



BERMUDA

ADVANCE DELIVERY OF AIRCRAFT PASSENGER AND CREW MANIFESTS NOTICE 2025

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The Collector of Customs, in exercise of the power conferred by sections 3B and 6B of the Revenue Act 1898, issues the following Notice:

Citation

1 This Notice may be cited as the Advance Delivery of Aircraft Passenger and Crew Manifests Notice 2025.

Interpretation

2 In this Notice—

“the Act” means the Revenue Act 1898;

“aircraft” includes every description of aeroplane or other aircraft;

“API” refers to advance passenger information as defined in section 2 of the Act;

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“manifest” means the manifest referred to in sections 3A and 6A of the Act;

“PNR” refers to passenger name record as defined in section 2 of the Act;

“PNRGOV” is a standardized EDIFACT message format used to transmit PNR data to governments;

“UN/EDIFACT” means the international standard for electronic data interchange, used for the administration of commerce and transport developed by the United Nations.

Application of this Notice to aircraft

3 Sections 3A and 6A of the Act and this Notice shall apply in respect of every aircraft departing for Bermuda and every aircraft departing from Bermuda.

Electronic means of delivery of manifest

4 The commander or the agent or representative of an aircraft shall deliver the manifest or summary manifest electronically by the “push” method, which shall be in a format that is consistent with the UN/EDIFACT or PNRGOV standard.

Time of delivery of inward manifest

5 (1) The commander or the agent or representative of an aircraft shall deliver the manifests at the following times—

- (a) not later than seventy-two hours prior to the time of departure (referred to as T-72) of the aircraft for Bermuda;
- (b) not later than twenty-four hours prior to the time of departure (referred to as T-24) of the aircraft for Bermuda; and
- (c) not later than one hour prior to the time of departure (referred to as T-1) of the aircraft for Bermuda.

(2) The commander or the agent or representative of any air ambulance in service of a medical emergency may, instead of complying with subparagraphs (1)(a) and (b), deliver the manifest not later than thirty minutes prior to the time of departure of the air ambulance for Bermuda.

Time of delivery of outward manifest

6 (1) The commander or the agent or representative of an aircraft shall deliver the manifests at the following times—

- (a) not later than seventy-two hours prior to the time of departure (referred to as T-72) of the aircraft from Bermuda;
- (b) not later than twenty-four hours prior to the time of departure (referred to as T-24) of the aircraft from Bermuda; and
- (c) not later than one hour prior to the time of departure (referred to as T-1) of the aircraft from Bermuda.

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(2) The commander or the agent or representative of any air ambulance in service of a medical emergency may, instead of complying with subparagraphs (1)(a) and (b), deliver the manifest not later than thirty minutes prior to the time of departure of the air ambulance from Bermuda.

(3) Where the number of passengers or crew on board an aircraft increases or decreases after the manifest has been delivered, the commander or the agent or representative of the aircraft shall immediately deliver a corrected manifest.

Additional information to be included in manifest

7 (1) The commander or the agent or representative of an aircraft departing for Bermuda or departing from Bermuda shall include the following additional API information in the manifest—

- (a) registration number of the aircraft;
- (b) name of the airline or operator;
- (c) flight number;
- (d) airport arrived from;
- (e) airport of destination;
- (f) date of the arrival of the aircraft;
- (g) names of the crew whose journey is to be completed in Bermuda; and
- (h) in respect of every person on board the aircraft—
 - (i) description of status on board the aircraft; and
 - (ii) where applicable, the seat number or seat identifier.

(2) The commander or the agent or representative of an aircraft departing for Bermuda or departing from Bermuda shall include the following additional PNR data in the manifest—

- (a) PNR record locator code;
- (b) date of reservation or issue of ticket;
- (c) date or dates of intended travel;
- (d) name or names on the PNR;
- (e) all contact information including originator information;
- (f) frequent flyer information;
- (g) payment and billing information;
- (h) travel itinerary for the specific PNR;
- (i) travel agency and travel agent information;
- (j) code share PNR information;

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- (k) split or divided PNR information;
- (l) travel status of passenger including confirmation and check-in status;
- (m) ticketing information including ticket number, one—way tickets and automated ticket fare quotes;
- (n) all baggage information;
- (o) seat information including seat number;
- (p) general remarks including other service information (OSI) and special service request (SSR) information;
- (q) any collected APIS (advance passenger information system) information; and
- (r) all historical changes to the PNR data types listed in paragraphs (a) to (n) if available.

Additional summary manifest for passenger aircraft

8 (1) In addition to the manifest, the commander or the agent or representative of a passenger aircraft shall separately deliver to the proper officer of the Customs Department a summary manifest including the following information in respect of the aircraft and the passengers on board—

- (a) name of the airline or operator;
- (b) where applicable, the flight number;
- (c) estimated time of arrival of the aircraft in Bermuda or departure of the aircraft from Bermuda;
- (d) number of passengers on board the aircraft; and
- (e) the first name and last name of the person delivering the information required by the foregoing provisions of this paragraph.

(2) The information required by subparagraph (1) shall be delivered not later than thirty minutes after the time of departure of the aircraft for Bermuda or departure of the aircraft from Bermuda.

Consequential amendments

9 (1) The Advance Delivery of Inward Passenger and Crew Manifests Notice 2007 is amended as follows—

- (a) in the heading of paragraph 3, by deleting the words “and aircraft”;
- (b) in paragraph 3(a) by deleting the word “; and”;
- (c) by revoking the following provisions—
 - (i) in paragraph 2, the definition of “aircraft”;
 - (ii) paragraph 3(b);

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- (iii) paragraph 4(2);
- (iv) paragraph 5(2) and the proviso;
- (v) paragraph 6(2); and
- (vi) paragraph 7.

(2) The Advance Delivery of Outward Passenger and Crew Manifests Notice 2007 is amended as follows—

- (a) by deleting the words “and aircraft” from the heading of paragraph 3;
- (b) in paragraph 3(a) by deleting the word “; and”;
- (c) by revoking and replacing paragraph 5(1) with—

“(1) The master of a ship shall deliver the manifest not later than six hours prior to the departure of the ship from Bermuda, provided that, where the number of persons on board a ship increases or decreases after the manifest has been delivered, the master of the ship shall immediately deliver a corrected manifest.”;

- (d) by revoking the following provisions—
 - (i) in paragraph 2, the definition of “aircraft”;
 - (ii) paragraph 3(b);
 - (iii) paragraph 4(2);
 - (iv) paragraph 5(2); and
 - (v) paragraph 6(2).

Commencement

10 This Notice shall come into operation 1 January 2026.

Made this 8th day of December 2025

Collector of Customs

[Operative Date: 01 January 2026]