

DOCUMENTATION REQUIREMENTS FOR LICENSING

Category

Requirements

1. NEW LICENCE

- i. Form CE 34, should be signed by one of the Directors
- ii. Latest PACRA Annual returns **(Not payment receipts)**
- iii. Certificate of Incorporation;
- iv. Certificate of share Capital
- v. Articles of Association
- vi. Updated list of shareholders. (PACRA Form 2/28)
- vii. Updated list of Directors/ Secretary (PACRA Form 5 and 45)
(Latest PACRA Company Print out is sufficient in place of documents ii, vi and vii)
- viii. Lease agreement (Proof of Presence) of the principal office
- ix. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- x. Latest Tax Clearance Certificate from Direct Taxes
- xi. Copy of TPIN Certificate
- xii. Directors CVs and certified copies of NRC
- xiii. Proof of affiliation to Clearing Agent's Association **(Not payment receipts)**

2. RENEWAL - FINAL CLEARANCE ONLY

- i. Form CE 34, should be signed by one of the Directors
- ii. Latest PACRA Annual returns **(Not payment receipts)**
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes
- v. Certified copies of NRCs for Directors
- vi. Copy of Valid Clearing Agent's Licence
- vii. Proof of affiliation to Clearing Agent's Association **(Not payment receipts)**
- viii. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional**

qualifications

ix. Where there is a change of address of the principal office, notice of change of registered address (PACRA Form 7)

x. Where there is a change in company structure, directorship or shareholding, the following documents should be submitted:

1. Updated list of shareholders. (PACRA Form 10)

2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)

(Latest PACRA Company print out is sufficient in place of documents 1 and 2)

3. RENEWAL - FINAL CLEARANCE + REMOVALS IN BOND/REMOVALS IN TRANSIT

i. Form CE 34, should be signed by one of the Directors

ii. Latest PACRA Annual returns **(Not payment receipts)**

iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)

iv. Latest Tax Clearance Certificate from Direct Taxes

v. Certified copies of NRCs for Directors

vi. Proof of affiliation to Clearing Agent's Association **(Not payment receipts)**

vii. Surety's confirmation letters or Letter from guarantors (letter of Intent)

viii. RIT - Proof of presence (lease/title deed/utility bill) in directors or company name at entry port and exit port

ix. RIB - Proof of presence (lease/title deed/utility bill) in directors or company name at all ports applied for.

x. RIB - Proof of ownership or occupancy of a Licensed Customs Area at each inland station where applicant wishes to operate as a customs agent.

xi. Copy of Valid clearing Agents Licence

xi. Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications

xii. Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7

xiii. where there is a change in company structure, directorship or shareholding, the following documents should be submitted:

1. Updated list of shareholders. (PACRA Form 10)

2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)

(Latest PACRA Company print out is sufficient in place of documents 1 and 2)

4. UPGRADE FROM FINAL CLEARANCE TO FINAL CLEARANCE + RIT/ FINAL CLEARANCE + RIB

- i. Form CE 34, should be signed by one of the Directors
- ii. Latest PACRA Annual returns **(Not payment receipts)**
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes
- v. Certified copies of NRCs for Directors
- vi. Proof of affiliation to clearing agent association **(Not payment receipts)**
- vii. Copy of Valid clearing Agents Licence
- viii. RIT - Proof of presence (lease/title deed/utility bill) in directors or company name at entry post and exit port RIB - Proof of presence (lease/title deed/utility bill) in directors or company name at entry and inland port.
- ix. Surety' s confirmation letters or Letter from guarantors (letter of Intent)
- x. **RIB** - Proof of ownership or occupancy of a Licensed Customs Area at each inland station where the applicant wishes to operate as a customs agent.
- xi. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- xii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
- xiii. **where there is a change in company structure, directorship or shareholding, the following documents should be submitted.**
 1. Updated list of shareholders. (PACRA Form 10)
 2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)

(Latest PACRA Company print out is sufficient in place of documents 1 and 2)

5. UPGRADE TO FULL LICENCE

- i. Form CE 34, should be signed by one of the Directors
- ii. Latest PACRA Annual Returns **(Not payment receipts)**
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes

- v. Certified copies of NRCs for Directors
 - vi. Proof of affiliation to clearing agent association (**Not payment receipts**)
 - vii. Copy of Valid clearing Agents Licence
 - viii. RIT - Proof of presence (lease/title deed/utility bill) in directors or company name at entry post and exit port
 - ix. **RIB** - Proof of presence (lease/title deed/utility bill) in directors or company name at entry and inland ports
 - x. Surety's confirmation letters or Letter from guarantors (letter of Intent)
 - xi. **RIB** - Proof of ownership or occupancy of a Licensed Customs Area at each inland station where the applicant wishes to operate as a customs agent.
 - xii. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
 - xiii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
 - xiv. **where there is a change in company structure, directorship or shareholding, the following documents should be submitted:**
 - 1. Updated list of shareholders. (PACRA Form 10)
 - 2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)
- (Latest PACRA Company print out is sufficient in place of documents 1 and 2)**

NOTE:

ENSURE THESE ARE READ TOGETHER WITH THE PROVISIONS OF SECTION 182A OF THE CUSTOMS AND EXCISE ACT CAP 322 OF THE LAWS OF ZAMBIA AS WELL AS GAZETTE 425 OF 2005.

The Customs and Excise (Customs Clearing Agents) Rules.