



CUSTOMS DEPARTMENT

NOTICE TO AGENTS - SUBMISSION OF INWARD MANIFEST

- **The master, owner or duly authorized agent of a ship or aircraft may submit partial inward manifest to the Director-General after loading in each port of departure.**
- **Economic operators may submit their Bill of Entry as soon as the partial inward manifest is submitted.**
- **Whenever the master, owner or duly authorized agent of a ship or aircraft is amending a manifest, he shall clearly mention in the request for amendment (addition/deletion) whether it pertains to partial inward manifest or final inward manifest.**
- **No fee is applicable for any request for amendment (addition/deletion) relating to partial inward manifest.**
- **As per Section 49 of Customs Act, the master, owner or duly authorized agent of a ship or aircraft shall submit inward manifest to the Director-General within the statutory period.**
- **For ships arriving –**
 - **from Reunion Island and Republic of Madagascar, inward manifests should be submitted not later than 5 hours before arrival; or**
 - **from any other port, not later than 24 hours after loading in the last port of departure.**



- **For aircraft, where the flight duration –**
 - **does not exceed 4 hours, at the time the wheels of the aircraft reach its body after take-off;**
 - **exceeds 4 hours, not later than 4 hours before arrival.**

- **Amendment fee will be applicable on a consignment basis on all requests for amendment submitted after the submission of the full and complete inward manifest.**

Amendments to Section 49 of the Customs Act and Regulations 20A and 22 of the Customs Regulations 1989 have come into operation on 1 December 2016.

06 January 2017

MRA, CUSTOMS DEPARTMENT