



GOVERNMENT OF SAINT LUCIA
Ministry of Finance
CUSTOMS & EXCISE DEPARTMENT

CUSTOMS PUBLIC NOTICE NO. 4 OF FEBRUARY 20, 2026

DIGITAL PROCESSING OF FORM 19.01 FOR CONCESSIONARY SHIPMENTS

In an effort to further streamline the Customs clearance process and reduce both cost and processing time, the Customs and Excise Department will be leveraging the digital processing of items cleared under concession where Form 19.01 is required.

Effective March 09, 2026, the following procedures shall apply when assessing Single Administrative Documents (SADs) for shipments requiring a Form 19.01:

1. The Form 19.01 must be processed by all relevant authorities and must bear the appropriate declaration duly signed by the concessionaire prior to being uploaded to facilitate assessment of the related SAD.
2. The routine lodgement of physical Form 19.01 documents at Customs Headquarters in Castries and the sub-office in Vieux-Fort shall be discontinued, unless specifically requested by the proper officer (Concession Approval Officer).
3. All items cleared by way of a concession must be processed digitally, with approval being signalled through routing of the item to the Green Lane or Blue Lane, as applicable.
4. Where a SAD contains one or more items cleared under concession, Customs Release Orders shall not be issued unless the applicable concession has been approved by the designated Customs officer.
5. Routing of a SAD to the Query Lane for the purpose of uploading a Form 19.01—due to the declarant's failure to comply with Item #1 above - will be treated as an infraction of the applicable Customs laws and regulations.
6. Customs retains the right, as part of its control mechanisms or for business continuity purposes, to request the physical lodgement of Form 19.01 where deemed necessary.
7. All Customs approvals of concessions shall be managed centrally at the Customs Headquarters in Castries.

We thank all stakeholders for their cooperation as we continue to modernise and enhance the efficiency of the Customs clearance process. Members of the public who require further information are encouraged to contact the Customs and Excise Department via email customsdept@customs.gov.lc or telephone numbers 468-4800/62.

Sherman T. G. Emmanuel (Mr.)
Comptroller of Customs