



CUSTOMS & EXCISE DEPARTMENT



APPLICATION FOR REGISTRATION

TO: COMPTROLLER OF CUSTOMS

DATE:

RE: Application for a Customs Registration Number

I wish to apply for a Customs Registration Number for use in the completion of the Single Administrative Document at import or export. My details are as follows:-

NAME: _____

ADDRESS: _____

TEL.NO. _____ FAX NO: _____

CORPORATION TAX NO. /NATIONAL REGISTRATION NO: _____

ACTIVITY: Please tick: Importer Exporter Both

.....
Applicant

..... FOR OFFICIAL USE.....

TO: _____

The Customs Department has assigned you the following Registration Number:

You will need this number for the completion of the Single Administrative Document. Failure to insert it in the appropriate box of the Document may entail delay in the processing of your entry.

Your co-operation will be appreciated.

for Comptroller of Customs

TO REGISTER SUPPLY THE FOLLOWING WITH THE COMPLETED FORM

TO REGISTER:

1. **UNDER A BUSINESS NAME:** a copy of the **CERTIFICATE OF REGISTRATION** must be produced.
2. **A CORPORATION: CORPORATION TAX NUMBER/VAT NUMBER** from Inland Revenue is needed as well as a copy of the **CERTIFICATE OF INCORPORATION**. Note, if not subject to Corporation Tax, supply reasons for exemption.
3. **AN INDIVIDUAL:** supply your **NATIONAL REGISTRATION NUMBER I.E ID Number**
4. **AS CHARITY:** supply evidence of affiliation under the **CHARITY ACT**.

NB Persons claiming exemption from duty and/or taxes, i.e. VAT, Excise, etc., on their own or on the behalf of any company must submit a copy of such letter indicating the reference under the Customs and/or VAT Act from which the exemption is being claimed.

PLEASE NOTE THAT THE OFFICIAL NOTICE MUST BE COLLECTED FROM THE RECEPTIONIST AT HEADQUARTERS