

CUSTOMS CLERK
(application for customs access pass)

Part 1 – Additional Information

- 1. Persons employed by Customs Broker (CB)
- 2. Persons employed by Freight Forwarding Agents
- 3 Persons employed by companies under MEXA
- 4. Individual Importer/Exporter/Freeport Operator/Excise Manufacturer and/or its employees
- 5. Persons employed by Shipping Agents (For Manifest only)
- 6. Previously transacting at customs Yes No
- 7. Date of 1st Reg:/...../.....
- 8. CAP No.
- 9. Name of Previous employer:
.....
- 10. Certificate of Morality dated:/...../.....

Part 2 – To be filled in by Employer

Name of Employer:.....

TAN:..... Licence No: NPS RefNo.:

Do you employ Customs House Broker (CHB)? Yes No (please tick as appropriate)
If, yes

Name of CHB: ID:.....

Do you have front end system(s)? Yes No (please tick as appropriate)
If, yes

How many? Your tradenet user(s) ID:

Business Address:.....

Telephone:..... Fax: Email:

Persons in Part 2 is employed by us since under the Industrial Relation Act GN 172 of 2004 and is registered under our file at the NPF.

We hold ourselves responsible for his behaviour and action at MRA-Customs and undertake to take disciplinary measures against him if need be. He is under sole employment with us and should transact at Customs only on our behalf.

Name of Employer:

Signature:

Date:/...../.....

Seal:

Part 3 - UNDERTAKING

UNDERTAKING BY BROKERS, FREIGHT FORWARDING AGENTS, SHIPPING AGENTS, FREEPORT OPERATORS, IMPORTERS AND EXCISE MANUFACTURERS

In consideration of the Director-General accepting to provide me and my employees with the ACCESS PASSES allowing me and my employees access to Customs Offices and Freight Stations,

I,

hereby undertake that:

1. The Access Pass shall be worn conspicuously by my employees and myself and be shown on demand. It shall remain the property of the Customs Department and must be returned to Customs on demand, upon cessation of employment or on expiry of the validity of the card;
2. I shall, in the event of loss of the Access Pass, report the case to the nearest Police Station. New pass will only be issued on the basis of a memo from Police;
3. I shall collect the passes of the employees appointed by me and accept that:
 - a. I shall remit the passes back to Customs in case the holder ceases to be employed by me;
 - b. I shall immediately inform Customs of cessation of employment and the reasons thereof, if not voluntary cessation;
4. I agree to pay Rs 150 to Customs for the initial pass and undertake to pay Rs 200 upon renewal or, in case of loss of the initial one;
5. I agree that the Director*General has the right to withdraw the pass if the holders are found to contravene the provisions of the Customs Act and other relevant legislations;
6. In case of trainees, I shall write a letter to MRA-Customs giving details of the trainee and the length of time during which the trainee will access MRA-Customs;
7. I hold myself responsible for the acts in MRACustoms of persons employed by me/my company;
8. I shall return the previous pass/passes used prior to August 2005.

We understand that the penalties for any offence committed under Part XIV, Sections 117 - 124 of the Customs Act 1988 relating to Agents and Brokers are as provided under the same Sections.

Signature:

Date:

FOR OFFICIAL USE

REGISTRATION & LICENSING	ID UNIT
Approved by:	Cash Book No.:
	New CAP No.:
	Expiry Date:.....
	Issuing Officer:.....
Signature:	Signature:.....
Date:	Date:.....