



NEW ZEALAND
CUSTOMS SERVICE
TE MANA ĀRAI O AOTEAROA

PURSUANT to section 421(1) of the Customs and Excise Act 2018

I, Christine Stevenson, Chief Executive, New Zealand Customs Service, make the following rules:

Customs (Applications for Registered User System Registration) Rules 2021

Signed at Wellington

This *13th* day of December 2021

A handwritten signature in blue ink, appearing to read 'Christine Stevenson'.

Christine Stevenson

Comptroller of Customs

Customs (Applications for Registered User System Registration) Rules 2021

Table of Contents

Part 1	Rules	3
Section 1	Title, application, commencement, interpretation and revocation	3
1.1	Title	3
1.2	Application	3
1.3	Commencement	3
1.4	Interpretation	3
1.5	Rules revoked	3
Section 2	Application for registered user system registration	3
2.1	Form and manner of application	3
2.2	Requirement to provide answers and make declarations	4
2.3	Supporting documentation	4
2.4	Notes	4
Part 2	Schedules	5
Schedule 1	Particulars to be provided in application to be a Trade Single Window User	5
Schedule 2	Electronic Message Format – Application to be a Trade Single Window User	6
Schedule 3	Declaration of JBMS competency	8

Part 1

Rules

Section 1 **Title, application, commencement, interpretation and revocation**

1.1 **Title**

1.1(1) These Rules are the Customs (Application for Registered User System Registration) Rules 2021

1.2 **Application**

1.2(1) These Rules apply to applications for registration as a user of the registered user system known as JBMS in accordance with regulation 80C(1) of the Regulations and are made for the purpose of prescribing the way in which applications must be made.

1.3 **Commencement**

1.3(1) These Rules come into force on 17 January 2022.

1.4 **Interpretation**

1.4(1) In these rules, unless the context otherwise requires—

Act means the Customs and Excise Act 2018

Joint Border Management System (JBMS) has the meaning given to it in section 302 of the Act

Regulations means the Customs and Excise Regulations 1996

Trade Single Window (TSW) means the computer system application jointly managed by Customs and Ministry for Primary Industries as part of the JBMS that enables parties involved in international trade and transport to submit craft and cargo clearance data that is required by New Zealand border agencies electronically, once, through one entry point

1.4(2) Unless the context otherwise requires, a term that is used in these Rules and defined in the Act but not defined in these Rules has the meaning given in the Act.

1.5 **Rules revoked**

1.5(1) The Customs (Application for Registered User System Registration) Rules 2018 are revoked.

Section 2 **Application for registered user system registration**

2.1 **Form and manner of application**

2.1(1) Any application for registered user system registration must:

(a) be made using the Trade Single Window;

- (b) contain the particulars specified in Schedule 1; and
- (c) be submitted electronically using the electronic message format specified in Schedule 2.

2.1(2) The declaration of JBMS competency set out in Schedule 3 must be submitted at the time an application for registration as a user of the JBMS is made.

2.2 Requirement to provide answers and make declarations

2.2(1) The person making an application for registration as a user of the JBMS in any form specified under rule 2.1(1) must provide the answers to all matters as are required in or by that form.

2.2(2) Where the form requires a declaration to be made, the person must make any such declaration.

2.3 Supporting documentation

2.3(1) When making application for registered user system registration under rule 2.1(1), copies of the following documents must be supplied:

- (a) a passport, or New Zealand driver's licence, or any other form of identification bearing a photo of the applicant that is acceptable to the chief executive as a comparable form of identification; and
- (b) if the applicant is making the application in a name that is different from the name that is on the form of identification provided under 2.3(1)(a), or if the applicant has been known by any other name previously, the applicant must provide:
 - (i) a birth certificate;
 - (ii) a marriage certificate;
 - (iii) a deed poll of change of name; or
 - (iv) any other comparable evidence of identity that is acceptable to the chief executive as evidence of the identity of the applicant.

2.3(2) If any form of personal identification required by 2.3(1) is not written in English, the applicant must provide an English translation of the personal identification, certified by a translator nominated by the chief executive.

2.4 Notes

Where a prescribed form contains any explanatory or other notes, such notes do not form part of the prescription but are intended to assist the applicant to complete the application.

Part 2

Schedules

Schedule 1

Particulars to be provided in application to be a Trade Single Window User

Applicant details

Names

Customs requires a user's current full legal name, as well as any previous legal names.

Other names by which you are known

If you have any previous legal names; or nicknames, aliases, AKAs or anglicised names, these should be provided.

Country of birth

Provide your country of birth.

Date of birth

Provide your date of birth.

Physical address details

Provide your current, personal physical address.

Postal address

Provide your current postal address. This may be the same as your physical address, or you can provide a different address.

Contact Details

You must provide at least one current phone number and one current email address, so border agencies can contact you if necessary. The email address is where TSW will send notifications for registrations, and the phone number is how border agencies will contact you. You can optionally provide more than one of a phone number or email address.

Are you applying to be a declarant?

If you are applying to be a TSW user with a declarant code status, you will need to select Yes, and provide proof of your competency.

Attachments

Provide either your CBAFF/IVS qualification or proof of your assessment. If you do not have this you can still apply to be a TSW user but you cannot become a declarant.

Criminal convictions

Answer yes if you have any convictions for any of the offences as specified in Regulation 80A of the Customs and Excise Regulations 1996. You are required to provide summary details of the conviction. If you do not have any convictions as set out, answer N.

Schedule 2

Electronic Message Format – Application to be a Trade Single Window User

Applicant Details

First name (s)

Last name

Previous first name (s)

Previous last name (s)

Other names by which you are known

Country of Birth

Date of Birth

Physical Address

Street number

Unit number

Property name

Street name

Suburb

State

Postcode

Floor level

Property type

Street type

Town/city

Country

Postal Address

Street number

Unit number

Property name

PO Box

Street Name

Suburb

State

Postcode

Floor level

Property type

Private bag

Street type

Town/city

Country

Contact Details

Phone number

Email address

Are you applying to be a declarant?

Yes/No

Attachments

Document Type

Document Name

Criminal convictions

Conviction Summary and Information

Declaration of JBMS Competency

Schedule 3

Declaration of JBMS competency

I (full name) hereby declare that I am competent to use the Joint Border Management System, as required by regulation 80F of the Customs and Excise Regulations 1996.