



Customs and Excise

Application for Registration as an Importer/Exporter/Agent

Key: Required Fields *

1. Business/Company/Individual Name(s) * <i>(Underline correct one and capture name as appear in Commercial Documents/Tax File)</i>				2. Tax Identification Number * <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>																			
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4. Postal Address *				5. Physical Residential/Business Address *																			
6. Registered Office Address *				7. (a) E-mail *																			
8. (a) Tel. Phone No.																							
				(b) Mobile No. *																			
9. Type of Company * <i>(Tick appropriate box)</i>		(a). Individual <input type="checkbox"/>		(b). Sole Proprietary Company <input type="checkbox"/>		(c). Business Group <input type="checkbox"/>		(d). Partnership Company <input type="checkbox"/>															
		(e). Charitable Institute <input type="checkbox"/>		(f). Government Institute <input type="checkbox"/>		(g). Corporations <input type="checkbox"/>		(h). Other <input type="checkbox"/>															
<i>If you select 9(a) or 9(b), insert your full name</i>																							
<i>If you select 9(c) - 9(h), insert the Names & Addresses of Chairman/Head and two directors</i>		Name						Designation															
		Name						Designation															
		Name						Designation															
10. Company Details		a). IPA Number				b). Importer <input type="checkbox"/> Exporter <input type="checkbox"/> Manufacturer <input type="checkbox"/>																	
						Customs Agent <input type="checkbox"/> Other <input type="checkbox"/>																	
		c) Date of incorporation																					
		d) How many years have you been in Business?																					
11. Bank Details *		Bank				Account No.																	
12. If, registering as a Customs Agent/Broker		License number																					
		Port(s) you intend to work																					
<p>* I/Wedeclare that above information is correct in all details.</p> <p>*Signature: <i>Company Common Seal</i> *Date: <i>(only businesses must apply the seal onto this form)</i></p>																							

(Please see the instructions over leaf)



G26b

Customs and Excise

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

The Collector of Customs
at the Port of*
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.
Customs Agent cannot appoint another agent without the consent of the party concerned.*

Instructions to fill Application for Register as Importer/Exporter/Agent

- Box 1. *Business Name:* Business name as appear in commercial documents as well as in Tax File. Different names appear in Commercial documents (Invoice, B/L AWB) and Tax File may cause for delay in processing entries.
- Box 2. *TC Code:* Number issued by the Record Section of the IRC
- Box 3. *Agent Code:* To be filled by Customs Agents only. Contact Inland Revenue and ASYCUDA Sections to obtain the number.
- Box 9. *Type of Company:* Pleas 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 issued by the Record Section of the IRC confirming the TC Number.
- 2). Certificate/letter issued by the Investment Promotion Authority confirming the IPA number.
- 3). Approval to work as a Customs Agent issued by Inland Revenue Section of the IRC (if registering as a agent).