



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

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

NOTES: Please read the requirements of Clearing Agent on note 7 & 8 before completing this form

- (a) Subsidiary or associated companies, i.e. separate legal persons, are required to license separately.
- (b) This application must be submitted in duplicate to the Commissioner of Customs & Excise.
- (c) Applicants for renewal will be treated de novo (fresh) and should reach the Controller concerned not later than thirty days prior to the expiry of the existing license.
- (d) This licence shall be valid until 31 December each year.
- (e) Failure to renew on time will result in suspension and penalty
- (f) Refusal of application for new licenses can be done by the Commissioner based on the requirements on 7 & 8
- (g) The applicant is required to keep records for 5 years for all transactions.

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:

Trade 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
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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 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. 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.

7. CERTIFIED COPIES TO ACCOMPANY THE APPLICATION:

- (a) Attached Founding Statement issued by the registrar of companies
- (b) Resolution /consent or other authority as applicable
- (c) Identity/passport documents of
 - * Individual
 - *partnership, close corporation and trust (all members/partners/trustees
 - Company (all directors, including managing director and finance director)
- (d) Certificate of good standing from Ministry of Finance and Social security
- (e) Fitness certificate from municipality / regional council

8. 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, 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 HS -Harmonised Commodity Description and Coding tools. i.e. Tariff Book, Alphabetical Indexes and Explanatory notes.
- iv) Proof of work permit from Home Affairs (in case of foreign employees)
- v) Foreign companies should have an office in Namibia
- vi) Provide sworn affidavit for intended employees working for the company
- vii)The applicant may be subjected to an interview by a committee before an approval is granted.

Note. No person with suspended or with no clearing license shall be allowed to make or deliver an entry on behalf of another person.

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

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) 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 aton.....in the presences of
subscribed witnesses:**

WITNESSES

i).....
	Signature	Capacity
ii).....
	Signature	Capacity

APPLICATION PROCESS FOR APPROVAL TAKES APPROXIMATELY FOUR WEEKS (1 MONTH) IF ALL DOCUMENTS ARE IN A 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 NS.....

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**Signature and Date
Technical Services**

Comments of the Controller:

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SignatureDate.....

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