



**FIJI REVENUE AND
CUSTOMS SERVICE**

CUSTOMS HOUSE AGENT

CORPORATE

Section 144 of Customs Act 1986

APPLICANT:		Date:	
Port:			
APPLICATION REQUIREMENTS	YES	NO	REMARKS
Completed Application Form (Full Legal name of the applicant)	☐	☐	
Certificate of Registration (Registrar of Companies)	☐	☐	
Tax Compliance Certificate- Company and Director	☐	☐	
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 its customs house agency. 10. Provide procedures for monitoring, checking and auditing the work of Customs Authorized clerks. 11. Provide a contingency arrangement to meet client needs in the event of illness, leave or vacancy amongst its Customs Authorized Clerks. 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 customs agent 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 Customs House Agency.	☐	☐	

The curriculum vitae of directors/ Partners and the Authorized personnel of the applicant to demonstrate adequate experience in the running of a comparable business venture.	☐	☐	
list of current and target clients with contact information	☐	☐	
Directors Police Clearance	☐	☐	
Intended Authorized Clerks	☐	☐	
REQUIREMENTS AFTER APPROVAL	YES	NO	
Bond security of \$10,000.00 in favor of FRCS per port	☐	☐	
License fee of \$5,175.00 for 3-year period per port	☐	☐	
Completed ASYCUDA Registration Application Form	☐	☐	
- Directors who intend to be authorized clerks are required to submit the checklist requirements for the Authorized clerk or; - to appoint qualified and experienced. Authorized Customs Clerk Provide Bond Security of \$1,000.00 per clerk/port	☐	☐	
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:			