



FIJI REVENUE AND CUSTOMS SERVICE

LICENSING OF FREIGHT FORWARDERS Section 148A 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 - Structure (List of employees) - Profile - Current list of: ➤ Directors ➤ Partnerships - 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) - Company Authorized Personnel to act on behalf of the director, level of decisions delegated. - Financial Viability to start the business. - Clear records of Customs Compliance - Clear records with other government agencies i.e. MOH, BAF, Ports etc. - Provide detailed and well-documented procedures for the conduct of all activities that will be undertaken as part of Freight Forwarder - Provide procedures for monitoring, checking, and auditing the work of Freight Forwarder operations. - Provide a contingency arrangement to meet client needs in the event of illness, leave or vacancy amongst its Freight Forwarders operations. - 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 Freight Forwarder 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 Freight Forwarder operation	☐	☐	
Tax Compliance Certificate- Company & Director	☐	☐	

Directors Police clearance	☐	☐	
Curriculum Vitae to demonstrate adequate experience with at least 3 referees (Character reference)	☐	☐	
MOA with a Licensed CFS Operator if applicant does not have own CFS	☐	☐	
REQUIREMENTS AFTER APPROVAL	YES	NO	
Bond Security of \$10,000.00 in favor of FRCS per port	☐	☐	
Bond Security of \$1,000.00 per manifest clerk per port	☐	☐	
License fee of \$5,175.00 for a 3-year period per port	☐	☐	
Have the signage in place for the CFS/ AFS Name			
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 :	