Internal Audit Department

Ashley Ritter Building Wickham's Cay 1 Road Town, Tortola, BVS

MEMORANDUM

REF .:

IAU/INV1/16

TO:

Financial Secretary

FROM:

Director of Internal Audit

DATE:

December 1, 2015

Re:

Suspicion of Fraud - Her Majesty's Customs

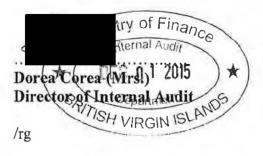
On November 16, 2015 the Internal Audit Department received information from your Ministry surrounding allegations of missing revenue at Her Majesty's Customs. It was reported by the Commissioner of Customs that a preliminary investigation was conducted that revealed that a customer had presented receipts substantiating payments for import duties at the Port Purcell location but no corresponding revenue was deposited.

The audit team met with management from the Treasury Department to ascertain the accuracy of the Commissioner's findings. However, no deposits reflecting any of the payments made were found. We have since determined that there is a high probability that fraud did occur.

As a result, a report along with evidence collected thus far is attached and is being submitted with the recommendation to have the matter investigated further by the competent authorities, as it is outside of this Department's remit to conduct fraud investigations.

If you have any questions or concerns, please feel free to contact me at extension

Regards,



INTERNAL AUDIT DEPARTMENT



HER MAJESTY'S CUSTOMS: MISSING REVENUE
NOVEMBER 2015

CONFIDENTIAL

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1.0 INTERNAL AUDIT DEPARTMENT LEGISLATIVE MANDATE

Internal Audit Act, 2011 - Section 16: Suspicion of irregularity or fraud

- 1.1 If the head of a Public Authority suspects that an irregularity or fraud may have occurred in respect of any Government asset, or property of a Public Authority, he or she shall immediately refer the matter to the Department and shall also submit to the Department all information relating to the suspected irregularity or suspected fraud which he or she may possess.
- 1.2 If during the course of an internal audit the Director or an auditor suspects that an irregularity or fraud concerning a Government asset or property of a Public Authority may have occurred or is occurring, the Director shall immediately inform the Permanent Secretary responsible for the Public Authority, the Auditor General and the Committee about his or her findings.
- 1.3 Where the Director or an auditor reports to the Committee that an irregularity or fraud concerning a Government asset or property of a Public Authority may have occurred, the Committee may inform the Minister of these findings if the Committee considers that the matter should be brought to the attention of the Minister.
- 1.4 In any case where the suspected irregularity or suspected fraud concerning a Government asset or property of a Public Authority appears to be an offence against any law, the Committee shall submit all information that has been submitted to it by the Director to the Commissioner of Police for investigation.

2.0 BACKGROUND

Revenue Collection

- 2.1 Public Finance Management Regulations, 2007 Part 7 and 8 sets out the guidelines that govern the collection of revenue by Accounting Officers and Receivers of revenue.
- 2.2 Revenue collecting agencies within Government utilizes an electronic receipting system through the JDEdwards Accounting Software (JDE) in the collection of revenue. To cater for instances when JDE is down, manual receipt books are provided by the Treasury Department to these agencies. However, officers are required to enter into the system the information detailed on those manual receipts, when it does become functional. If manual receipts are not entered into the system then the cash book clearance process is used.
- 2.3 The distribution of receipt books is logged in the Treasury Department's Receipt Distribution log book detailing to which Department/Ministry a batch of receipt books have been issued. Additionally, an electronic log is also kept in Microsoft Excel to monitor this distribution.

Circumstances surrounding missing revenue

- 2.4 A report prepared by the Commissioner of Customs dated October 28, 2015 was submitted to the Financial Secretary detailing the results of a preliminary investigation conducted by that entity. The report identified that there were a number of inconsistencies and irregularities with records pertaining to fuel imports at the Port Purcell location between January 1, 2015 and June 30, 2015.
- 2.5 Two importers, and were mentioned in the report as falling into the category of importers trying to evade paying the correct amount of wharfage.
- 2.6 The importer was subsequently notified about the matter and presented receipts substantiating his payment of the charges levied by the Customs Department.
- 2.7 Her Majesty's Customs' investigation to determine the departments to whom the receipt books used to issue the receipts presented by the importer revealed:

Receipt Numbers	Department Assigned
	Custom's Headquarters in 2010
	West End Station in 2012
	Treasury Cashier in 2015

IAD Involvement

- 2.8 On November 16th, 2015, management of the Internal Audit Department was called to a meeting with the Deputy Financial Secretary where they were informed about a matter surrounding the possibility of missing revenue at Her Majesty's Customs. The Department received the Commissioner of Customs report, mentioned previously, with attachments that were submitted to the Financial Secretary.
- 2.9 Subsequently, an audit team met with management within the Treasury Department to ascertain whether the revenue identified as missing had indeed not been deposited. It has since been determined that there is a high possibility that fraud did occur as no revenue in the amounts or in the receipt holder's name has been deposited, as required, from the Port Purcell location.

3.0 DETAILS OF IAD WORK

3.1 Due to the sensitive nature of this matter and to avoid jeopardizing any evidence, our audit findings were limited to an interview with management at the Treasury Department, review of their revenue reports for January to June 2015 and receipt distribution log books, to determine if the revenue that was paid as indicated on the customer's receipts was deposited into the Government's account.

3.2 Our review of the Revenue Deposit Reports provided for January 2015 to June 2015, indicated that no revenue in the amounts detailed on the customer's receipts have been deposited. See receipt information and amounts detailed in the table below.

Revenue Details

Receipt Date	Manual Receipt Number	Receipt Name	Amount	Comments
9-Jan-15			\$ 22,945.89	No record found that corresponds to this transaction on the specific dates or subsequent dates
31-Jan-15			\$ 30,263.64	No record found that corresponds to this transaction on the specific dates or subsequent dates
5-Feb-15			\$ 4,514.14	No record found that corresponds to this transaction on the specific dates or subsequent dates
21-Feb-15			\$ 20,246.27	No record found that corresponds to this transaction on the specific dates or subsequent dates
21-Feb-15			\$ 9,096.77	No record found that corresponds to this transaction on the specific dates or subsequent dates
17-Mar-15			\$ 24,348.15	No record found that corresponds to this transaction on the specific dates or subsequent dates
2-Apr-15			\$ 15,198.44	No record found that corresponds to this transaction on the specific dates or subsequent dates
14-Apr-15			\$ 5,599.07	No record found that corresponds to this transaction on the specific dates or subsequent dates
16-Apr-15			\$ 24,854.43	No record found that corresponds to this transaction on the specific dates or subsequent dates
27-Apr-15			\$ 21,533.94	No record found that corresponds to this transaction on the specific dates or subsequent dates
17-May-15			\$ 51,907.98	No record found that corresponds to this transaction on the specific dates or subsequent dates
3-Jun-15			\$ 3,931.43	No record found that corresponds to this transaction on the specific dates or subsequent dates
18-Jun-15			\$ 30,445.18	No record found that corresponds to this transaction on the specific dates or subsequent dates
		Total	\$264,885.33	or range dent agree

Internal Audit Department - Her Majesty's Customs - Missing Revenue - November 2015

3.3 In verifying the distribution of receipt books from the Treasury Department, the following was found. See Appendix II for copies of the entries made for the distribution of these books.

Receipt Numbers	Department Assigned based on Treasury Records
	Custom's Headquarters
	Custom's West End in 2014
	Revenue Collector in 2015

- 3.4 Verification of receipt books also revealed that the serial numbers presented on each receipt relate to manual receipt books that were distributed by the Treasury Department to be used in the revenue collection process. Additionally, the 'PAID Customs Department' stamp and the T-12 numbers detailed on each receipt to which the payment corresponds lends to the credibility of the receipts.
- 3.5 As stated previously, an electronic version of the distribution of receipt books was also presented by the Treasury Department and showed receipt books issued from the year 2011-2015; however, this log did not contain any signatures as to who received the books. Additionally, due to the fact that the information detailed in this document could be easily manipulated, as cells are not protected or locked once an entry is made, much reliance was not placed on this information.
- 3.6 Receipts did not detail the method of payment used by the customer; however, based on discussions with the Ministry of Finance, it was reported that the method of payment used was cash.

4.0 CONCLUSION

- 4.1 There are other issues surrounding this matter that begs the question of whether other criminal activities are also being perpetrated. Best practices would dictate that businesses conducting transactions of such magnitude would opt to make payment by using some banking instrument such as a money order or a banker's check or for an established company, a company check. However, the importer chose to regularly pay for his import charges in a manner contrary to this practice. Therefore, this method of payment raises some red flags.
- 4.2 Based on our preliminary investigations, this office has concluded that there exists a high probability that fraud has been perpetrated at Her Majesty's Customs and this fraud has possibly resulted in the Government of the Virgin Islands suffering a financial loss of approximately two hundred and sixty-four thousand eight hundred and eighty-five dollars and thirty-three cents (\$264,885.33). As stated in the Commissioner of Customs Report, on the advice of the Attorney General, we recommend that the matter be submitted to the competent and appropriate authority for further investigation.

APPENDICES

List of Items Being Submitted

- 1. APPENDIX I Customs Report dated October 28, 2015 to the Financial Secretary
- 2. APPENDIX II Copies of Treasury Receipt Distribution Log Books
- 3. **APPENDIX II** Revenue Deposit Reports from the Treasury Department and Transaction by Tender Type Reports for Revenue Collecting Location Port Purcell January 1, 2015 to June 30, 2015.

APPENDIX I

Customs Report dated October 28, 2015 to the Financial Secretary



Customs Department Richard Stoutt Building

CONFIDENTIAL

Road Town, Tortola, British Virgin Islands
Tel: 1-284-494-3475 Fax: 1-284-494-6906 BVICustoms@gov.vg

Memorandum

To: Financial Secretary

From: Commissioner of Customs

Date: October 28, 2015

Re: Possible Revenue Loss

As you will appreciate the sensitive nature of this case and to avoid jeopardizing the integrity, it is crucial that this matter is handled in the strictest of confidence.

For the past years, there have been some assumptions and allegations that the Government of the Virgin Islands is losing revenue through fuel imports. As a result, Management of Customs created a special team to Audit fuel imports at Port Purcell Customs Station to establish:

- The short coming of Custom's controls and its impacts on revenue,
- Recover possible revenue evasion and loss,
- Review the fuel imports processes and procedures to identify weak controls, and
- Develop specific guidelines to ensure compliance with all fuel importers.

On July 23, 2015, record of fuel imports at Port Purcell dated January 1, 2015 to June 30, 2015, were requested and reviewed. Many anomalies and inconsistencies were discovered.

Inconsistencies were as follows:

- No collection of Fossil Fuel Surcharge
- Duty was short collected
- 3. No receipt or payments found for duty
- 4. Manifested fuel was not cleared
- 5. Some fuel was not manifested
- 6. And there were double HMC12 numbers

In addition, it was revealed that Port Authority received a different copy of declarations that showed a lower wharfage charge, again, loss of revenue to another Government Agency. Due to this pattern, which appears to reveal that certain importers were trying to evade the correct amount of wharfage, the audit focus shifted. The two importers in question are

Total revenue not accounted for to date, via searches on the JD Edwards Cashiering System, resulted to approximately **0.25 million dollars (US \$250,000.00)**. In addition, approximately **eleven thousand dollars (US \$11,000.00)** wharfage was not collected as a result of the manipulation of customs declarations presented to Port Authority for Payment.

Since these revelations,	correspondence	requesting	official	documents	was	forward	ted t	0
known	owner/Director			Illustratio	n 1).	There	were	three
follow up meetings with	n :	liscussing th	ne proof	of paymen	ts pre	esented	for I	mport
duty unaccounted for, an	d the entries in re	elation to wh	narfage o	outstanding.				



Customs Department Richard Stoutt Building

CONFIDENTIAL

Road Town, Tortola, British Virgin Islands
Tel: 1-284-494-3475 Fax: 1-284-494-6906 BVICustoms@gov.vg

There are a number of receipts in question and requests have been made to the Treasury Department for book sequence numbers as follows:

assigned to Custom's Headquarter in 2010)
 (assigned to West End Station 2014)
 (assigned to Treasury Cashier 2015)

It was revealed that none of the books in question was assigned to the Customs Port Purcell Station, which is out of the norm. All revenue collections at this Port is collected via the JD Edwards Cashiering system or by a manual receipt book assigned to the station and or the Cashiers scheduled to work. If a manual receipt is issued to a customer, the revenue is to be transferred and accounted for in the JD Edwards cashiering system as soon as practicable.

The Customs Internal Audit team reviewed the Head Quarters Customs Receipt Book Register, dated 2002 to 2013, which was formerly used when the department was responsible for issuance of manual receipt books to the various Customs Stations and Units. It showed that book sequence number was issued to retired Customs Senior Officer, on March of 2010 and to date our records does not reflect it being surrendered (Illustration 2).

Six Receipts out of this book, number	ers							and
(Illustration 3), presented b	by	is	totaling	in	excess	of	one	hundred
thousand dollars (US \$100,000).								
(Illustration 4)).							

Out of book sequence there were six receipts (#

presented by the otaling in excess of one out of book sequence to the otaling in excess of one out of book sequence to totaling in excess of five thousand dollars (US \$5,000) (Illustration 6).

Currently, we are still waiting for other information on book sequence numbers,

After collating the findings to date with the Audit Team, legal advice was sort from the Hon. Attorney General Baba Aziz as it pertains to possible criminal aspects of this matter.

Per our discussion on October 28, 2015, it is agreed that this matter should be investigated in collaboration with the Police Financial Investigative Unit.

If you have further advice for on this matter, please do not hesitate to contact me.

Thank you for your urgent attention to this matter.



cc: Attorney General

attachments

Correspondence requesting Proof of payments for entries in question sent to known owner/Director of



Richard Stoutt Building

Road Town, Tortola, British Virgin Islands
Tel: 1-284-494-3475 Fax: 1-284-494-6906 BVICustoms@gov.vg

September 30, 2015

Attention: Owner/Director of

Due to a recent audit conducted on goods imported into the territory, I hereby request your company to furnish the Customs Department proof of payments for imports in question (list of entries are attached for ease of reference).

Section 102 of the Customs Management and Duties Act No. 6 of 2010, states;

- (1) An officer may, at any time within seven years of the importation or exportation of any goods, require a person
 - (a) concerned in that importation or exportation, or
 - (b) concerned in the carriage, unloading, landing or loading of the goods,

to furnish to him or her in the form and manner he or she may require, any information relating to the goods, and to produce and permit the officer to inspect, take extracts from, make copies of or remove for a reasonable period, any invoice, bill of lading or other book or document relating to the goods.

- (2) The officer may seize and detain any invoice, bill of lading or other book or document which, in the officer's opinion, afford evidence of the commission of an offence under this Act or a customs enactment.
- (3) The Commissioner may require evidence to be produced to his or her satisfaction in support of any information provided under subsection (1), a customs enactment or Parts III, IV and V in respect of any goods imported or exported, or in respect of which any repayment of duty is claimed.
- (4) A person who fails to comply with a requirement imposed on him or her under subsection (1) or (2) commits an offence and is liable on summary conviction to a fine not exceeding ten thousand dollars.

It is expected that the information requested is presented to Customs Management at Headquarters by 12:00 p.m. Wednesday October 07, 2015.

If there are any concerns, please feel free to contact me.



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No Payment found, WH received different T12	5	\$ (4,068,74)	\$	4,461.88	393.14 \$	4,068.74 \$	40,687.39	393.14	980.00	\$ 39,314.25		28 bundles Plywood		795
No reciept found, duty not paid on 15 bundles, warehouse received different T12	8	\$ (51,907.98)	\$	\$ 55,138.45	3,230.48	51,907.98 \$	346,053.18	3,230.48	19,775.00	\$ 323,047.70	0.15	565 bundles Steel		
No paymennt found, Duty on CIF	(3	\$ (21,715.71)		\$ 23,062.11	1,346.40	21,715.71 \$	144,771.39	1,346.40	8,785.00	\$ 134,639.99	0.15	251 bndls Steel Rebar		461
WH received different T12	0	\$ 0.00	\$ 3,969.86	\$ 4,215.61	245.75	3,969.86 \$	26,465.72	245.75	1,645.00	\$ 24,574.97	0.15	47 bndls steel rebar		3/2
No Payment found, retrieve straight file	1	\$ (4,381.90)	\$	\$ 4,807.41	425.51	4.381.90 \$	43,818.98	42.55	1,225.00	\$ 42,551,43	0.1	Plywood & Lumber		296
Incorrect percntage calculation	9)	\$ (9,106.09)	\$	\$ 9,675.96	569.87	9,106.09 \$	60,707.27	569.87	3,150.00	\$ 56,987.40	0.15	Steef Rebar		
Look for MD number no navment was found recipet is for RTW found on straight file was for a 10 import	5	\$ (1,847.95)	s.	\$ 2,020.07	172.13	1.847.95 \$	18,479.49	741.99	525.00	\$ 17,212.50	0.1	Plywood		
Freight for ply was the same on entry a payment found, same as above	0)	\$ (1,735.60)		\$ 1,903.28	167.68	1,735.60 \$	17,355.97	167.68	420.00	\$ 16,768.29	0.1	Plywood/Lumber		
No payment found, WH received different T12	8)			-	451,41	4,688.78 \$	46,887.84	451.41	1,295.00	\$ 45,141.43	0.1	37bndls Ply & Lumber		
Duty was calculated on FOB at 10% not 15%	3)		\$ 1,875.30	3,138.86	187.53	2,951.33 \$	19,675.53	187.53	735.00	\$ 18,753.00	0.15	600pcs steel rebar		847
Duty was calculated on FOB at 10% not 15%	5)			\$ 2,337.25		2,199.35 \$	14,662.34	137.89	735.00	\$ 13,789.45	0.15	21bndls Steel Rebar & nails		819
No payment found	-	\$ (1,203.79)		\$ 1,320.87		79	12,037.88	119.84	210.00	\$ 11,708.04	er 0.1	6 bndls plywood & Lumber		819
	Reciept	Variance	On T12	Total Tax	Wharfage	Duty	CIF	Insurance	Freight	F.O.B	%		No.	Date Mt #

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No receipt found, reciept fo s for another importer, diff wh	N/A	24,854.43		43	\$ 24,854.43	3,334.13	15,241.74 \$	6,278.56 \$	\$	18200		57200	178,885.20	S		
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No payment, diff wh	N/A	15,198.44		44 \$	\$ 15,198.44	1,648.75	9,752.58 \$	3,797.11 \$	\$	9000	0	36600	101,688.00		370	
No payment/does not corresponding with T12 WH received	N/A	17,633.26	•	26 \$	\$ 17,633.26	3,370.77	9,699.29 \$	4,563.20 \$	S	18400	0	36400	122,663.72	\$		
No paymeny payment/does not corresponding with T12 WH received	N/A	6,714.89	·	\$	\$ 6,714.89	,	5,116.11 \$	1,598.78 \$	4.5	0	19200		47,222.40	¢,	297	
NO payment	N/A			.27 \$	\$ 20,246.27	2,931.10	12,177.40 \$	5,137.76 \$	\$	16000	0	45700	136,920.76	S		- (1)
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orresponding	N/A	\$ 22,945.88		.88 \$-	\$ 22,945.88	4,763.04	12,204.05 \$	5,978.79 \$	S	25000	0	45800	137,663.22	S		
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A copy of the page from the Head Quarters Customs Receipt Book Register dated 2002 to 2013, showing the issuance of book sequence number to Officer on March of 2010. In addition, a copy of the officer's signature form is attached for verification of signature.

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Customs Department Richard Stoutt Building

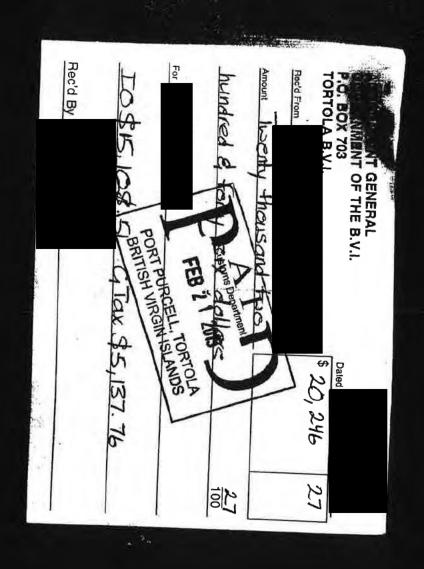
Road Town, Tortola, British Virgin Islands

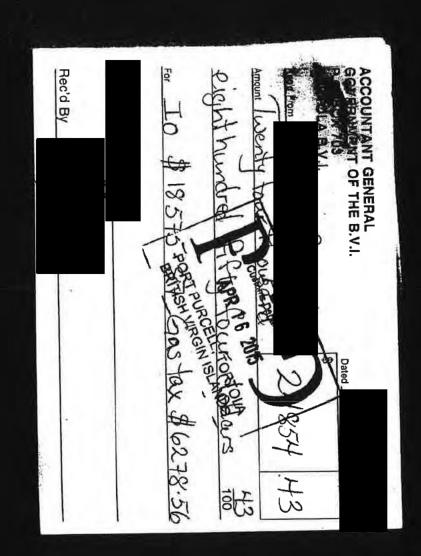
Tel.:1-284-494-3475 Fax: 1-284-494-6906 BVICustoms@gov.vg

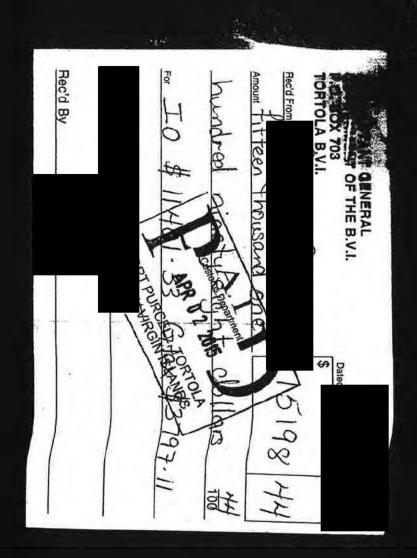
Customs Staff Signature Form

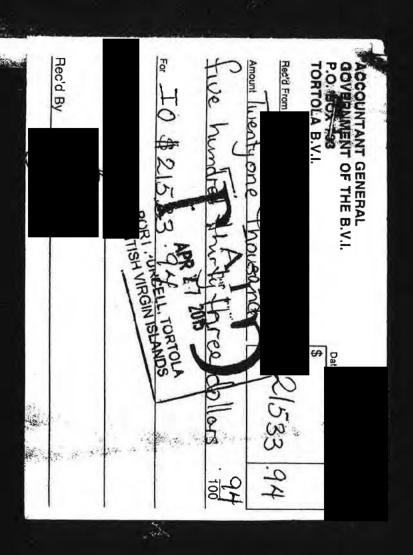
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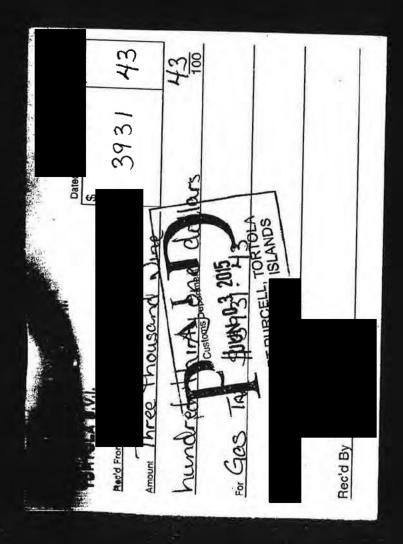
Copy of the receipts out of book sequence # presented by totaling in excess of one hundred thousand dollars (US \$100,000).











A copy of the		which involved
Officer,	which receipt #	out of book sequence number
was used.	*	and a sequence number

Report on Interview conducted

With

Officer

Conducted by

Assistant Comptroller (Enforcement) Clinton Romney

And

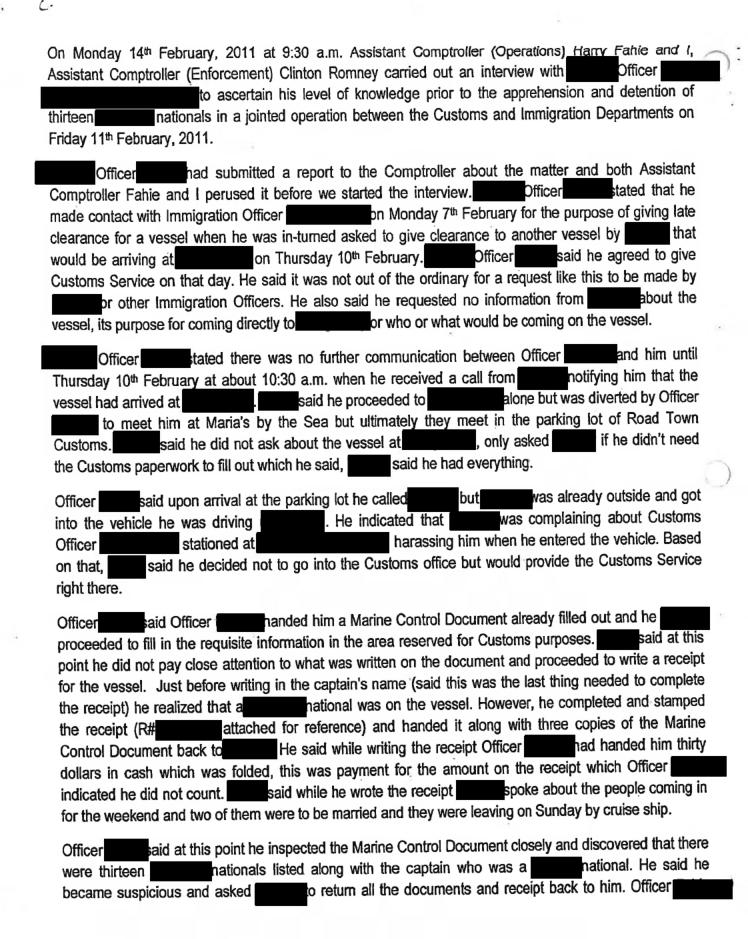
Assistant Comptroller (Operations) Harry Fahie

Date: Monday 14th February, 2011

Time: (9:30 a.m. - 12:04 p.m.)

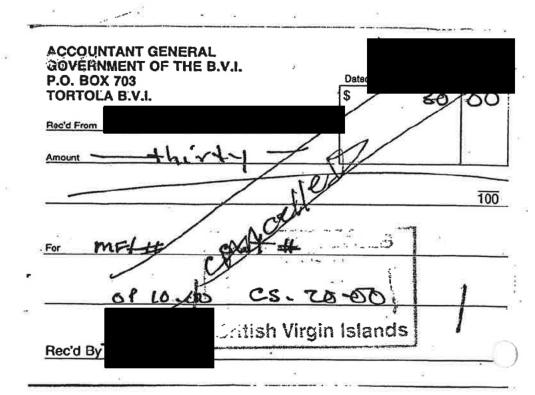
Place: Headquarters

CONFIDENTIAL



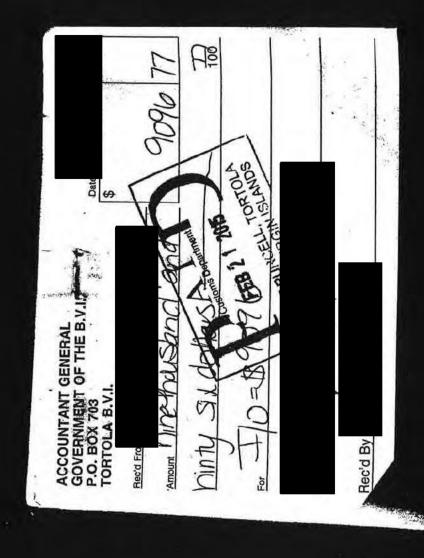
told us h In his ow	ne knew the department had suspected that nationals were smuggling and I have clearly statement he wrote "look I here looking for people from and I here clearly statement he wrote "look I here looking for people from and I here clearly statement here."	ing through the B.V.(. > earing a boat load".
question okay and back the got out of	listed and mentioned that it would look bad on him and others saw the dollisted and mentioned that it would look bad on him and he would have the indicated to Officer that it would look bad on him too and at the defit the vehicle. We questioned whether was upset or questioned him apperwork but said and did not ask. Said it was about 12:0 of the vehicle. He further stated that he proceeded to go to lunch and after took (Marine Control Document).	ave to answer a lot of hat point said m why he had wanted 00 noon when
do (repo it leaked	ed him why he did not report the matter to higher management. He said he ort or not report) and related an incident in the pass where he reported a matter to the public that he made the report. This we understood to be his reasonand destroying the documents.	er involving drugs and
informat	Additionally we enquired about the type of vessel it was and he retion he received from it was a power boat and the captain, written on the receipt.	ported that based on
	110 mas on assir B and mas mer and	m. to locate the vessel. ws as the ted that it had already
	on the written statement and our interview with Officer on the execution of his duties in a number of areas:	we find that he was
1.	He should not have agreed to the clearance of any vessel outside of a Porreceiving a request from the owner, captain or agent for that vessel. Pendinapproval of the Comptroller.	rt of Entry without first ng that request has the
2.	the Dead Town Co.	ustoms was open and
3.	Officer knew that the department was monitoring the trafficking through our borders. We can find no reason why he did not report the matter for action to be taken at that point.	
4. 5.		reason for this vessel
	entering the territory, who or what was onboard or any other questions persons arriving at our borders.	Customs would put to

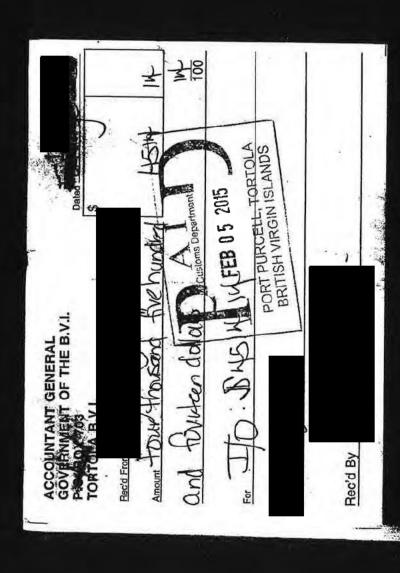
	for the first of the capacity of case, his relationship with and a good revealed to him, his ambition to open a business whether was calling him in the capacity of case, his relationship with apparently affected.	clearing vessels.	said he was unsure In an
	Another concern that we considered after this matter cam vessels in this manner is common within the department and	_	
)±1		- E
•	Assistant Comptroller of Customs (Enforcement)	•••	
•	Assistant companies of customs (Emorganism)	e	
	Assistant Comptroller of Customs (Operations)	••	

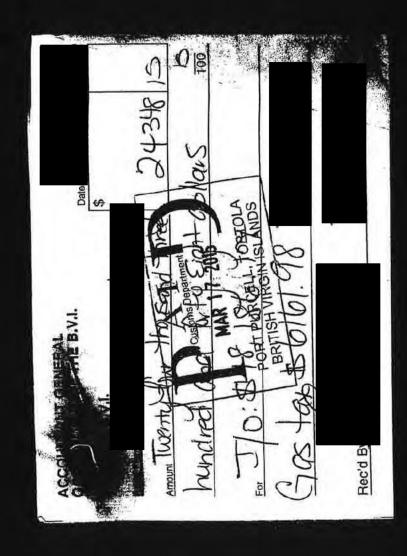


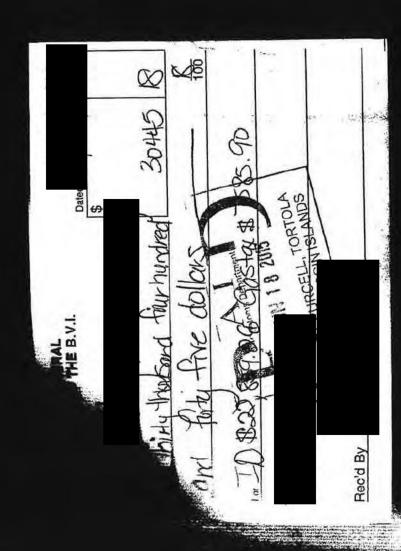
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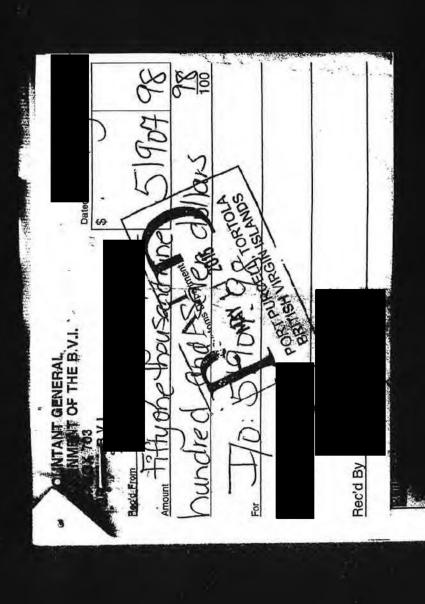
司包 30262 64 Date & GENERAL FOF THE B.V.I.





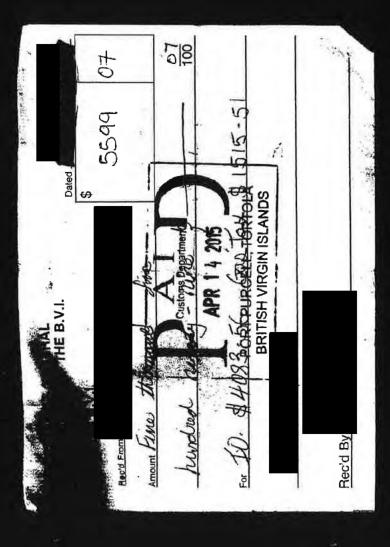






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Copy of the receipts out of book sequence # presented by totaling in excess of five thousand dollars (US \$5,000).



APPENDIX II

Copies of Treasury Receipt Distribution Log Books