



BELIZE CUSTOMS & EXCISE DEPARTMENT

## MEMORANDUM

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TO: ALL IMPORTERS AND AGENTS

FROM: Dr. Gilbert Gordon  
Deputy Comptroller of Customs, Operations  
Customs & Excise Department

DATE: August 28, 2023

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**SUBJECT: CLEARANCE OF GOODS ON BEHALF OF IMPORTERS/CONSIGNEES**

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The Customs & Excise Department is taking measures to strengthen its enforcement and compliance processes for the clearance of goods.

As such, please be informed that **All** persons who intend to conduct business with the Customs and Excise Department on behalf of any other person are reminded of the requirement under section 10 of the Customs Regulations Act, Chapter 49 of the Substantive Laws of Belize for agents to show authority from the person on whose behalf he/she is acting. Section 10 provides:

*“Whenever any person makes application to any officer of Customs to transact any business on behalf of any other person, such officer may require of the person so applying to produce a written authority from the person on whose behalf such application is made, and in default of the production of such authority refuse to transact such business.”*

The Customs & Excise Department therefore advises that effective Friday 1st September 2023, any person transacting any business at the Customs and Excise Department on behalf of any other person is required to comply with the following:



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1. Produce to the officer of Customs a written authority from the person on whose behalf the application to transact business is being made.

2. A written authority shall include:

a. Full name of applicant, address, telephone number

b. Full name of authorized person, address, telephone number

c. Nature of business to be transacted

c. Valid Identification Card (passport, driver's license, Social Security, Voters ID of both applicant and authorized person

d. Validation by a Justice of the peace with an affixed signature and stamp of the JP on the written authorization

Kindly note that the production of written authority is **NOT** required for the clearance of goods *via* a Single Administrative Document (SAD).

All persons who intend to import are encouraged to comply with the laws and regulations of Customs as voluntary compliance can contribute to reduced customs clearance time.

Your usual cooperation is highly anticipated.

  
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Dr. Gilbert Gordon  
COMPTROLLER OF CUSTOMS