



PORT OF PORT OF SPAIN

The Cargo Handling Business Unit of The Port Authority of Trinidad and Tobago

Administration Building, Dock Road, Port of Spain, Trinidad, West Indies.

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Dear Stakeholders,

PROCEDURAL REQUIREMENTS AT THE PORT OF PORT OF SPAIN

Please be guided by the following procedural requirements at the Port of Port of Spain:

1. Templates of Letters of Authorisation which are to be presented to the Cargo Accounts Office : can be found on our website - http://www.patnt.com/cargo_handling.php?mid=71
2. Application process for a Wharf Pass – <http://www.patnt.com/content/535.pdf>
3. Customs Brokers/Clerks and Apprentices are required to have the following when effecting the delivery of cargo at the Spectrum Facility:
 - Clearly displayed valid Wharf Pass.
 - Clearly displayed valid Customs Broker's/Clerk's Identification.
 - Bill of Lading and any other related shipping documents which have been approved by Customs & Excise and processed by the Port Authority of Trinidad and Tobago.
 - Release Order from Customs and Excise Division.
 - Delivery Note from the Port Authority of Trinidad and Tobago.
 - Copy of PATT Store Rent Invoice.
 - Copies of valid PATT Wharf Pass, valid Customs Broker's/Clerk's Identification and Letter of Authorization which has been approved at the Cargo Accounts Office.

Respectfully,

CEO PPOS (Ag.)
Patricia Persad