



# PNG Customs Service

## Application to Register as a Importer/Exporter/Agent

(Instruction on how to fill the form can be found on page 2)

<b>1. Business/Company/Individual Name(s):</b> (Underline correct one and capture name as appear in Commercial Documents/Tax File)												<b>2. Tax Identification Number (TIN) :</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																																			
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<b>4. Postal Address</b>						<b>5. Physical Business/Residential Address</b> (Attach Land Title / Lease Agreement)																																									
<b>6. Registered Office</b>						<b>7. (a) E-Mail Address</b>  <b>(b) Company Website:</b>																																									
<b>8. (a) Tel. Phone No.(s):</b>						<b>(b) Mobile No.:</b>																																									
<b>9. Type of Company</b>  (Tick appropriate box)		(a). Individual		(b). Sole Proprietary Company		(c). Business Group		(d). Partnership Company																																							
		(e). Charitable Institute		(f). Government Institute		(g). Corporations		(h). Other																																							
<b>If 9(a) or 9(b) your full name</b>																																															
<b>If 9 c) to 9(h) Names &amp; Addresses of Chairman/Head and two directors</b>		Name				Designation																																									
		Name				Designation																																									
		Name				Designation																																									
<b>10. Company Details</b>		a). IPA Number			b). Importer      Exporter      Manufacturer  Customs Agent      Other																																										
		c). Date of incorporation			d). How many years have you been in Business?																																										
<b>11. Bank Details</b>		<b>Bank:</b>			<b>Account #:</b>																																										
<b>12. If Customs Agent</b>		(a) License number: (b) Port(s) you intend to work:																																													

I ..... declare that above information is correct in all details.

**Signature**
**Company Common Seal**
**Date**

(Please see the instructions over leaf)



# PNG Customs Service

## APPOINTMENT OF A LICENSED CUSTOMS AGENT OR AGENCY BY THE OWNER OF GOODS

The Collector of Customs  
at the Port of \_\_\_\_\_(Name of Port/s)  
and to all persons whom it may concern

I/We \_\_\_\_\_ (TIN \_\_\_\_\_) hereby appoint  
as Agent/Agency \_\_\_\_\_  
(Agent Code \_\_\_\_\_) to be my/our Customs Clearing agent for the purpose of all  
provisions of the Customs Act within the meaning of the Customs Act Chapter 101, and I/We  
hereby authorize him/her to act as my/our Customs clearing agent for all purposes.

The appointment of \_\_\_\_\_(Agent Code \_\_\_\_\_) as per  
my/our request dated \_\_\_\_\_ is cancelled from this date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature : .....

Address : .....

Occupation : .....

**For Official use**

**Warning**

A person who makes in a declaration or document produced to an officer a statement that is untrue in any particular is guilty of an offence under Sec 153 of Customs Act. **It is a must to inform Customs immediately if any of the above information is changed.** Customs Agent cannot appoint another agent without the consent of the party concerned.

Instructions to fill Application for Register as Importer/Exporter/Agent. Please complete all Details!

- Box 1. Business/Company/Individual Name: Business/Company name as appear in commercial documents as well as TIN. Different names appear in Commercial documents (Invoice, B/L AWB) and TIN may cause for delay in processing entries.
- Box 2. TIN: Number issued by the Record Section of the PNG IRC.
- Box 3. Agent Code: To be filled by Customs Agents or In-House Agents only. Contact Compliance & Cargo Management and ICT Sections to obtain the number.
- Box 9. Type of Company: Please tick appropriate box. (only one box)
- Box 10 b). Please tick appropriate boxes. (e.g. Those who do both Imports and Exports can tick Importer box and Exporter box).

Please forward copies of following documents at the time you submit the application:-

- 1). Letter/TIN Certificate issued by the Record Section of the IRC confirming the TIN.
- 2). Certificate/letter issued by the Investment Promotion Authority confirming the IPA number.
- 3). Approval to work as a Customs Agent issued by PNG Customs Service (if registering as an agent).
- 4). Attachment Land Title or Lease Agreement
- 5). Shipping Transport Document – Bill of Lading (Importers/Exporters)
- 6). Statutory Declaration: signed by Commissioner of Oath (only for Individual)
- 7). Form of identification: Driver’s License / Passport/ NID (only for Individual)