



Customs ICT – Information & Communications Technology
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GENERAL REQUEST FORM – Customs Brokers and Shippers

Company: Phone/Ext: Request Date: **Official Use Only:**
 Port: Request Reg. No:
Port of request

A. New User Account:
Select this option if you are a new user. Complete this section and go to C or D where applicable..

User Details:
 BROKER User's First Name User's Last Name Middle Initials
 SHIPPER

Requirements:
 Please note that you, as the user of this facility, are required to:
 1. Change your initial password at first logon, into CUSTNET or ASYCUDA. Failure in doing so, you will be liable for any unauthorized transactions using your user name.
 2. Advice Customs ICT of your login status (whether you logged in okay or not).

Declaration: *I hereby declare that I have read & understood the requirements stated above and agree to comply with all conditions set out in them. I understand that failure to do so make me liable for any actions taken.*
 User's Signature: _____

B. Existing Account:
Select this option if you are not a new user and require reset of password, suspension of account or optional port access options. Complete this section and go to D. If other then these options go to section C.

Existing Username **User Access option:** Reset Password Suspend User Optional Port
 New user access Reasons for access: _____

C. Other Request:
 ASYCUDA Installation User Defined Report Printer File Module Access*
 Manifest Error Declaration Error MODCHQ Update Tariff update
 Others (Specify)/ *Reasons for changes: _____

D. Approval
 Authorising Person's Signature Name Date

Official Use Only
 ACTIONS taken: _____
 Completed By: Sign: Temporary Password: Completion Date: