

## **APPLICATIONS FOR OVERTIME SERVICES**

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The following must be noted when applying for overtime services:

1. All applications for overtime services must be submitted to the Accounts Section for processing.
2. Applications must be presented no later than one hour before the close of business, that is, 3.00 p.m on Mondays to Friday and at 11.00 a.m on Saturdays.
3. Where an officer assigned to perform any requested overtime service has to wait for fifteen (15) minutes or more beyond the scheduled time, the applicant shall pay for the period of waiting in accordance with the prevailing overtime fees. **SEE SR&O # 4 OF 2006 FOR SCHEDULE OF OVERTIME RATES.**
4. Where the services of an officer is required during the normal working hours at a place other than a customs area, two thirds of the ordinary overtime rate is payable for a period of no less than two (2) hours.
5. Once an application has been lodged and officers have been assigned but the service is no longer required,
  - If notification is given before the scheduled time of the assignment, a fee equivalent to one hour overtime is payable.
  - If notification is given after the scheduled time of the assignment, fees calculated at the regular rate is payable for the period of waiting plus an additional fee equivalent to one hour.

**By Order of the Comptroller of Customs**