

Emergency Procedure

Sagitta Entry Seaside

The Emergency Procedure is only used when computer systems are no longer functioning or if communication between computer systems is no longer possible.

The Emergency Procedure may only be used if:

- Customs announces a breakdown in Sagitta Entry by means of a service message, (only available in Dutch, www.douane.nl/rss/douane-serviceberichten.html), or
- in other situations but only with permission of Customs

Breakdown on the part of Customs

Any breakdown in Sagitta Entry Seaside on the part of Customs will be announced by Customs by means of a service message, (only available in Dutch, www.douane.nl/rss/douane-serviceberichten.html) (Subscribers to RSS will immediately receive an e-mail as soon as any (breakdown) information update is published on our website. This service is only available in Dutch, www.douane/help/help-o8.html.)

Breakdown NOT on the part of Customs

In case of a breakdown in Sagitta Entry Seaside not caused by Customs, permission must be requested from Customs to use the Emergency Procedure. Please call *Douane Rotterdam* at (010) 299 33 33 (For callers outside the Netherlands please dial +31 10 299 33 33).

Please note!

If a breakdown occurs in message traffic permission to use the Emergency Procedure will only be given once it is apparent that the breakdown cannot be repaired immediately.

Emergency Procedure for pre-arrival information (manifest)

Emergency Procedure for pre-arrival information (manifest): ask Customs in what form and when manifests must be submitted. Customs selects on the basis of these submitted manifests. Please call *Douane Rotterdam* at (010) 299 33 33. From abroad: +31 10 299 33 33.

Emergency Procedure for clearance formalities

Emergency Procedure for clearance: Entry formalities must be fulfilled in writing stating: EMERGENCY PROCEDURE SBB.

In writing means:

- The entry formalities for the ship should be fulfilled by submitting upon arrival the General Declaration (IMO/FAL 1), which can be downloaded (only available in Dutch, www.douane.nl/download/176.html).
- The summary declaration should be filed for the goods by submitting one or more list of goods [*volglijsten*] (*Douane II*), a *K-* (*kantoor*) copy and a *D-* (*Douane*) copy.

No Emergency Procedure for VBS and ship's stores

The Emergency Procedure does not affect the method of submitting the VBS (Traffic Guidance System) statement and the ship's stores declaration (IMO/FAL 3). Submit VBS and IMO/FAL 3 in the usual manner as specified in the Sagitta Entry Protocol [*aansluitprotocol sbb*].

Filing an electronic declaration after the breakdown

After a breakdown the data not electronically supplied to Customs due to the breakdown must still be sent to Customs immediately. As a result, the write-off against summary declaration will still be supported electronically.