



PAPUA NEW GUINEA CUSTOMS SERVICE

Information Communication & Technology (ICT)

Telephone: (675) 323 1155, Facsimile: (675) 323 3551

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P.O Box 923, Port Moresby, NCD, Papua New Guinea

2ND Floor Steamships Properties Building, Gordons, Port Moresby



**CHECKLIST FOR SHIPPING AGENT'S
REGISTRATION/ACTIVATION IN ASYCUDA**

New Applicant:		<input checked="" type="checkbox"/>
1. Letter from Overseas Principal Shipper appointing company/entity to act on their behalf as shipping agent in PNG.		✓
2. Copy of Depot approval letter endorsed by Customs Port Manager confirming company/entity to operate a Depot for the storage and deconsolidation of cargoes		✓
3. Company Profile		✓
4. Original and complete Form G26 (a & b), signed and stamped with company seal		✓
5. Copy of TIN (Tax Identification Number) Certificate from the Internal Revenue Commission (IRC)		✓
6. Copy of valid IPA Certificate		✓
7. Complete ICT General Request Form		✓

*****END OF DOCUMENTATION*****