

## Customs and Excise

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

<b>1. Business Name:</b> (as appear in Commercial Documents/Tax File)												<b>2. TC Number</b>																																			
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																								<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																							
<b>4. Postal Address</b>												<b>5. Business Address</b>																																			
<b>6. Registered Office</b>												<b>7. E-Mail Address</b>																																			
<b>8. Tel. Phone No(s).</b>																																															
<b>Fax No(s).</b>																																															
<b>9. Type of Company</b>						(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"/>																							
<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 <input type="checkbox"/>						Exporter <input type="checkbox"/>						Manufacturer <input type="checkbox"/>																							
						Date of incorporation						Customs Agent <input type="checkbox"/>						Other <input type="checkbox"/>																													
<b>11. If Customs Agent</b>						License number																																									
						Port(s) you intend to work																																									
I .....declare that above information is correct in all details.																																															
<b>Signature</b>												<b>Company Common Seal</b>												<b>Date</b>																							

(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).