



Appendix 2 – Manifest Field Guide

<b>MANIFEST</b>		<b>Description of required manifest data</b>	
<b>DESCRIPTION</b>	<b>ACTION</b>	<b>USE</b>	
Office code	Mandatory	The Customs Office where manifest will be processed	
Voyage/Flight number	Mandatory	The ‘voyage/flight number’ is the number given by the ship or aircraft operator to a particular voyage from one point to another inclusive of all intermediate stops.	
Date of departure	Mandatory	The ‘date of departure’ is the date on which the ship or aircraft started its voyage. If the ship or aircraft stopped at several ports before reaching the Turks and Caicos, then the date of departure would be the date when the ship or aircraft left the first port.	
Date of arrival	Mandatory	The ‘date of arrival’ is the date on which the ship or aircraft arrives in the territorial limits of the Turks & Caicos Islands.	
Time of arrival	Mandatory	The ‘time of arrival’ is the time when the vessel or aircraft arrives in the Turks and Caicos Islands.	
Place of departure	Mandatory	The ‘place of departure’ is the location or port code from where the ship or aircraft started its voyage. The codes are from UN/LOCODE list.	
Place of destination	Mandatory	The ‘place of destination’ is the location or port code to where the ship or aircraft arrives to discharge cargo. The codes are from UN/LOCODE list.	
Agent code	Mandatory	This is the code that identifies the agent responsible for submitting the manifest on behalf of a carrier. It is a code assigned by the Customs and Excise Division.	
Mode of transport	Mandatory	The ‘mode of transport’ recognises the means by which the cargo was imported into or exported from the country, e.g. air, sea, parcel post. The International Standard Codes (ISO) for means of transport must be used in this field.	
Carrier	Mandatory	The name of the carrier/principal transporting cargo to/from the Turks & Caicos, e.g. Tropical shipping, Turks Air etc.	
Nationality	Mandatory	The ‘nationality of transport’ is the country in which the transport unit is registered. The International Standard Codes (ISO) alpha-2 country codes must be used in this field.	
Id. Transport	Mandatory	The ‘identification of the transport unit’ (e.g. vessel’s name).	



<b>MANIFEST</b>		<b>Description of required manifest data</b>	
<b>DESCRIPTION</b>	<b>ACTION</b>	<b>USE</b>	
IMO/IATA Registration No.	Mandatory	The 'IMO/IATA registration number' is the reference of the document registering the vessel or aircraft	
Registration date	Mandatory	The 'registration date' is the date when the vessel/aircraft was registered.	
Master/Captain name	Mandatory	The 'Master name' is the name of the Master of the ship or aircraft. There are three fields to hold information related to the Master.	
Total Bills	Mandatory	The 'total number of bills' is the count of all bills of lading or Air Waybills included in the manifest.	
Total Packages	Mandatory	The 'total number of packages' is the sum of all the packages for Turks and Caicos.	
Total Containers	Mandatory	The 'total number of containers' is the sum of all containers carrying cargo to be landed in the Turks and Caicos.	
Total Gross mass	Mandatory	The 'total gross weight' is the sum of the weight of all cargo landed in the Turks and Caicos.	
<b>BILL OF LADING / AIR WAYBILL SEGMENT/Description of required BOL/Airway Bill Data</b>			
Office code	Mandatory	The Customs Office where manifest will be processed	
Year of registration	Mandatory	The year of registration of the manifest.	
Registration number	System	The sequential number assigned to a manifest at registration	
Line number	Mandatory	The 'line number' is a sequential number used to identify each Bill of Lading or Air Waybill in the manifest.	
Sub line number	Mandatory	The 'sub-line number' is a sequence number used to identify each house Bill of Lading or Air Waybill when a master (consolidated cargo) is under degroupage.	
Date of arrival	Mandatory	The 'date of arrival' is the date on which the ship or aircraft arrived in the territorial limits of the country.	
Time of arrival	Mandatory	The 'time of arrival' is the time when the vessel or aircraft arrived in the country.	
Voyage/Flight number	Mandatory	The 'voyage/flight number' is the number given by the ship or aircraft operator to a particular voyage from one point to another inclusive of all intermediate stops.	



CUSTOMS MANIFEST PROCEDURE

DESCRIPTION	ACTION	USE
Date of departure	Mandatory	The 'date of departure ' is the date when the ship or aircraft started its voyage
B/L Type	Mandatory	The 'type of Bill of Lading' is the code which identifies the type of transport document issued (i.e. '710' for a House Bill of Lading, '711' for consolidated Master Bill of Lading, 'AWB' for Air Waybill, 'MAB' for Master Air Waybill ).
B/L Reference no.	Mandatory	The 'Bill of Lading reference number' is the number which uniquely identifies the Bill of Lading or Air Waybill.
Nature	Mandatory	The 'nature' is the manner in which the goods will be treated. These are indicated by the codes 22 (exports), 23 (imports), 24 (in-transit), and 28 (transshipment).
Previous document	System	The 'previous document' is a reference to the Master Bill of Lading or Air Waybill when viewing a degrouped House BL/AWB.
Unique Consignment Reference (UCR)	Conditional (Mandatory for Exports)	The 'unique consignment reference' is to be used only for exports. All export Bills of Lading or Air Waybills must identify the export declaration registration number in this field. The system will prompt you to enter the Year, Serial Letter, Registration number and date (dd/mm/yyyy) of registration.
Place of loading	Mandatory	The 'place of loading' is the location or port where the cargo was loaded on board the ship or aircraft. The system uses the UN/LOCODE list.
Place of unloading	Mandatory	The 'place of unloading' is the location or port where the cargo will be discharged from the ship or aircraft. The system uses the UN/LOCODE list.
Name of Exporter/ Shipper	Mandatory	The 'name of Exporter/Shipper' is the name of the person/company sending cargo destined to/shipped from the Turks & Caicos Islands.
Address 1 to 4 Shipper	Mandatory	The 'address of shipper' is the address of the person/company sending cargo to/from the Turks and Caicos Islands. There are four fields to cover address, city, region/state, and country from where cargo is being shipped.
Consignee Code	Optional	The 'consignee code' is the code given by the Customs and Excise Division to a person/company importing cargo into the Turks and Caicos Islands.
Consignee Name	Conditional	The 'consignee name' is the name of the person/company stated on the BL/AWB to whom delivery of cargo is promised and/or title is passed. This field is mandatory only when the consignee code field is left empty.



CUSTOMS MANIFEST PROCEDURE

[REDACTED]		
DESCRIPTION	ACTION	USE
Address 1 to 4 Consignee	Mandatory	The 'consignee address' is the address of the consignee in the Turks and Caicos Islands. This field is mandatory only when the consignee code field is left empty. There are four (4) fields available to complete this data.
Notify Code	Optional	The 'notify code' is the identification of the person who requires notification upon arrival of goods.
Notify Name	Optional	The 'notify name' is the designation of the party who may also have an interest in the cargo (e.g. financial institution).
Address Notify 1 to 4	Optional	The 'notify address' is the address of the person who requires notification upon arrival of the cargo.
Total containers	Mandatory	The 'total number of containers' is the sum of all the containers on the Air Waybill or Bill of Lading. If there are no containers, the number '0' must be inserted.
Status B/L	System	The status identifies the stage of each Bill of Lading or Air Waybill, e.g. HSE-house, MST-master non-degrouped, UDG-master under degroupage, DEG-master degrouped, HDG-house under degroupage.
Item B/L	System	The 'item B/L' identifies the number of sub-lines for each Master Bill of Lading.
Type of packages	Mandatory	The 'type of packages' is a description of the object in which cargo is packed for transportation, e.g. cartons-CT, box-BX. Unpacked cargo must be entered as such, i.e. NE, NF or NG.
Marks & Numbers 1 to 10	Optional	The 'shipping marks' are the markings that the shipper affixes on the packages to identify his/her cargo. It follows no particular sequence and can be any set of words, numbers or other signs. There are ten (10) fields available for data regarding marks and numbers.
Packages	Mandatory	The 'packages' is the piece count of all packages stated on each Bill of Lading or Air Waybill.
Gross mass (kg)	Mandatory	The 'gross mass' is the sum of the weight of all cargo on each Bill of Lading or Air Waybill stated in kilograms.
Volume	Mandatory	The 'volume' is the cubic measurement of the cargo stated on each Bill of Lading or Air Waybill. It must be calculated in cubic metres.



[REDACTED]		
DESCRIPTION	ACTION	USE
Description of cargo 1 to 5	Mandatory	The 'description of cargo' is the narrative that portrays the type of cargo being transported. The description must be explicit. It must not include terms such as STC (Said to Contain), FAK (Freight of All Kinds), clothing, demonstration samples, tiles, foodstuff etc. Acceptable terms would be men's leather shoes, ceramic tiles, women's pants of cotton, rice in packages etc. There are five (5) fields provided to describe the cargo.
Location code	Mandatory	The 'location code' is used by the Customs or Port Operator to identify the exact place in the Port or shed where the cargo is located.
Sub-location code	Optional	The 'sub-location' is a more precise location that describes where in the transit shed the cargo is located.
P/C Indicator	Optional	The 'pre-paid/collect indicator' identifies if freight cost for this Bill of Lading or Air Waybill was pre-paid [P] or collect [C].
Amount	Optional	The 'amount' describes the amount to be collected from the consignee of the shipment before delivery.
Amount's currency code	Optional	The 'currency' code for the amount to be collected from the consignee of the shipment before delivery.
Customs value	Optional	The 'value declared for Customs' is the worth of the cargo which the importer or exporter intends to declare to Customs.
Customs value currency code	Optional	The 'currency of Customs value' is the actual currency in which the payment for the cargo is quoted.
Freight cost	Mandatory	The 'freight amount' is the cost of the freight.
Freight cost currency code	Mandatory	The 'freight currency' is the actual currency in which the payment for freight is quoted.
Insurance	Optional	The 'value declared for insurance' is the cost of the insurance.
Insurance currency code	Optional	The 'currency code for insurance' is the actual currency in which the payment for insurance is quoted.
Loose cargo number of seals	Optional	The 'number of seals' is the count of the seals affixed to the loose packages –non-containerised.
Marks of seal 1	Optional	The 'marks of seals' are the markings that identify the seals placed on the packages.



DESCRIPTION	ACTION	USE
Marks of seal 2	Optional	The 'marks of seals' are the markings that identify the seals placed on the packages.
Sealing party	Optional	The 'sealing party code' is the code used to identify entity affixing the seals.
Additional information 1 and 2	Optional	The 'additional information' is for any other relevant information which the carrier or agent deems necessary. There are two (2) fields for this purpose.
<b>CONTAINER SEGMENT/Description of Container required data</b>		
Container number	Mandatory	The 'container number' is the BIC number that identifies a container. It comprises an owner/operator code of four (4) letters, a serial number of six (6) numerals, and one last check digit, (e.g. BICU1234565). It complies with the ISO 6346 standard.
Type of container	Mandatory	The 'type of container code' is the size and type codes in accordance with DIN ISO 6346. The first digit indicates the length of the container. The second digit indicates height and whether or not gooseneck tunnel is present. The third digit indicates the container type and the fourth digit indicates special features.
Empty/Full indicator	Mandatory	The 'empty/full indicator' describes the container load i.e. FCL/LCL.
Seal number 1	Optional	The 'seal number' represents the reference of an affixed seal.
Seal number 2	Optional	The 'seal number' represents the reference of an affixed seal.
Seal number 3	Optional	The 'seal number' represents the reference of an affixed seal.
Sealing party	Optional	The 'sealing party code' is the code used to identify the entity that sealed the container.