

# Business Continuity Plan for Transit Operations

## 1. Introduction

This business continuity plan outlines the necessary actions to be taken during the transitional period of the New Computerized Transit System (NCTS-P5), as of Tuesday, 21<sup>st</sup> January until the implementation date.

## 2. General Rules

Any transit declaration entered in the old NCTS MCC but not processed did not leave Malta must be canceled.

## 3. Scenarios to be Addressed

- Inbound Transit (Scenario 1)
- National Transit (Scenario 2)
- Outbound Transit (Scenario 3)

## 4. Responsibilities and Procedures

### 4.1 Inbound Transit (Scenario 1)

- The customs office of destination must send alternative proof (e.g., stamped paper declaration) to the office of departure to facilitate the closure of the Transit Accompanying Documents (TADs) – keeping customs ([transit.mtca@gov.mt](mailto:transit.mtca@gov.mt)) in copy
- Customs office of destination is responsible for ensuring the timely submission of these documents.

### 4.2 National Transit (Scenario 2)

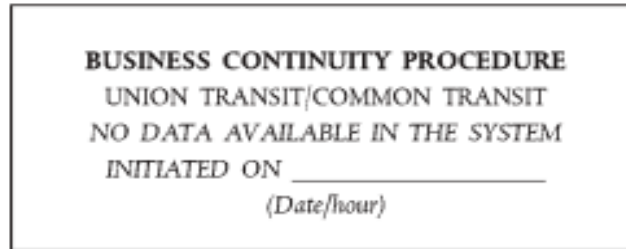
- For now, dispatch procedures will include the completion of the Single Administrative Document (SAD page 4&5) in paper form + dispatch note
- Customs officers will oversee the dispatch and ensure the correct filing of SADs.

### 4.3 Outbound Transit (Scenario 3)

- A paper-based SAD must be used during system failure.
- The SAD must be stamped by the customs office of departure or the authorized consignor in the case of a simplified procedure.

- The BCP stamp (26 x 59 mm red) must be applied in Box A of the SAD or in the MRN box on

**EN:**



the TAD.

## 5. Departure Stage Responsibilities

Operator:

- Submit a completed SAD to the customs office.
- Ensure the document bears the BCP stamp.
- Retain a copy of the SAD for records.

Customs:

- Verify the SAD and apply the BCP stamp, page 4 and 5.
- Allow the goods to proceed once the declaration is validated.
- Retain a copy and forward relevant documentation to the destination customs office – immediately send scan and send to office of destination, keep [transit.mtca@gov.mt](mailto:transit.mtca@gov.mt)

## 6. Destination Stage Responsibilities

Operator:

- Present the SAD to the customs office of destination.
- Ensure any discrepancies are reported immediately.

Customs:

- Validate the arrival of goods.
- Return one copy of the SAD to the customs office of departure (For outgoing)  
alternative proof for closure from office of departure (For incoming)

## 7. Documentation Flow

- Departure to Destination: One paper copy of the SAD (PAGE 4&5) accompanies the goods. Upon arrival, the customs office of destination returns a stamped copy to the departure office.
- Destination to Departure: office of destination sends alternative proof to office of departure.

## 9. Conclusion

This plan ensures compliance with Union/Community transit regulations and provides clear guidelines for both operators and customs authorities to follow.