



## BARBADOS CUSTOMS AND EXCISE DEPARTMENT

### ASYCUDA WORLD USER AUTHORIZATION FORM

**To the Comptroller of Customs and Excise:**

Pursuant to Customs NOTIFICATION, I hereby apply for registration as a user of ASYCUDA World and to this effect I/We provide the following details:

**Applicant is a:**

<input type="checkbox"/> Private Individual	<input type="checkbox"/> Company	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Other
---------------------------------------------	----------------------------------	--------------------------------------	--------------------------------

**Installation Type:**

<input type="checkbox"/> Carrier/Carrier's Agent	<input type="checkbox"/> Consolidator	<input type="checkbox"/> Broker	<input type="checkbox"/> Importer/Exporter
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Cargo Custodian	<input type="checkbox"/> Public Enterprise	<input type="checkbox"/> Courier

**1. IDENTIFICATION OF COMPANY / OTHER INSTITUTION APPLYING FOR REGISTRATION**

**A) COMPANY** (Carrier Agent, Individual, Broker, Large Importer, Govt. Agency, others)

Name: _____
TIN Number: _____ IMP/EXP No: _____
Physical Business Address: _____
Postal Address: _____
Telephone: _____ Fax: _____
Email Address: _____

**NOTE:** All companies applying for registration must provide the names and photographs of each individual who will be using ASYCUDA World and include them in part B.

**B) INDIVIDUALS** (All employees of company in (A) above, who would access the system)

**This page can be duplicated to cater for more registrants. Signature must not touch any lines**

<p><b>1.</b> Name: _____ Position: _____ Business Address: _____ Email Address: _____ Signature: _____</p>	<p>PHOTO (Passport Size)</p>
<p><b>2.</b> Name: _____ Position: _____ Business Address: _____ Email Address: _____ Signature: _____</p>	<p>PHOTO (Passport Size)</p>
<p><b>3.</b> Name: _____ Position: _____ Business Address: _____ Email Address: _____ Signature: _____</p>	<p>PHOTO (Passport Size)</p>

## 2. TECHNICAL REQUIREMENTS FOR REGISTRATION AS A USER OF ASYCUDA World.

I/We confirm that the personal computer s (PCs) that I/We use with Customs and Excise Department comply with following minimum specification s:

(Please indicate “Yes” by ticking the box or “No” by leaving the box blank.)

ENVIRONMENT	
<input type="checkbox"/> Process speed of at least 2 GHz	<input type="checkbox"/> Printer
<input type="checkbox"/> Ram of at least 2 GB	<input type="checkbox"/> PDF enabled Scanner
<input type="checkbox"/> Java 1.8 Update 151 Runtime Environment installed	<input type="checkbox"/> Firewall
<input type="checkbox"/> Updatable Anti-virus /Spyware software installed	
<input type="checkbox"/> Hard Drive 4GB available space	
<input type="checkbox"/> Internet connection at least 512 kbps	

I/We confirm that we have on our staff, or we can call upon:

- |                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A qualified computer technician or the like, to deal with any software or hardware installation or support required to work with the Barbados Customs and Excise Department, ASYCUDA World. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 3. GENERAL CONDITIONS UNDER WHICH REGISTRATION WILL BE GRANTED

**The applicant agrees to notify the Comptroller of Customs & Excise within 24 hours of any changes in the following situations:**

You no longer meet licensing or operating conditions as Carrier Agent, Individual, Broker, Large Importer, Govt. Agency, others (if you fall within one of these categories);

1. Cease to employ all or any individual registered users nominated in this application form.
2. Change the address of your company or individual users.
3. Change the name of your company or individual users.
4. Cease to conduct business with Customs.
5. You or any of your individual registered users are or become bankrupt.
6. You or any of your individual registered users are convicted of any offence punishable under the Customs, taxation or criminal legislation.

**Note: By signing this application form, the applicant agrees to comply with all conditions listed in (1) to (6) above**

**If approved as a registered user of ASYCUDA World, the applicant and any other individual/ applicant**

**Listed in this application, agrees to:**

1. Not provide copies of any ASYCUDA World software given for your use by Customs to any third party, whether registered or not;
2. Keep secure, and not disclose to another person the unique user identifier allocated to you;
3. Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to your transmissions;
4. Notify Customs immediately if you suspect that the security of your unique Identifier has in any way been compromised;
5. Notify Customs if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
6. Not falsify damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
7. Comply with any further conditions imposed by the Comptroller of Customs and Excise in relation to the security of a unique identifier allocated to you or persons listed in this application or to any other matter related to the access to and use of ASYCUDA World.
8. Request for password reset will be done using registered email account or in person using a valid ID.

**Note: By signing this application form, the applicant agrees to comply with all the conditions listed in (1) to (8) above**

**PLEASE READ CAREFULLY THE NOTES BELOW BEFORE YOU SIGN THIS APPLICATION**

- 1. All sections of this application form must be completed and all questions answered.**
- 2. If the applicant is a company, this form must be signed by the General Manager or another authorized senior executive, and duly include the official company stamp/ seal.**
- 3. Regardless of individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the requirements/conditions set out for individuals listed in this application.**
- 4. By signing this form the applicant agrees to all requirements and conditions set out in this form and any other reasonable conditions that may be imposed by the Comptroller in respect of the registration.**

.....  
Applicant's Name & Title

...../  
Applicant's Signature /Date dd/mm/yyyy)

Company Seal