

**STEPS FOR OPERATING  
A DUTY FREE SHOP  
IN THE COMMONWEALTH OF  
DOMINICA**

**A. An applicant should make an application to the Comptroller of Customs indicating an interest in operating a Duty Free Shop stating:-**

- a) Exact name and address of the Duty Free Shop.
- b) Plans of building if available
- c) Type of commodities intended for sale in the Duty Free Shop.
- d) Two (2) references from prominent members or institutions of society
- e) Where the applicant is a company particulars of the company should be submitted as:
  - ✓ The name of the Managing Director
  - ✓ Names of Share Holders
  - ✓ Names of Directors
  - ✓ Authorized Capital
  - ✓ Issued Capital
  - ✓ Persons who are authorized to act as the Company's accredited agents.

**B. On request by the Comptroller a visit will then be made to the intended Duty Free Shop to ensure that the premises (shop) will meet the specific standards required by Customs operating.**

- ✓ The shop must be secure.
- ✓ The shop must be properly lighted.
- ✓ The shop must be properly ventilated.
- ✓ The shop must be properly equipped to present the required accountability of the commodities sold or in hand. (A reliable computer system with software tested and approved by customs is necessary).
- ✓ In cases where the shop will be shared with dutiable items, a separation must be made between the Duty Free items and the dutiable items.
- ✓ The shop must have some bit of class.

After all requirements are met, the Comptroller will then make recommendations on behalf of the applicant to the Ministry of Finance.

The Minister of Finance will then liaise with the Comptroller of Customs indicating the approval or non-approval of the Duty Free-Shop.

The Comptroller of Customs will then inform the applicant of the Ministers decision. If approval is granted, the applicant will then be required to pay the necessary licenses. The Comptroller will then declare the Shop as a Bona Fide Duty Free Shop and issue a number.

**Every shop will operate under the provisions of the “Customs Duty Free Shopping Regulations” S.R.O Number 35 of 1994.**

**C. Clearance of goods by air, sea, express packages or parcel post.**

An importer desirous of clearing goods for a Duty Free Shop will be required to submit to the Customs the following:-

- a) Prepared customs inward/outward declaration forms (5 copies)
- b) Proper invoices (in duplicate)
- c) Value Declaration forms
- d) Thorough split-up stating
  - ✓ Each different item
  - ✓ Item I.D codes
  - ✓ Item reference codes (optional)
  - ✓ Item description
  - ✓ Item H/S Tariff Number
  - ✓ Item quantity
  - ✓ Item C.I.F. (EC\$) per unit
  - ✓ Item Duty liability (EC\$) per unit
  - ✓ Item C.I.F. value total (EC\$)

**D. Clearance of goods from a Warehouse**

In case of a manufacturing warehouse on which Value Added Tax is payable the shopkeeper must submit:

- a) A permit to remove goods form.
- b) Five (5) copies of a prepared customs declaration form with relevant CPC Code stating all particulars of sale as required (see C. d)

**E. Clearance of goods from a Private Warehouse**

- a) The owner of the warehouse must submit a transfer of warehouse goods
- b) Five (5) copies of a prepared customs Declaration Form with relevant CPC Code Stating all particulars of sale as required (See C. (d))

## **F. Receipt of goods into the Duty Free Shop**

- a) Goods will be brought into the shop on a checked (processed and paid) customs declaration form.
- b) Goods will be transported to the shop under customs escort or under customs seal id authorized by the proper officer (O/C Fiscal Incentive)
- c) The shopkeeper should give at least forty-eight (48) hours notice of his intention to rack (receive goods into shop) and state exact date and time of racking on the relevant form.
- d) Goods must not be sold before the declaration submitted to Customs is verified and accepted into inventory.
- e) The quantity presented to the Customs Entry Declaration will be accepted as being received unless the shopkeeper indicates otherwise to the officer within twenty-four (24) hours.
- f) Customs reserves the right to attend racking but will not do so as a matter of course.

## **G. Sale of goods**

- a) Goods can be sold duty free to:
  - ✓ Cruise ship's passengers and crew
  - ✓ Other passengers and crew
  - ✓ Resident diplomats
- b) Cruise ship's passengers may purchase goods Duty Free on presentation of identification and boarding pass issued by vessel.
- c) Other passengers may purchase goods Duty Free on presentation of a valid ticket and identification (namely a passport)
- d) All passengers making a purchase will sign a declaration on the Sale Invoice where he undertakes to export the items in tact.
- e) Resident Diplomats may purchase Goods Duty Free on presentation of their identification card allowing them use of the duty free goods in the island.

## **H. Dutiable Sale**

- a) Shopkeepers may sell to all other persons at the duty paid price. Local residents are not allowed to purchase spirits and tobacco goods.

## I. Sale Invoice

- a) All sales receipts will bear the shop's name and number.
- b) The information required on the Sale Invoice will be the following:
  - ✓ Name of Purchaser
  - ✓ Permanent address of purchaser
  - ✓ Date of Sale
  - ✓ Ticket/boarding pass number
  - ✓ Date of Departure
  - ✓ Name of Carrier and flight number
  - ✓ Cabin Number
  - ✓ Quantity of products
  - ✓ Description of products
  - ✓ Product identification code
  - ✓ Unit price/total
  - ✓ Type of sale – duty free/dutiable
  - ✓ Identification number – visa or passport number
  - ✓ Country of origin
  - ✓ ***Warning: Goods purchased Duty Free must be exported***
  - ✓ ***Signature of purchaser***
  - ✓ ***Signature of duty free shop operator***
  - ✓ ***Undertaking: I the undersigned person undertake to export intact from Dominica the above-mentioned goods purchased duty free for which I acknowledge receipt.***
- c) All sales receipts should be numbered and should be made in quadruplicate.
- d) Duty paid sales will indicate duty paid in the destination field.
- e) Duty Free Sales will be carried out as follows:
  - ✓ Original copy of the sales receipt goes to the passenger
  - ✓ Duplicate copy remains with the Duty Free Shop
  - ✓ Triplicate copy sent to Customs (returns)
  - ✓ Quadruplicate copy to be attached to the package, which will be delivered to the Customs at the export station.

## J. Export Control

- A. Dominican residents and stay over passengers (with the exception of Diplomats) who purchased tobacco and liquor duty free, these items may not be delivered to the purchaser until he has entered the departure lounge immediately before take off. It is the responsibility of the Duty Free Shops to transfer all purchases of Duty Free liquor and tobacco to be placed under customs control at the export stations. Every purchase is to be given a

numbered copy of the sales slip (original). On presentation of the copy of the sales slip to the customs booth situated in the departure lounge, the goods will be handed to the passenger and the quadruplicate copy of the sales slip will be detached from the package, stamped and signed by the customs and returned to the Duty Free Shop as evidence of exportation.

- B. Dominican residents and stay over passengers (with the exception of diplomats) who purchase other items Duty Free. The Duty Free Shops has the option either to transfer all purchases to be placed under customs control at the exports stations or the Duty Free shops may deliver the Duty Free items directly to the purchaser, in that instance the purchaser must be directed to produce the items to the customs officer at the Export Station. The custom officers will be required to verify the shipment of the item. The sales slip will be detached from the package, endorsed by the officer and returned to the Duty Free Shop as evidence of exportation. Remember, the formal responsibility for the potential duties payable for goods stored in or sold from the Duty Free Shops rests with the proprietors. Goods for which evidence of export is not available and which cannot be produced are liable for Duty payment. These include goods destroyed by accident, and goods missing through theft or other causes.
- C. Goods, which are relanded without having been exported, or which remain at the export station for a period exceeding three (3) months are liable to forfeiture, and may be put up for sale by public auction.
- D. Goods may be returned to the original Duty Free Shop upon request seeking permission being made, and under official supervision.
- E. Duty Free Shops must keep records of all goods received, all goods sold and a balance stock account must be maintained. Shops must retain evidence of export for all goods.
- F. Counterfoil will be kept for eighteen (18) months or until checked by the officer whichever comes first.

#### **K. Daily Returns**

- a) Every shop will prepare daily returns of the goods sold.
- b) The daily returns are to be represented on a monthly basis (unless if otherwise requested) and all duties payable must be calculated and paid before the 10<sup>th</sup> day of the following month.

## **L. Sanctions Re Daily Return**

- a) Where Daily returns are not submitted at the requested time or the Daily Returns are incorrect or unacceptable for any reason, the shop must remain closed until the Daily Returns are accepted and Duties payable is paid.

## **M. Stock Checks**

- a) Customs reserve the right to make stock checks at any time. Every effort will be made to do these at as convenient a time as possible.
- b) Where there is a query as a result of the stock check all duties due as a result will be paid within four (4) hours of the demand made by the Officer. This does not prevent the shopkeeper from taking the matter further.