



**FIJI REVENUE AND
CUSTOMS SERVICE**

**CUSTOMS BONDED WAREHOUSE/ TANKS/
MOTOR VEHICLE BOND
SECTION 37 OF CUSTOMS ACT 1986**

APPLICANT:		Date:	
Port:			
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Letter of request from company (Company Letter Head)	☐	☐	
Certificate of Registration (Form A5 from Register 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 warehouse operations. 10. Provide procedures for monitoring, checking, and auditing the work of warehouse keeper. 11. Provide a contingency arrangement to meet client needs in the event of illness, leave or vacancy amongst its warehouses keeper 12. 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 bonded warehouse/tank or motor vehicle bond 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 warehouse operations.			
Tax Compliance Certificate for the director and company	☐	☐	
OHS valid Certificate	☐	☐	
NFA valid Certificate	☐	☐	
City/ Town Council Approved Plan	☐	☐	
Lease Agreement or title Copy	☐	☐	
Inspection report by FRCS to verify the following:			
• CCTV Camera • Fence height to be 3 meters and embedded to the ground. • Proper lights • Trap door on the side etc			
REQUIREMENTS AFTER APPROVAL	YES	NO	
Provide Bond Security of \$30,000.00 in favor of FRCS per location for bonded warehouse & tank or \$100,000.00 for the Motor Vehicle bond			
Pay License fee for a 3-year period of \$17,250.00			
Allocate designated Bond Keeper who shall meet the Traders clerk requirement			
Stock registers			
Nominated Customs House Agent or in house trader's clerk.			
Have the signage in place for the Bonded Warehouse/ Tank/ Motor Vehicle Bond Name, number to be provided by FRCS			
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 :	