



# APPLICATION FOR REGISTRATION AS A USER OF A CUSTOMS COMPUTERISED ENTRY PROCESSING SYSTEM

## Section 132, Customs and Excise Act 1996

Te Mana Arai o Aotearoa

Application for registration as a user of a Customs computerised entry processing system is made in accordance with the details set out below.

### Section 1—Applicant Identification Details

Customs Declarant Code:

Surname: ..... Nee: .....

First names: .....

Other names by which you are known: .....

Date of birth: .....

**Form of Identification (For Customs Completion)**—Applicants see “Important Steps to Lodge an Application” overleaf  
ID types and reference numbers: .....

### Section 2—Applicant Contact Details

#### Work Contact Details

Company name: .....

Mailing address: .....

Physical address: .....

Phone number: ..... Email address: .....

#### Home Contact Details

Mailing address: .....

Physical address: .....

Phone number: ..... Email address: .....

### Section 3—Reasons for Registration

Indicate which of the following reasons apply:

Importing goods for your own use YES  NO  Exporting goods in your own name YES  NO

Employed by or conducting business as a:

Customs broker dealing in imports YES  NO  Customs broker dealing in exports YES  NO

Company/entity that imports goods YES  NO  Company/entity that exports goods YES  NO

### Section 4—Customs Client Code Details

- If you are importing goods for your own use or exporting goods in your own name, state your Customs Client Code number below.
- If you are employed by or conducting business as a company/entity that imports or exports goods, state below the name/s and Customs Client Code/s of the company (or companies) or entity (or entities) in whose name you wish to lodge entries.
- If you are employed by or conducting business as a Customs broker, state below the name/s and Customs Client Code/s of the broker company (or companies) in whose name you wish to lodge entries.

### Section 5—Transmission Details

How do you or will you transmit entries to Customs?

- The New Zealand Customs Service’s internet website (www.customsentry.govt.nz)
- A commercial software package: (State name of software package) .....
- A system developed for your company

### Section 6—Legal Requirements and Declaration

I, (Full name) .. of .. hereby declare that the information I have provided is true, correct and complete. I am aware of the provisions of sections 131 to 136 of the Customs and Excise Act 1996. (These are set out overleaf with other important information.)

Signature of applicant: ..... Date: .....

## IMPORTANT INFORMATION

### Privacy Act 1993

You are advised that the information requested on this form is collected to enable the New Zealand Customs Service to conduct a security check on you; to decide whether or not to register you to use a Customs computerised entry processing system to enter goods and/or report cargo; to verify the correctness of entries and cargo reports you may lodge for Customs purposes; and to contact you as may be required. The information on this form will be input into a New Zealand Customs Service database. If you do

not supply the information, your application may be refused, and you will not be able to enter goods and/or report cargo through a Customs computerised entry processing system.

The Privacy Act 1993 provides rights of access to and correction of personal information. You may gain access to and correct this information through any office of the New Zealand Customs Service.

### Extracts from Sections 131 to 135 of the Customs and Excise Act 1996

**131. Access to Customs computerised entry processing systems**—No person shall transmit to, or receive information from, a Customs computerised entry processing system unless that person is an individual who is registered by the Chief Executive as a user of that Customs computerised entry processing system.

**132. Application to be registered user**—(1) An individual who wishes to be registered as a user of a Customs computerised entry processing system may apply in writing to the Chief Executive in the prescribed form and shall provide such information in relation to the application as is prescribed.

- (2) The Chief Executive may require an applicant for registration to provide either or both of the following:
- any additional information the Chief Executive considers necessary for the purposes of the application;
  - evidence of his or her competence in any area the Chief Executive considers relevant to the application (for example, tariff classification)
- (3) The Chief Executive may—
- Grant the application subject to such conditions as the Chief Executive thinks fit; or
  - Refuse the application.
- (4) The Chief Executive shall give notice in writing to the applicant of his or her decision.
- (5) An applicant who is dissatisfied with a decision of the Chief Executive under this section may, within 20 working days after the date on which notice of the decision is given, appeal to a Customs Appeal Authority against that decision.

**133. Registered users to be allocated unique user identifier**—(1) An individual who is registered as a user of a Customs computerised entry processing system shall be allocated a unique user identifier for use in relation to that Customs computerised entry processing system by the Chief Executive in such form or of such a nature as the Chief Executive may determine.

- (2) The unique user identifier allocated pursuant to subsection (1) of this section shall be used by the registered user for the purpose of transmitting information to or receiving information from that Customs computerised entry processing system.
- (3) The Chief Executive may, by notice in writing, impose conditions on a particular registered user, or on registered users generally, relating to the use and security of unique user identifiers.

**134. Use of unique user identifier**—(1) Where information is transmitted to a Customs computerised entry processing system using a unique user identifier issued to a registered user by the Chief Executive for that purpose, the transmission of that information shall, in the absence of proof to the contrary, be sufficient evidence that the registered user to whom the unique user identifier has been issued has transmitted that information.

- (2) Where a unique user identifier is used by an individual who is not entitled to use it, subsection (1) of this section does not apply if the registered user to whom the unique user identifier was issued has, prior to the unauthorised use of that unique user identifier, notified the Customs that the unique user identifier is no longer secure.

**134A. Conditions may be imposed on registered users**—(1) The Chief Executive may impose a condition on the registration of either or both of the following:

- a specified registered user or class of registered users;
  - all registered users.
- (2) A condition imposed under subsection (1) must be notified in writing to the 1 or more registered users concerned and must, unless the 1 or more registered users concerned appeals under subsection (3), be complied with on or before—
- the 20th working day after the date of notification of the imposition of the condition on the registered user's registration; or
  - a later date specified by the Chief Executive.
- (3) A registered user who is dissatisfied with the imposition of a condition on his or her user registration under subsection (1) may appeal in writing to the Customs Appeal Authority within 20 working days after the date of notification of the imposition of the condition on the registered user's registration.
- (4) If the Customs Appeal Authority is of the view that the imposition of the condition under subsection (1) was reasonable in the circumstances the registered user must comply with the condition on or before—
- the 10th working day after the date of notification of the Authority's decision; or
  - a later date specified by the Customs Appeal Authority.

**135. Cancellation of registration of registered user**—(1) The Chief Executive may by written notice to the registered user (which must state the grounds for the cancellation) cancel the user's registration if satisfied that the user—

- has failed to comply with a condition imposed by the Chief Executive under section 132(2) or section 133(3) of this Act; or
  - has failed to comply with a condition imposed by the Chief Executive under section 134A(1) within the timeframe specified in that section; or
  - has been convicted of —
    - an offence against this Act or the Misuse of Drugs Act 1975; or
    - a crime involving dishonesty (as defined in section 2 of the Crimes Act 1961); or
  - is, on 1 or more prescribed grounds, unfit to continue to be a registered user.
- (2) If the person whose registration is cancelled is dissatisfied with the decision of the Chief Executive under this section, that person may, within 20 working days after the date on which notice of the decision is given, appeal to a Customs Appeal Authority against that decision.

### Important Steps to Lodge an Application

As provided by regulation 74(2) of the Customs and Excise Regulations 1996, your application must be supported by:

- your birth certificate, together with a translation into English certified by a Customs-nominated translator if that certificate is not written in English; and
- if you use a married name, or have legally changed your name for any other reason, a copy of your marriage certificate or other legal evidence of the name change, together with a translation into English certified by a Customs-nominated translator if that certificate or other evidence is not written in English; and

- your passport or New Zealand driver licence or such other form of official identification bearing your photo as Customs may approve.

This application and the required identification must be physically produced to a Customs officer, either at a Customs office or at some other agreed location. Customs will advise you in writing as to whether your application is granted or refused, and any conditions to which registration is subject.