Official Use Only
BIDDER NUMBER

CUSTOMS AUCTION
BIDDER REGISTRATION FORM

GUIDELINES AND PROCEDURES – Part 1

1. All persons wishing to take part in the Customs public auction shall complete this **Bidder's Registration Form**. The completed form, plus a clear and legible copy of your valid ID must be submitted on time to one of the following Customs offices located around Saint Lucia:
   - Customs office in Soufriere - not less than seven (7) days before the date of the auction.
   - Customs main office in Vieux Fort - not less than five (5) days before the date of the auction.
   - Customs main office in Castries - not less than three (3) days before the date of the auction.
2. Anyone can register, and bid for anything offered at the auction sale of goods **NOT condemned as forfeited**.
3. Customs officers, and any person having or having had any interest in anything **condemned as forfeited** (e.g. the importers/owners of said thing; or agents/representatives of the importers/owners), shall not be permitted to bid in the auction of that thing.

NAME: …… ……. ……..

(First) *(Last)* *(Signature)*

HOME ADDRESS: …….

EMAIL ADDRESS: ……

TELEPHONE NUMBER: ……

IDENTIFICATION TYPE AND NUMBER:

- ☐ National ID: ……
- ☐ Passport: ……
- ☐ Driver's License: ……

METHOD OF PAYMENT:

- ☐ Cash
- ☐ Visa/Debit Card
- ☐ Cheque (*Only cheques acceptable by Customs and Excise Saint Lucia*)

GUIDELINES AND PROCEDURES – Part 2

4. On the day of the auction each registered bidder is given a bidder card with a unique "bidding number". When the auctioneer calls out the amount that you wish to bid for the item being sold, you may indicate your interest by raising your hand displaying your bidder card and number to the auctioneer. If there is more than one person offering the same bid the auctioneer will increase the bid amount until only one person offers a bid.
5. Should there be a dispute between bidders, the auctioneer can either re-auction the item or declare the successful bidder. The auctioneer's decision will be final and binding on all parties.
6. Successful bidders must make full payment of the purchase price on the day of the sale before the goods can be delivered. For successful bids ranging from $10,000.00 to $30,000.00, if bidders are unable to make full payment on the day of the sale, they will be required to deposit at least twenty percent of the purchase price with the balance to be paid within one week. For successful bids above $30,000.00, if bidders are unable to make full payment on the day of the sale, they will be required to deposit at least ten percent of the purchase price with the balance to be paid within two weeks.

Visit the **Customs & Excise Department *Saint Lucia*** website, **www.customs.gov.lc** for more information about the products advertised for sale. View images; read more detailed descriptions; and take note of the reserve prices for each item/lot. Learn more about how you can participate in this in-person public auction, along with other important procedures and guidelines.