



# JAMAICA CUSTOMS AGENCY

## DECLARATION CANCELLATION PROCEDURE

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Date: June 1, 2018

# What is a cancellation?

This is a process of removing a validated and assessed declaration and subsequent restoration of the weight and packages previously written off from a waybill.



# Accepted Reasons for cancellation of a Paid Declaration

- Incorrect Office of Destination/Dispatch (Box A)
- Incorrect Regime Type (Box 1)
- Change of Exporter/Consignor (Box 2)
- Importer/Consignee (Box 8)
- Principal (Box 50)
- Guarantee (Box 52)
- Splitting of Waybill

The image shows a sample of a Jamaican Customs Declaration Form (C87e) with several key areas highlighted in red boxes to illustrate common reasons for cancellation:

- Box A (Office of Destination/Dispatch):** Located at the top right, containing the registration number and commercial reference number.
- Box 1 (Regime Type):** Located at the top left, containing the regime type.
- Box 2 (Exporter/Consignor):** Located in the upper middle section, containing the name and address of the exporter/consignor.
- Box 8 (Importer/Consignee):** Located in the middle section, containing the name and address of the importer/consignee.
- Box 50 (Principal):** Located in the lower middle section, containing the name and address of the principal.
- Box 52 (Guarantee):** Located at the bottom left, containing the name and address of the guarantor.

The form includes various other fields such as 'Declarant/Representative', 'Country of origin', 'Country of destination', 'Commodity code', and 'Valuation basis'. The bottom of the form features a signature line for the principal and a stamp area.

# STEP 1

- Visit Jamaica Customs Agency Website to request cancellation

<https://www.jacustoms.gov.jm/cancellation-request>

- Complete and submit Cancel Request Form

**NB: All information must be accurate**

# Cancel Request Form

Declaration Status: \*

Paid ▼

Customs Office Code: \*

JMKWL ▼

Customs Office Name:

KINGSTON WHARVES LIMITED

Regime Type: \*

IM4 ▼

Procedure Code: \*

4000 ▼

Broker No.:

JOHN BROWN

Declarant/Broker TRN: \*

0010010010010

Declarant/Broker Name: \*

JOHN BROWN CUSTOMS BROKERS

Importer TRN: \*

0020020020020

Importer Name: \*

JANE DOE

Customs Declaration No.: \*

C12345

The 'C' number.

# Cancel Request Form

Date of declaration: \*

May ▼ 25 ▼ 2018 ▼ 

Commercial Reference number: \*

INTERNAL REF #

Name of Requester: \*

JOHN DOE

Contact Number: \*

876555555

Email: \*

cbaj00@cwjamaica.com

Select all that applies.

Cancellation: \*

INCORRECT EXPORTER/CONSIGNOR (BOX 2)  
INCORRECT DESTINATION/DISPATCH (BOX A)  
SPLITTING OF A WAYBILL  
INCORRECT REGIME TYPE (BOX 1)  
INCORRECT IMPORTER/CONSIGNEE (BOX 8)

Reason for Cancellation: \*

OFFICE OF DESTINATION SHOULD BE JMKCT INSTEAD OF JMKWL

# Steps 2 - 5

- Complete and register subsequent declaration
- Provide declaration reference number
- Promissory Note is prepared
- Declaration is paid

**NB: If additional duties are payable, you are required to be present with same before Promissory Note can be prepared**



Thank You