



**MINISTRY OF FINANCE  
DIRECTORATE OF CUSTOMS & EXCISE**



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**APPLICATION FOR LICENSING AS A CLEARING AGENT IN TERMS OF  
SECTION 73 (2) OF THE CUSTOMS AND EXCISE ACT NO. 20 OF 1998**

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**NOTES: Please read the requirements of Clearing Agent licensing before completing this form**

- (a) Subsidiary or associated companies, i.e. separate legal persons, are required to be licensed separately.
- (b) This application must be submitted in duplicate to the Commissioner for Customs & Excise.
- (c) All current, new prospective and DTI users' application will be treated de novo (a fresh).
- (d) Applications must be accompanied by a non-refundable once-off application fee of N\$2000.00.
- (e) Dry Ports will only be licensed for goods destined to or originating from their country of origin.
- (f) Each Clearing Agent licence shall be valid from 1 January to 31 December each calendar year.
- (g) The applicant is required to keep records for 5 years for all Customs related transactions.
- (h) Where an application is made, the Commissioner shall not grant a licence if, in his/her opinion the applicant contravened the provisions of the Customs and Excise Act No 20 of 1998.

**Note: All existing Clearing Agent license holder will not be licensed until that all duty and tax liability in all customs regimes are met.**

**1. NATURE OF BUSINESS**

Please tick with an X

Company	Close Corporation	Partnership	Sole proprietor	other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. TRADING PARTICULARS**

Furnish full Company details/particulars:

Trading name of business: .....  
 Physical address: Street Name and number: .....  
                             Town/ City: .....  
                             Registration Number of Company: .....  
                             Tel No: .....  
                             Postal Address: .....  
                             Email address: .....

3. Provide full Company details of Head Office, if different from No.2 above

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 .....  
 .....

4. Indicate office(s) where clearance will be conducted.

Customs and Excise office	Physical address	Contact No

5. Please state the names of employees at each place where business will be conducted with Customs and Excise who are fully conversant with Customs and Excise Act, the regulations and rules and other requirements of Customs and Excise and who will be able to deal with any enquiry with regard to Customs and Excise matters.

Name of employees	Place (Customs and Excise Office)

**6. THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE APPLICATION:**

- (a) Attached Company Founding Statement issued by BIPA
- (b) Identity/passport documents of
  - \* Individual
  - \*partnership, close corporation and trust (all members/partners/trustees Company (all directors, including managing director and finance director)
- (c) Certificate of good standing from Ministry of Finance and Social Security Commissioner
- (d) A Code of Conduct (NamPol)
- (e) Business Fitness certificate from municipality / regional council
- (f) Proof of premises e.g. rental contract or water bill

**7. REQUIREMENTS FOR LICENSING AS CUSTOMS AND EXCISE CLEARING AGENT.**

- i) Furnish such evidence as to your proficiency in matters relating to Customs and Excise. The proof should consist of the following:
  - a) Proof that you have previously worked for a clearing agent firm (for two or more years) by way of a reference from that specific firm,
  - b) Proof that you passed proficiency test offered by Customs and Excise<sup>1</sup>, or
  - c) Proof that you have previously worked for the Directorate of Customs and Excise for two or more years.
- ii) Should you meet the above-requirements: provide this office with proof that you have an existing business premises (leased or owned) with facilities such as telephone, email, fax, etc.
- iii) Must have access to HS -Harmonised Commodity Description and Coding tools. i.e. Tariff Book, Alphabetical Indexes and Explanatory Notes **or** Online HS and relevant publications.
- iv) Prove of registration with Financial intelligence Centre (FIC) before commencement of operations
- v) Must ensure record keeping for 5 years in terms of Section 112 of the Customs and Excise Act.
- vi) The applicant may be subjected to an oral interview

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<sup>1</sup> Applicants will have to write competency test once all requirements had been met before submitting for final approval.

**PLEASE BE INFORMED THAT YOUR APPLICATION WILL NOT BE PROCESSED IF THE ABOVE-MENTIONED REQUIREMENTS ARE NOT COMPLIED WITH.**

**8. AUTHORITY TO APPLY**

Full name of company .....

I/We, .....

Herein represented by:

a) .....  
 Full Name Capacity Signature

b) .....  
 Full Name Capacity Signature

being duly authorized thereto by virtue of –

- a) a resolution passed at a meeting of the Board of Directors held at ..... on the ..... day of .....
- b) express consent in writing of all the members of the close corporation / partners of the partnership/ trustees of the trust ; or
- c) being a person having the management of any other association ; or
- d) delegated officer of an organ of state hereby apply for licensing as a clearing agent.

**9. SUBSEQUENT DIRECTIVES ISSUED BY THE COMMISSIONER OR A CONTROLLER OF CUSTOMS AND EXCISE:**

Any directive issued by the Commissioner or a Controller of Customs and Excise in connection with the procedures applicable to the clearance of goods and the conduct of business with Customs and Excise subsequent to the date of this application shall be deemed to be part of the afore- mentioned terms and conditions from the date on which such directives are issued and shall be observed by a clearing agent as if they were included herein and fully subscribe to by them.

The applicant is fully conversant with the provisions of the Customs Act ( Act 20 of 1998) as amended and the terms and conditions stipulated in this application and acknowledge that the Commissioner may change the said conditions whenever he deems necessary to do so.

**Signed at .....on.....in the presences of subscribed witnesses:**

**WITNESSES**

i).....  
 Signature Capacity

ii).....  
 Signature Capacity

**APPLICATION AND APPROVAL PROCESS MAY TAKE APPROXIMATELY  
FOUR WEEKS (1 MONTH) IF ALL DOCUMENTS ARE IN GOOD ORDER.**

**10. DECLARATION:**

**I hereby-**

- a) declare that the particulars in the application and all enclosures are true and correct;
- b) **Undertake to-**
  - i. inform Customs and Excise immediately of any changes in the particulars furnished in the application
  - ii. comply with the Customs and Excise procedure

.....  
**(Initial & Surname)**

.....  
**(Status/ Capacity)**

.....  
**(Signature)**

.....  
**(Date & Place)**

**FOR OFFICIAL USE ONLY**

**Recommendation report**

**From: Technical Services Section  
To: Commissioner of Customs and Excise**

**Full Name of Applicant(no abbreviations)**

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**Application under..... Received on the ..... Day of .....**

**Documentation attached: All as per above directives. Yes / No**

**Approval recommended with a surety bond amount of N\$.....**

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**Signature and Date  
Technical Services**

**Comments of the Controller:**

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**Signature .....Date.....**

**Recommendation by the Deputy Director, Trade Facilitation.**

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**Signature ..... Date.....**

**Recommendation by the Chairperson Technical Committee.**

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**Signature..... Date.....**

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**Signature and date  
Commissioner of Customs and Excise**

**Approved/Disapproved**