

## 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 \_\_\_\_\_ 200\_\_.

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

- 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:* 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 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).