOR LOST ORIGINAL DOCUMENT**

**All Importers / Exporters are hereby informed that for the purposes of the Customs and Excise Division, there can only be one (1) original document and therefore ad hoc reprints are not acceptable. The undermentioned procedure should be followed in the event that original Customs Declarations and/or payment receipts are lost or misplaced.**

**(1) An official request for due consideration **must** be submitted to the Comptroller of Customs and Excise with the following attachments-:**

- Original Lost Document Report from the Trinidad and Tobago Police Service.
- Original Affidavit with salient details.
- Copies of relevant Customs Documents.

**(2) This request will be reviewed by the Assistant Comptroller Assessment, Valuations and International Trade who will refer the documents for the attention of the following before the request could be entertained-:**

- Supervisor Preventive for investigation.
- Supervisor Information Technology Unit for validation against the electronic record.
- Accountant I - Revenue for certification of payment details.

A Duplicate/Original can only be allowed by the Assistant Comptroller Assessment, Valuations and International Trade once the above criteria are strictly adhered to and met.

Comptroller of Customs & Excise Division

09.12.11