

GEN 1.4 ENTRY, TRANSIT AND DEPARTURE OF CARGO

1. Customs requirements concerning cargo and other articles

1.1 *Import Licence*

- 1.1.1 All cargo arriving by air in Bhutan shall be cleared at the designated Customs house. The importer or his agent on receipt of the arrival notices from Airlines, shall submit the import declaration form along with the original import documents such as invoice, packing list, airway bill, certificate of origin and insurance certificate etc. including import licence and import duty exemption certificate, wherever applicable, to the designated Customs office.
- 1.1.2 Customs duty on import of goods shall be levied at the rates prescribed in the Customs Tariff Schedule
- 1.1.3 Except in case of baggage and goods exported by post, no export of any goods shall be permitted unless the exporter has presented an export form along with the commercial and transport documents and export licence, if any, to Customs in the prescribed form mentioning full particulars and value of goods to be exported.
- 1.1.4 No clearance documents are required with respect to goods retained on board an aircraft for on carriage to a destination outside Bhutan.

2. Agricultural quarantine requirements

- 2.1.1 Imports of plant, plant products and livestock products are subject to plant and livestock quarantine regulations respectively.
- 2.1.2 Import permits must be obtained from the Bhutan Agriculture & Food Regulatory Authority, Headquarters, Ministry of Agriculture, Royal Government of Bhutan, prior to importing any livestock products, Agro-based product, plant and plant products including seeds. Upon arrival at the entry points, they must be declared to the Quarantine Inspector.

3. Reporting of dangerous goods accident/incident

- 3.1 Operators are required to submit a written report to the BCAA within 72 hours of the occurrence coming to the knowledge of the person making the report in the event of any dangerous goods accident, dangerous goods incident or the finding of undeclared or mis-declared ammunitions of war or dangerous goods in cargo or passenger's baggage on board of any aircraft operated by that operator
- 3.2 When any dangerous goods accident occurs on board any Bhutan registered aircraft, or any aircraft that lands in or departs from Bhutan, the operator of that aircraft should notify BCAA immediately through the most expeditious means (i.e. Telephone call or SMS etc.) and submit a written notification within 3 hours from immediate notification. The initial report may be made by any means but a written report utilising the form in "Appendix – C" of BCAP 4400, including all relevant documents, should be sent as soon as possible and which shall in any case be within 72 hours, even if all the information is not available. The report should then be updated as soon as more information becomes available.
- 3.3 Where any information referred to in paragraph 3.4 below is not in the possession of the person making a report, that person shall dispatch the information in a form as specified in the relevant manual or as advised by the Chief Executive, and by the quickest available means within 72 hours of the information coming in to his possession.
- 3.4 A report required shall contain the following information as is appropriate to the occurrence:
- date of the occurrence;
 - State of the operator;
 - State of origin;
 - State of registry;
 - location of the occurrence, flight number and flight date;
 - description of the goods and the reference number of the air waybill, pouch, baggage tag and ticket;
 - proper shipping name (including the technical name, if applicable);
 - UN or ID number, whichever is applicable;
 - class or division of the goods in accordance with the Technical Instructions and any subsidiary risk;
 - type of packaging and the packaging specification marking;
 - quantity of the ammunitions of war or dangerous goods;

- l. name and address of the shipper or passenger;
 - m. suspected cause of the occurrence;
 - n. action taken upon discovery of the occurrence, including any mitigation measures;
 - o. any serious injury, death or damage of property caused by the occurrence;
 - p. any other reporting action taken;
 - q. name, title, address and contact number of the reporter;
 - r. any other relevant details.
- 3.5 All formal written notifications shall be made by the air operator through the submission of the form “Appendix – C” of BCAP 4400 through an email to BCAA at www.bcaa@bcaa.gov.bt or in any other manner acceptable to BCAA. All dangerous goods, packaging, documents, etc., relating to the occurrence must be retained by the operator and its agent until BCAA authorises its release.
- 3.6 The prescribed form above is available on the BCAA website from the link www.bcaa.gov.bt