



GOVERNMENT OF BERMUDA  
Ministry of Finance

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Customs Department

# **Public Notice 12**

## **Submitting BCDs Electronically**

**16<sup>th</sup> March 2009**

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## **1 Introduction**

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### **1.1 Who should read this notice?**

This notice is relevant to importers, any agent of an importer, and any express consignment operator interested in submitting electronic BCDs (“e-BCDs”) to the Customs Department.

### **1.2 What is this Notice about?**

With the introduction of the Customs Automated Processing System (“CAPS”), a complete review of the way Customs receive information has taken place. The submission of information electronically is a core element of the revised procedures introduced as part of CAPS.

This notice is intended as a practical guide for those declarants interested in submitting e-BCDs to the Customs Department.

### **1.3 What is the relevant law?**

In general, the laws pertaining to the importation and export of goods are the Revenue Act 1898 and the Customs Tariff Act 1970.

You may gain access to the above legislation and other Bermuda laws by visiting the Bermuda Laws Online website, [www.bermudalaws.bm](http://www.bermudalaws.bm).

### **1.4 Definitions of Terms used in this Notice.**

In this Notice, unless the context otherwise requires -

“the Act” means the Revenue Act 1898;

“BCD” means Bermuda Customs Declaration;

“declarant” means the person who is responsible for signing a declaration or statement. For the purposes of this Public Notice, the declarant will refer to the person signing a manual BCD, or the person submitting the e-BCD.

### **1.5 How do I obtain further information?**

If you require further details or assistance regarding submitting BCDs electronically, please contact Bermuda Customs at the following locations:

Hamilton Commercial Operations  
Principal Customs Officer or Senior Customs  
Officer of the Longroom

Airport Commercial Operations  
Principal Customs Officer or Senior Customs  
Officer of the Longroom

The Custom House  
40 Front Street  
Hamilton HM 12

L. F. Wade International Airport  
Cahow Way  
St. George’s

PO Box 2084  
Hamilton HMX

Telephone: (441) 293-2424  
Fax: (441) 293-1418

Telephone: (441) 295-4816  
Fax: (441) 295-5392

You can access or download an electronic copy of this and other Customs Public Notices by visiting the Customs Department page, under the Ministry of Finance, on the Bermuda Government Portal, [www.gov.bm](http://www.gov.bm).

## **2 ELECTRONIC BCD PROCESSING**

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### **2.1 How does the scheme work?**

- A BCD can be submitted electronically, either in advance of the goods arriving (pre-lodgement) or after the goods have arrived;
- The Declaration is submitted by transferring a single file per BCD to Customs' File Transfer Protocol (FTP) site (see Appendix – Section 4.1 and Section 4.2 for the BCD file format);
- The CAPS system will first perform a file format check. If the format is not correct an error message is generated (see Appendix – Section 4.3). If the file format is correct, the next step is executed;
- The CAPS system will send an e-mail message notifying the trader that the e-BCD has been received and confirming your (CAPS application assigned) BCD Entry Number (see Appendix – Section 4.4). The system will proceed to validate the entry against static data tables. If errors are found in the codes used, your entry will be rejected and a query message generated (see Appendix – Section 4.5);
- Your BCD will be reviewed by a Customs Officer;
- Depending on the actions performed by the system you will either be allocated a Goods Release Note (see Appendix – Section 4.7) or informed by an Officer generated query message (see Appendix – Section 4.6) that Customs may require additional information or that the goods will be examined prior to release.

### **2.2 What is FTP, and why was it chosen?**

- FTP stands for File Transfer Protocol. It is the international standard for movement of files across the internet.
- This technology was chosen, as it is the cheapest and most accessible method of file transfer. Other methods, such as EDI, or Electronic Data Interchange, are expensive to set up, more complicated to use, and have a per-transmission cost structure. FTP requires an internet connection and a cheap (or free) piece of transmission software.
- Traders will have the ability to send files using the secure FTP method.
- The Customs Department is using WS\_FTP Server (by Ipswitch). This server complies with the current internet standard for FTP protocol. Trader can use a FTP client that complies with this protocol, such as WS\_FTP Pro or LE clients, to connect to the server and transfer files.

### **2.3 Who provides the software to create the BCD?**

- Customs do not provide software to electronically format and transmit a BCD.
- Traders wishing to implement BCD production software have 3 options:
  1. Create a new system in line with published guidelines and formats
  2. Amend their existing systems in line with published guidelines and formats
  3. Buy an off-the-shelf package from a local supplier to format and transmit BCDs
- All options require the Trader to apply to Customs for permission to submit information electronically.

- Customs do not recommend the use of any particular product. Each trader must consider the cost of implementing their own system versus buying an off-the-shelf package, and also whether the expense of implementing such a system is justified based on the frequency and complexity of declarations submitted.
- Traders who choose not to adopt electronic submission methods can continue to submit BCD manually. We would recommend that importers retain the ability to complete and submit manual declarations should either systems become unavailable.

#### **2.4 What if I want my system to create a paper BCD?**

- Customs will accept a BCD created by a Trader's system, as long as it conforms to the following standards:
  1. The overall look of the document must be similar to the published standard BCD (see website for details - [www.customs.gov.bm](http://www.customs.gov.bm)).
  2. The document must be printed one side only.
  3. The first page must contain the header and the first record.
  4. Subsequent pages must contain three records.
  5. Fields on the BCD must be clearly numbered.
  6. No additional working (sub-totals, calculations) should be shown.
- Once you have developed the BCD format, it must be approved by Customs prior to use. A printed example must be provided for review and feedback.
- Once approved, the document may be used in the same way that a paper BCD is used.

#### **2.5 Can I email my electronic or system created BCD?**

- **No.** Approved traders must use the FTP link if they wish to transmit electronically unless otherwise advised by Customs. Electronically created paper BCDs must be presented by hand at a Customs Longroom for processing.

#### **2.6 What assistance does Customs provide?**

- All necessary code lists and file formats are obtainable free-of-charge in downloadable form from the internet ([www.customs.gov.bm](http://www.customs.gov.bm)).
- The CAPS team may be contacted with any specific questions regarding technical aspects, preferably by email ([customs@gov.bm](mailto:customs@gov.bm)).
- The CAPS team will review any draft specifications and assist with testing prototype file transmissions (provided advance notice is given).

#### **2.7 Are there any costs associated with the Scheme?**

- There are no direct costs as such, other than those involved in implementing a computerised solution for communicating with Customs and accessing Customs FTP site.
- The Bermuda Government, Information Technology Office will be hosting the FTP site on behalf of the Customs Department. ITO will setup and provide the FTP accounts required, which currently will be at no cost to the Trade.
- The Customs Department will arrange with ITO for your account to be set up once your system has been approved.

#### **2.8 What security is provided for the messages that I send?**

- ITO FTP accounts are username and password protected. You have your own directory for posting and collection of messages.

- No other trader can gain access to these messages. Only Customs and the ITO technical staff have access to your data.
- With increased need for security, ITO will also provide secure FTP for traders requiring a higher security level of service. Contact the CAPS Team for more information.

## **2.9 Who provides support once my system is in place?**

Support can be broken down into three main categories:

- 1) Support for your software is the responsibility of your own internal systems department or external software supplier.
- 2) Support for the FTP site (availability, user ID and password issues) is provided by the CAPS Systems Support staff.
- 3) Support for specific validation, rejection and clearance message issues is provided by Customs, in the form of the CAPS Systems Support. A helpline number will be provided prior to implementation of the system.

## **3 Application**

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### **3.1 How do I apply for the scheme?**

If you wish to apply for the scheme, please complete the application form contained in Appendix Section 7. A pre-requisite of this application is the CAPS Trader ID. If you do not have a CAPS Trader ID, please apply on-line at [www.customs.gov.bm](http://www.customs.gov.bm) or collect an application form from a Customs Longroom.

### **3.2 Will Customs approve me for the scheme?**

- Before being allowed to operate the scheme you will need to be approved by Customs, who will consider your compliance history and other factors.
- However, it is intended to make this scheme available to as many companies as possible. Once your application is submitted, Customs will arrange to visit you and to review your systems. You will then be asked to process a number of test messages. Providing these are sent and received successfully and you are able to interpret the responses then you will be approved by Customs to operate the scheme.
- Approvals will be in the form of a letter from Customs.
- The basic test for using this scheme will be the ability to demonstrate that you can send and receive information electronically to Customs. If there are problems with the submission of data then your clearances will be delayed. If Customs continue to encounter problems with your Declaration submission then you may be removed from the scheme.

## 4 APPENDIX

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### 4.1 BCD File Format

#### 1. Background

One of the objectives of the CAPS system is to provide the ability to receive Customs declarations in an electronic format. The electronic format will be based on the layout of the paper based BCD.

#### 2. Details

Attached are tables, which define the proposed format of the e-BCD. Each table defines the content of a single line or record from the file. The explanatory notes, which accompany the manual BCD, define the individual fields.

### 4.2 Notes

- a) Each BCD will be in a separate comma delimited ASCII text file. As the file is comma delimited, field data must be stripped of commas for the file to be validated (e.g. Address lines, descriptions of goods, additional information)
- b) The relationship between the electronic BCD elements is as follows:
  - Each BCD must have a *Header* containing data from the generic part of the BCD (fields 1–14)
  - Each *Header* may have one or more *Container* lines (field 4c)
  - Each *Header* may have one or more *Additional Information* lines (field 7)
  - Each *Header* may have one or more *Charges & Deductions* (field 9)
  - Each *Header* may have one or more *House Bill of Lading* Lines (field 4b)
  - Each *Header* must have one or more *Records* relating to the declared goods (fields 15-28)
  - Each *Record* may have one or more *Charges and Deductions* (field 26)
  - Each *Record* may have one or more *Duty / Tax* elements (field 27)
  - Each *Record* may have one or more *Additional Information* lines (field 28)
  - Each BCD must have a *Trailer* detailing the number of lines in the Electronic BCD file.
- c) The records must be listed in the correct order e.g.:

#### Header

Header Charges and Deductions

Container(s)

Header Additional Information

Header House Bill of Lading

#### Record (1)

Record (1) Charges (1)

Record (1) Charges (2)

Record (1) Duty Tax(1)

Record (1) Duty Tax (2)

Record (1) Additional Info

#### Record (2)

Record (2) Charges (1)....

#### Trailer

**d)** The fields required to be completed for each entry type will be further defined in a separate TCC notice (BCD and explanatory notes).

**e)** Each file will be named by the trader using the following convention:

**TRADER ID + DATE (DDMMYYYY) + SEQ NUMBER (FOR THIS DAY)**

e.g. 10000015032004.001 (First BCD for Trader 100000 on 15 March 2004)  
10000015032004.002 (Second BCD for Trader 100000 on 15 March 2004)  
10000015032004.003 (Third BCD for Trader 100000 on 15 March 2004)

#### 4.2.1 BCD File Format Tables

KEY	F	Fixed length field
	FO	Fixed length field (optional)
	M	Maximum length field
	NUM	Number including decimal places where specified

#### BCD Header

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R10"
2	Supplier ID	FO	6		Optional
3	Supplier Name	M	40		
4	Supplier Address 1	M	30		
5	Supplier Address 2	M	40		
6	Supplier Post Code	M	6		
7	Supplier Country	F	30	Country	
8	Importer ID	F	6		Assigned by HM Customs
9	Importer Name	M	40		
10	Importer Address 1	M	30		e.g. Building, Street
11	Importer Address 2	M	40		e.g. Parish
12	Importer Post Code	M	6		
13	Importer Country	M	30	Country	
14	Vessel/Airline	M	3	Vessel	
15	Voyage/Flight Number	M	10		
16	Port of Arrival	M	3	Port of Arrival	
17	Arrival/Departure Date	M	10		DD/MM/YYYY
18	Manifest	M	20		
19	Master BOL/AWB	M	20		
20	Country (dispatch)	F	2	Country	
21	Country (original)	F	2	Country	
22	Warehouse ID	F	4		Assigned by HM Customs
23	OGD Payment Code	M	3		
24	OGD Cost Code	FO	5		
25	OGD Object Code	FO	4		
26	OGD Subsidiary Code	FO	5		
27	OGD Explanation	M	30		
28	Valuation Method	F	3	Valuation Method	
29	Total Packages	NUM	6		
30	Total No.of Records	NUM	3		
31	Total Invoice	NUM	11		2 decimal places
32	Total Payable	NUM	11		2 decimal places
33	<i>Declarant Name</i>	M	30		<i>e.g. who is making declaration?</i>
34	Declarant Company ID	F	6		Assigned by HM Customs
35	Declarant Date	M	10		DD/MM/YYYY
36	Declarant Capacity	M	20		
37	Trader Reference	M	40		
38	BCD Type	F	1		"I" or "E" or "D" or "A"

**BCD Header Charges & Deductions**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R20"
2	Charge Code	FO	3	Charges & Deductions	
3	Percentage	NUM	6		2 decimal places
4	Amount	NUM	11		2 decimal places

**BCD Container**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R25"
2	Container ID	M	20		

**BCD Header Additional Info**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R26"
2	Additional Info Type	FO	3	Additional Info	
3	Additional Info	M	70		Free text

**BCD House BOL**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R28"
2	House BOL	M	20		

**BCD Record**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R30"
2	CPC	F	4	CPC	
3	Country of Origin	F	2	Country	
4	Tariff Number	M	7	Tariff	No decimal places
5	Description	M	200		
6	Quantity 1	NUM	11		
7	Quantity 2	NUM	11		
8	Supplementary	M	10	Supplementary	
9	Currency	F	3	Currency	
10	Value in Currency	NUM	11		2 decimal places
11	Exchange Rate	NUM	9		Up to 6 decimal places
12	BDA\$ Value	NUM	11		2 decimal places
13	Total Due Item	NUM	11		2 decimal places

**BCD Record Charges & Deductions**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R40"
2	Charge Code	F	3	Charges & Deductions	
3	Percentage	NUM	6		2 decimal places
4	Amount	NUM	11		2 decimal places

**BCD Record Duty / Tax**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R50"
2	Duty / Tax Type	F	3	Duty / Tax	Mandatory
3	Tax ID	F	1	Tax ID	Mandatory
4	Duty Value	NUM	11		2 decimal places
5	Duty Rate	NUM	7		3 decimal places
6	Duty Amount	NUM	11		2 decimal places

**BCD Record Additional Info**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F	3		Must be "R60"
2	Additional Info Type	FO	3	Additional Info	
3	Additional Info	M	70		Free text

**BCD Trailer**

Ref	Field Name	Type	Length	Code Table	Notes
1	Record Type	F3	3		Must be "R70"
2	Total No. Lines in File	NUM	5		Inclusive of this record

**4.2.2 Sample Electronic BCD**

↵ represents new line (ASCII 13 / carriage return + ASCII 10 / line feed)

```
R10,,EXPORTER CO,12 WISE WAY ST,MIAMI,10023,US,100000,BDA IMPORTER,
FRONT STREET,HAMILTON,HM01,BM,OLE,1031,HAM,12/01/2004,,BL1001,US,CA,
,,,,,01,30,2,8712.96,2035.35,,100000,13/01/2004,AGENT,TEST EBCD,I↵
R20,640,,500.00↵
R25,ACLU12345671↵
R25,ACLU12345672↵
R25,ACLU12345673↵
R26,TXT,PO #123435↵
R26,TXT,PO #123456↵
R28,777898↵
R28,777899↵
R30,4000,US,846600,MASONRY DRILL
BITS,18,,USD,760.67,1.000000,760.67,173.78↵
R40,642,,16.75↵
R50,CUD,F,743.92,22.25,165.52↵
R50,WHA,F,743.92,1.11,8.26↵
R60,INV,6017116774↵
R60,SUP,GRAINGER LTD↵
R30,4000,US,851610,WATER HEATER &
PARTS,25,,USD,18325.39,1.000000,18325.39,1861.57↵
R40,642,55,↵
R40,642,,277.39↵
R50,CUD,F,7969.04,22.25,1773.11↵
R50,WHA,F,7969.04,1.11,88.46↵
R60,INV,868337↵
R60,SUP,WATER FURNACE LTD↵
R70,22↵
```

### 4.3 e-BCD Format Error Report Message

After an e-BCD is downloaded to CAPS, the system will check the format of the file against the BCD File Format Table specifications. If an error is detected the system will send an email message to the declarant.

#### Sample e-BCD Format Error Report message

Subject: H.M.Customs Format Error Report for EBCD 10000001012004.001

<p>H.M. CUSTOMS          Custom House, 40 Front Street          Hamilton, Bermuda HM 11          Tel. 295-4816</p> <p>FORMAT ERROR REPORT</p> <p>EBCD FILE NAME: 10000001012004.001          File Format Check Failed          Errors:          Field Length Mismatch: Required Length=2 Field ID=CountryofOrigin Field Index=2 Parsed Length=0 Parsed Value= Line=4          Number field format error: Field ID=bdavalue Field Index=11 Parsed Value=, Line=4</p>
---

Note: On the resubmission of the e-BCD (as a result of a format error), the original file name cannot be used. A new e-BCD file name must be assigned.

### 4.4 e-BCD Receipt message.

When an e-BCD is successfully received without any format errors, the system will send the following email message to the declarant.

#### Sample e-BCD FILE RECEIVED MESSAGE

Subject: H.M.Customs Receipt for BCD 0000008664 (e-BCD 10017229032004.004)

<p>H.M. Customs          Custom House, 40 Front Street          Hamilton, Bermuda HM11          TEL: 295-4816</p> <p>BERMUDA CUSTOMS DECLARATION RECEIPT</p> <p>Date: 29/03/04          Time: 13:57:31</p> <p>BCD Number: 000008664          EBCD File Name: 10017229032004.004          Received on: 29/03/2004 13:57:30</p> <p>Declarant ID: 123456          Declarant Name: TEST DECLARANT (BERMUDA) LTD.</p> <p>Importer ID: 112233          Importer Name: TEST IMPORTER LTD</p> <p>BCD Type Import          Trader Ref: 604898702270</p> <p>Estimated Clearance: 18/03/2009 12:57:29</p> <p>Please present this receipt in order to receive the BCD Release Note.</p>
---

#### **4.5 e-BCD System Query Report Message**

A system query report message will be created once CAPS validates the e-BCD and has detected a problem with the data and/or calculations. The system will automatically generate a system query report and email the message to the declarant. (The attached report will be a PDF file).

A BCD number will be generated and assigned by CAPS to the e-BCD. Both the e-BCD file name and the system assigned BCD number will be listed on the system query report. A system generated e-BCD query can be responded to electronically by resubmitting the e-BCD file and using the amendment file name format as specified.

#### **Sample e-BCD System Query Report message**

Subject: H.M.Customs System Query Report for BCD 000014985

H.M. CUSTOMS  
Customs House, 40 Front Street  
Hamilton, Bermuda HM 11  
Tel. 295-4816

#### **SYSTEM QUERY REPORT**

BCD: 000014985  
EBCD FILE NAME: 10000001012004.001

Note:

- This BCD cannot be processed until you reply to this query.
- Your response to this query should be submitted electronically.
- Query details can be found in the attachment provided.

Attachment: BCD000014985\_Query\_Form.PDF (see sample below)

**Sample e-BCD System Query Report**

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>BCD Query Form</b></div>		Report date : 15/06/2004 Report time : 04:08:29																
To: <u>INTERMETZO SERVICES</u> Your Reference: <u>40 RECORDS</u> BCD Number: <u>000014985</u>	<p><u>Notes</u></p> <ol style="list-style-type: none"> <li>1. Your BCD cannot be further processed until you reply to this query.</li> <li>2. Use the grid to amend coded information. If the grid area is insufficient, a further amendment form should be used.</li> <li>3. Complete in record number order. No record number is required for amendments to <b>header information</b></li> <li>4. Boxes other than those queried may be in error.</li> <li>5. Where additional records need to be added or you wish to replace a record, use a BCD continuation form and attach this query.</li> <li>6. Where a record contains multiple lines, the line number to be changed must be stated.</li> </ol>																	
The boxes shown in Part A appear to have been omitted or incorrectly completed.																		
For Official Use Only																		
A Query	B Reply																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Query No</th> <th style="width: 10%;">Box No</th> <th style="width: 10%;">Rec No</th> <th style="width: 10%;">Line No</th> <th style="width: 10%;">Error Type</th> </tr> <tr> <td style="text-align: center;">001336</td> <td style="text-align: center;">14</td> <td style="text-align: center;">0</td> <td style="text-align: center;"></td> <td style="text-align: center;">PMC</td> </tr> </table>	Query No	Box No	Rec No	Line No	Error Type	001336	14	0		PMC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">Box No</th> <th style="width: 10%;">Rec No</th> <th style="width: 10%;">Line No</th> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table>		Box No	Rec No	Line No			
Query No	Box No	Rec No	Line No	Error Type														
001336	14	0		PMC														
Box No	Rec No	Line No																
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Query No	Box No	Rec No	Line No	Error Type														
001337	27	40		TDC														
Box No	Rec No	Line No																
TDC : SUM OF TAX AMOUNTS DOES NOT MATCH TOTAL																		
Other Information:																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black; vertical-align: bottom;">SYSTEM</td> <td style="width: 30%; border-bottom: 1px solid black; vertical-align: bottom;">Officer</td> <td style="width: 40%; border-bottom: 1px solid black; vertical-align: bottom;">Certification</td> </tr> <tr> <td style="vertical-align: top;">15 June, 2004</td> <td style="vertical-align: top;">04:08:29 PM</td> <td style="vertical-align: top;">                     I, the undersigned, being the importer/authorised agent* declare that the details shown in section <b>B</b> / and on any continuation sheet(s) attached* / in response to the queries in section <b>A</b> are true, accurate and complete. I request that these forms be annexed to the original entry, which should then be read subject to the amendments provided thereon.                 </td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; vertical-align: bottom;">Signature _____</td> <td style="border-top: 1px solid black; vertical-align: bottom;">Date ____ / ____ / ____</td> </tr> </table>			SYSTEM	Officer	Certification	15 June, 2004	04:08:29 PM	I, the undersigned, being the importer/authorised agent* declare that the details shown in section <b>B</b> / and on any continuation sheet(s) attached* / in response to the queries in section <b>A</b> are true, accurate and complete. I request that these forms be annexed to the original entry, which should then be read subject to the amendments provided thereon.	Signature _____		Date ____ / ____ / ____							
SYSTEM	Officer	Certification																
15 June, 2004	04:08:29 PM	I, the undersigned, being the importer/authorised agent* declare that the details shown in section <b>B</b> / and on any continuation sheet(s) attached* / in response to the queries in section <b>A</b> are true, accurate and complete. I request that these forms be annexed to the original entry, which should then be read subject to the amendments provided thereon.																
Signature _____		Date ____ / ____ / ____																

Example of the file name for an amended e-BCD (An "A" is added to the file name.)

Original eBCD file name: 10017229062004.001  
 Amending eBCD file name: 10017229062004A.001

When the amendment e-BCD is received, the system will send an e-mail message notifying the trader that the amended e-BCD has been received.

**Sample e-BCD AMENDMENT FILE RECEIVED MESSAGE**

Subject: H.M.Customs BCD Query Response Receipt for BCD 000008664

<p>H.M. Customs          Custom House, 40 Front Street          Hamilton, Bermuda HM11          TEL: 295-4816</p> <p>QUERY RESPONSE RECEIPT</p>	
Date: 29/03/04 Time: 13:57:31	
BCD Number:	000008664
EBCD File Name:	10017229032004.004
Received on:	29/03/2004 13:57:30
Declarant ID:	100172
Declarant Name:	FEDERAL EXPRESS (BERMUDA) LTD.
Importer ID:	100277
Importer Name:	ITO COMMUNICATIONS LTD
BCD Type	Import
Trader Ref:	604898702270
Estimated Clearance: 30/03/2004 12:57:29	
Please present this receipt in order to receive the BCD Release Note.	

**4.6 e-BCD Officer Query Report Message**

An officer query report message is generated by an officer and is emailed by the system automatically or printed manually for the Declarant. The officer query report message can only be responded to manually. A sample of the PDF file attached to the message is provided below.

**Sample e-BCD Officer Query Report Message**

Subject: HM Customs Officer Query Report for BCD 000014985

<p>H.M. CUSTOMS          Custom House, 40 Front Street          Hamilton, Bermuda HM 11          Tel. 295-4816</p> <p>OFFICER QUERY REPORT</p>	
BCD: 000014985 EBCD FILE NAME: 10000001012004.001	
Note:	
<ul style="list-style-type: none"> <li>- This BCD cannot be processed until you reply to this query.</li> <li>- Your response to this query should be submitted in person on the form provided.</li> <li>- Query details can be found in the attachment provided.</li> </ul>	
Attachment: BCD000014985_Query_Form.PDF (see sample below)	

## BCD Query Form

Report date : 15/06/2004  
Report time : 04:08:29

To: INTERMETZO SERVICES  
Your Reference 40 RECORDS  
BCD Number: 000014985

Notes

1. Your BCD cannot be further processed until you reply to this query.
2. Use the grid to amend coded information. If the grid area is insufficient, a further amendment form should be used.
3. Complete in record number order. No record number is required for amendments to **header information**
4. Boxes other than those queried may be in error.
5. Where additional records need to be added or you wish to replace a record, use a BCD continuation form and attach this query.
6. Where a record contains multiple lines, the line number to be changed must be stated.

The boxes shown in Part A appear to have been omitted or incorrectly completed.

For Official Use Only

A Query

Query No	Box No	Rec No	Line No	Error Type
001336	14	0		PMC

B Reply

Box No	Rec No	Line No																		

PMC : SUM OF RECORDS TOTAL DUE DOES NOT MATCH

Query No	Box No	Rec No	Line No	Error Type
001337	27	40		TDC

Box No	Rec No	Line No																		

TDC : SUM OF TAX AMOUNTS DOES NOT MATCH TOTAL

Other Information:

SYSTEM Officer

Certification

15 June, 2004

04:08:29 PM

I, the undersigned, being the importer/authorised agent\* declare that the details shown in section **B** / and on any continuation sheet(s) attached\* / in response to the queries in section **A** are true, accurate and complete. I request that these forms be annexed to the original entry, which should then be read subject to the amendments provided thereon.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### **4.7 Electronic Goods Release Message Format**

The e-BCD Release message will be sent to the declarant's email account on record with Customs. The email will have the release message in the body and also two attachments when the BCD is cleared and goods are released:

##### **Email Release Message.**

Attachments -

1. PDF file of the released BCD. (sample file name: BCD000000125.PDF)
2. e-BCD file of the released BCD. (sample file name: BCD00000125.CVS)

##### **Sample Email Release Message**

Subject: H.M.Customs Release Note for BCD 000000125

<p>H.M. CUSTOMS          Custom House, 40 Front Street          Hamilton, Bermuda HM 11          Tel. 295-4816</p> <p>RELEASE NOTE</p> <p>This note confirms the release of the goods declared on the BCD detailed below. Please present these details to Customs when clearing your goods:</p> <p>Release Date: 04/02/2004          Importer: 100000 – BDA IMPORTER          Declarant: 100000 - BDA IMPORTER          BCD No: 000000125          EBCD file name: 100000001012004.001          CarrierId/ No.: OLE 1031          Port: HAM          Date of Arrival: 12/01/2004          Manifest No:          BOL/AWB No: BL1001          House BOL (1) : 777898          House BOL (2) : 777899          Container ID (1) : ACLU12345671          Container ID (2) : ACLU12345672          Container ID (3) : ACLU12345673          No. of Packages: 30</p> <p>Note:          - This deposit entry must be fully adjusted by 04/03/2004.          - This release note only confirms release of the goods declared on the above noted BCD.          - If multiple BCDs are being used to clear one Bill of Lading, all of the BCD Release notes must be obtained before any of the goods can be released.          - Any questions regarding this note should be raised with HM Customs immediately by telephone: 295-4816.</p>	
---	--

Release Message Attachments

1. PDF file of the released BCD.



H.M. Customs  
The Custom House  
P.O. Box HM 2084, Hamilton, HM HX Bermuda  
Telephone: (441) 295-4816 Facsimile: (441) 295-5392  
E-Mail customs@gov.bm

**Bermuda Customs Declaration**

**BCD No: 001227594 Status: Released**

BCD Type: **I - Import**  
Trader Reference: **TEST e-BCD**

Summary Detail	
Declarant ID: <b>101499</b>	Estimated Clearance Time: <b>15/04/2009 16:05:39</b>
Declarant Name: <b>TEST IMPORTER BERMUDA</b>	Supporting Documents: <b>Included</b>

Header Detail	
<b>1 SUPPLIER ID:</b>	<b>7 ADDITIONAL INFORMATION</b>
a. NAME: <b>TEST SUPPLIER</b>	(1) INV 438753098
b. STREET: <b>1 MAIN STREET</b>	(2)
c. PAR. / ST. / PROV.: <b>NYC, NY</b>	(3)
d. ZIP / POST CODE: <b>98765</b>	
e. COUNTRY: <b>USA</b>	
<b>2 IMPORTER ID:</b>	<b>8 METHOD OF PAYMENT</b>
a. NAME: <b>TEST IMPORTER BERMUDA</b>	(1) ACCOUNT ID:
b. STREET: <b>123 FRONT STREET</b>	(2) ACCOUNT ID:
c. PAR. / ST. / PROV.: <b>HAMILTON</b>	(3) ACCOUNT ID:
d. ZIP / POST CODE: <b>HM HX</b>	OGD CODE:
e. COUNTRY: <b>BM</b>	OGD EXPLANATION:
<b>3 TRANSPORT DETAILS</b>	<b>9 CHG./DED. % AMOUNT (BMD)</b>
a. CARRIER ID / NO.: <b>BDA / 111</b>	(1) 640 25.00
b. PORT OF ARRIVAL: <b>HAM</b>	(2)
c. ARR. / DEP. DATE: <b>01/03/2009</b>	(3)
<b>4 MANIFEST NO.:</b>	<b>10 VALUATION METHOD: 01</b>
a. MASTER BOL / AWB: <b>2233</b>	<b>11 NO. OF PACKAGES: 1</b>
b. HOUSE BOL (1):	<b>12 TOTAL NO. OF RECORDS: 1</b>
c. HOUSE BOL (2):	<b>13 TOTAL INVOICE AMOUNT: 100.00</b>
d. HOUSE BOL (3):	<b>14 TOTAL PAYABLE AMOUNT: 22.25</b>
e. CONTAINER ID (1):	
f. CONTAINER ID (2):	
g. CONTAINER ID (3):	
<b>5 a. CNTRY DIR. SHIP: US</b>	
b. CNTRY ORIG. SHIP: <b>US</b>	
<b>6 WAREHOUSE ID:</b>	

15 RECORD # 001	
<b>16 CPC:</b> 4000	<b>22 SUPPLEMENTARY CODE:</b>
<b>17 COUNTRY OF ORIGIN:</b> US	<b>23 CURRENCY: USD VALUE: 100.00</b>
<b>18 TARIFF NO.:</b> 0106310	<b>24 EXCHANGE RATE: 1.00</b>
<input type="checkbox"/> Meat/Animal/Health/CITES/Phytosanitary	<b>25 BMD VALUE: 100.00</b>
<b>19 DESCRIPTION</b>	<b>26 CHG./DED. % AMOUNT (BMD)</b>
PN12 TEST EBCD	(1)
	(2)
	(3)
	(4)
	(5)
	(6)
	(7)
	(8)
	(9)
	(10)
<b>20 QUANTITY / UNITS1:</b> 1.00	
<b>21 QUANTITY / UNITS2:</b>	
<b>27 TAX TYPE TAX ID VALUE FOR TAX TAX RATE TAX AMOUNT</b>	
(1) CUD F 100.00 22.25 22.25	
(2) WHA E 100.00 0.00 0.00	
(3)	
(4)	
(5)	
TOTAL DUE: 22.25	
<b>28 ADDITIONAL INFORMATION</b>	
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

## 2. e-BCD file of the released BCD.

The e-BCD filename of the released BCD will be “[BCD Number].CVS” e.g. The format of the file is the same as the BCD Electronic Format. (Sample of released EBCD file name: BCD000000125.CVS)

### Sample e-BCD

↵ represents new line (ASCII 13 / carriage return + ASCII 10 / line feed)

```
R10, ,EXPORTER CO,12 WISE WAY ST,MIAMI,10023,US,100000,BDA IMPORTER,
FRONT STREET,HAMILTON,HM01,BM,OLE,1031,HAM,12/01/2004, ,BL1001,US,CA,
, , , , ,01,30,2,8712.96,2035.35, ,100000,13/01/2004,AGENT,TEST EBCD,I ↵
R20,640, ,500.00 ↵
R25,ACLU12345671 ↵
R25,ACLU12345672 ↵
R25,ACLU12345673 ↵
R26,TXT,PO #123435 ↵
R26,TXT,PO #123456 ↵
R28,777898 ↵
R28,777899 ↵
R30,4000,US,846600,MASONRY DRILL
BITS,18, , ,USD,760.67,1.000000,760.67,173.78 ↵
R40,642, ,16.75 ↵
R50,CUD,F,743.92,22.25,165.52 ↵
R50,WHA,F,743.92,1.11,8.26 ↵
R60,INV,6017116774 ↵
R60,SUP,GRAINGER LTD ↵
R30,4000,US,851610,WATER HEATER &
PARTS,25, , ,USD,18325.39,1.000000,18325.39,1861.57 ↵
R40,642,55, ↵
R40,642, ,277.39 ↵
R50,CUD,F,7969.04,22.25,1773.11 ↵
R50,WHA,F,7969.04,1.11,88.46 ↵
R60,INV,868337 ↵
R60,SUP,WATER FURNACE LTD ↵
R70,22 ↵
```

## 4.8 Application For Electronic BCD Processing

<TO BE SUPPLIED>

## 4.9 Sample codes

The following are examples of codes used in completion of the BCD. Full code lists are available for download from website [www.customs.gov.bm](http://www.customs.gov.bm), or in printed form as part of Public Notice X.

### Additional Information Codes

Add. Info Code (3A)	Additional Info Desc
INV	INVOICE NUMBER
TXT	ANY COMMENTS

### Charges & Deductions

**Note** - Third digit of code indicates effect (1=Addition, 2=Deduction, 0=Statistical/ No Effect)

Charge Type (3N)	Charge Description
212	CASH DISCOUNT
641	FREIGHT- ADDITIONAL
640	FRIEGHT-STAT

### Country

Country Code (2A)	Country Name
US	UNITED STATES

### Customs Procedure Codes

CPC Code (4N)	Description
4000	Import to Free Circulation

### Currency Codes

**Note** - First two letters of code relate to country.

Currency Code (3A)	Currency Description
USD	US Dollar

### Duty / Tax Types

Duty Tax Type (3A)	Duty Tax Description
CUD	Customs Duty

### Exchange Rate (to be updated weekly)

Currency Code (3A)	Exchange Rate	Effective Date (DDMMYYYY)
CAD	0.6801	13012009

**HS Tariff Code and Rates**

HS Code (7N)	Description	Duty Basis	Uom 1	UoM 2	Supplementary	% Rate	Amount
0709601	PEPPER, GREEN	Value	KG			5.00	

**Port of Arrival**

Location (3A)	Description	Wharfage Rate
BDA	Bermuda International Airport BM	1.01

**Tax Identifier**

Tax ID (1A)	Tax ID Desc
F	FULL

**Unit of Measure Code**

UoM Code (3N)	Unit of Measure
KG	KILOGRAM

**Valuation Method**

Valuation Code (2N)	Valuation Method
01	Transactional Value

**Vessel Code**

Vessel Code (3A)	Voyage/Flight Ref	Description
BDA		BERMUDA ISLANDER



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Hamilton HM HX, Bermuda  
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