



**FIJI REVENUE AND
CUSTOMS SERVICE**

CUSTOMS AUTHORIZED CLERK (Section 149)/
TRADERS CLERK (Section 154)
of Customs Act 1986

APPLICANT:	Date:		
Port:			
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Completed Application Form	☐	☐	
Completed self-assessment form	☐	☐	
Diploma in Customs / Customs Clerk Exam/ JII & JI	☐	☐	
Tax Compliance Certificate	☐	☐	
Police Clearance	☐	☐	
Pay Interview Fee \$50.00			
Pass the Authorized clerk Interview (Average rating of 65%)	☐	☐	
Industry Work experience – • 10 Years without Diploma in Customs or; • 2 years with Diploma in Customs	☐	☐	
Curriculum Vitae to demonstrate adequate experience with at least 3 referees			
REQUIREMENTS AFTER APPROVAL	YES	NO	
Completed ASYCUDA Registration Application Form	☐	☐	
Bond security of \$1,000.00 in favor of FRCS per Authorized clerk per port excluding traders' clerk	☐	☐	

PROPER OFFICER

APPROVAL FROM PORT MANAGER

Signature:	
Officer Name:	
Date:	
Port :	