



**FIJI REVENUE AND
CUSTOMS SERVICE**

CONSOL FREIGHT STATION (CFS)& AIR FREIGHT STATION (AFS)

Section 4 of Customs Act 1986

APPLICANT:		Date:	
Port:			
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Letter of request from company (Company Letter Head)	☐	☐	
Certificate of Registration (Registrar of Companies)	☐	☐	
Company particulars 1. Structure (List of employees) 2. Profile 3. Current list of: ➤ Directors ➤ Partnerships 4. Where any member of the partnership is a company, current and historical company details would be required (Company Registration, tax compliance, police clearance of directors) 5. Company Authorized Personnel to act on behalf of the director, level of decisions delegated. 6. Financial Viability to start the business. 7. Clear records of Customs Compliance 8. Clear records with other government agencies i.e. MOH, BAF, Ports etc. 9. Provide detailed and well-documented procedures for the conduct of all activities that will be undertaken as part of CFS/ AFS Operations 10. Provide procedures for monitoring, checking, and auditing the work of CFS/ AFS Operations 11. Provide established and clearly documented procedures for conducting "fit and proper person" background checks on current and any new personnel who will participate in the work of the CFS or AFS if it is licensed. These procedures include provisions to ensure that the Comptroller- of Customs is notified within 30 days of relevant personnel changes, completed checks and changes in circumstances required to be notified under the conditions attached to a CFS or AFS operation.	☐	☐	

Tax Compliance Certificate- Company & Director	☐	☐	
OHS Certificate	☐	☐	
NFA valid Certificate	☐	☐	
Lease Agreement or title copy	☐	☐	
City/ Town Council Approved Plan	☐	☐	
Inspection report by FRCS to include the following: • CCTV Camera • Fence height to be 3 meters and embedded to the ground. • Proper lights • Trap door on the side etc. • Proper office with equipment's (Table, chair, computer, printer, locker) and facility for the CFS/AFS officer • allocated areas to store dangerous goods. • proper signage and walkway throughout the CFS/ AFS area • allocated inspection area for the officers to conduct inspection, table to be provided for inspection. • scale should be available for the officers during the inspection. • Allocate an area to store the un-cleared goods	☐	☐	
REQUIREMENTS AFTER APPROVAL	YES	NO	
Bond Security of \$30,000.00 in favor of FRCS per port	☐	☐	
3 years License fee of \$ 10,350.00 per port	☐	☐	
Operational Fees for CFS of \$15,525. for a 3-year period per port	☐	☐	
Operational Fees for AFS of \$9,703.13 for a 3-year period per port			
Mandatory requirement to open prepayment account with AW System			
Publication of the Approval for the public to respond to within 14 days of any misconduct or grievance in relation to the company			
PROPER OFFICER		APPROVAL FROM PORT MANAGER	
Signature:			
Officer Name:			
Date:			
Port :			