

Customs and Excise

Application for Register as a Importer/Exporter/Agent

1. Business Name: (as appear in Commercial Documents/Tax File)					2. TC Number														
					<table border="1" style="width: 100%; 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> </tr> </table>														
					3. Agent Code														
					<table border="1" style="width: 100%; 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> </tr> </table>														
4. Postal Address					5. Business Address														
6. Registered Office					7. E-Mail Address														
8. Tel. Phone No(s).																			
Fax No(s).																			
9. Type of Company		(a). Individual <input type="checkbox"/>		(b). Sole Proprietary Company <input type="checkbox"/>		(c). Business Group <input type="checkbox"/>		(d). Partnership Company <input type="checkbox"/>											
(Tick appropriate box)		(e). Charitable Institute <input type="checkbox"/>		(f). Government Institute <input type="checkbox"/>		(g). Corporations <input type="checkbox"/>		(h). Other <input type="checkbox"/>											
If 9(a) or 9(b) your full name																			
If 9 c) to 9(h) Names & Addresses of Chairman/Head and two directors		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"/>											
		<input style="width: 150px; height: 20px;" type="text"/>		Customs Agent <input type="checkbox"/>		Other <input type="checkbox"/>													
		Date of incorporation		How many years have you been in Business?															
11. If Customs Agent		License number																	
		Port(s) you intend to work																	
Ideclare that above information is correct in all details.																			
Signature			Company Common Seal				Date												

(Please see the instructions over leaf)

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 _____ (TC Number _____) 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 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. Please complete all Details!

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).