

# HOW TO CLEAR A BARREL

at the Port of Port of Spain One Stop Barrel Shop

## Documentation Stage

### STEP 1



Collect all relevant shipping documents from your local Shipping Agent.

### STEP 2

On arrival at the One Stop Barrel Shop, take a ticket at the entrance. Have a seat in the waiting area until the number on the ticket is announced.

### STEP 3

When the number is called, proceed to the next available Port CSR at windows 1,2,3 or 4 with your documents for processing. Once processed, have a seat and wait for your name to be announced.

## Processing Stage



### STEP 4

When your name is announced, proceed to the Port's cashier at windows 5 or 6 to make applicable payment(s).

### STEP 5

On completion of payment, your documents will be retained by the Cashier to facilitate location of your cargo. Have a seat until your name is called.

## Customs and Excise - Examination & Payment Stage



### STEP 6

Once your cargo has been brought for examination, you will be called to the examination area. Only person(s) whom the cargo is consigned to or those authorized to conduct the transaction will be permitted in the examination area.

**NB: DRESS CODE FOR THE EXAMINATION AREA**

### STEP 7

In the presence of the Customs Officer, you will empty the contents of your package(s) for examination.

### STEP 8

On successful examination and re-packaging of contents, please proceed to the waiting area, east of the building.

### STEP 9

Once your name is called, proceed to the Customs and Excise Cashier to make relevant payments. Collect release documents as well as other documents from the Cashier.

## Delivery / Loading Stage

### STEP 10



Using the release documents, proceed to contact your driver, informing that he/she may enter the facility. **NOTE: The relevant documents (THE GREEN COPY OF INVOICE AND DELIVERY NOTE) must be passed to him/her to gain authorized entry to the facility.** You are to proceed to the Delivery Waiting Area where you will take a ticket and wait for the number to be called. The driver parks around the eastern side of the building in the designated area until ready for loading.

### STEP 11

When the number appears/is called, proceed to the Delivery Area with the designated driver and present all documents to the Delivery Clerk. After processing, proceed to the Port Police in the delivery area for final document and cargo checks.

### STEP 12

Once all processing and checks are completed, the cargo may be loaded onto the vehicle. All documents will be returned to you.

### STEP 13

Complete final checks at the gate by the Port Clerk and the Port Police.