



GOVERNMENT OF SAINT LUCIA
MINISTRY OF FINANCE
CUSTOMS & EXCISE DEPARTMENT

NOTICE
NO. 17 of 2025

CUSTOMS NOTICE OF OCTOBER 31, 2025

Clearance of Non-Commercial Shipments on the Simplified Declaration

The Customs and Excise Department wishes to inform Customs Brokers and Courier Agents of changes in procedure for the clearance of non-commercial shipments using the Simplified Declaration (SD) model of declaration as follows:

- Effective November 17, 2025, it will be mandatory to input a consignee/importer code in box No. 8 on the Single Administrative Document (SAD). The acceptable form of identification is the National Insurance Corporation (NIC) number. The consignee/importer code must begin with the letters "NI" followed by the 6-digit NIC number, e.g. *NI012345*. For non-nationals, the ID must be either a passport or driver's license in which case the consignee/importer code must begin with the letters "PP" or "DL" followed by the digits and the 2-letter country code of the issuing country, e.g. *PP123456789US* or *DL123456789JM*.
- A scanned copy of the consignee's ID must be uploaded as an attachment with the SAD. The saved scan can be referenced multiple times for future consignments of the same consignee.

Ava Marius (Mrs.)
Comptroller of Customs (Ag.)