



# ALCOHOL EXCISE CLIENT REGISTRATION AND APPLICATION FOR A CCA LICENCE

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To apply for a Customs-controlled Area (CCA) licence to manufacture or store duty unpaid alcohol, you must follow these steps via our Trade Single Window (TSW) website:

1. The person making the application should apply to be a TSW user
2. (a) The TSW user searches for and finds the organisation in TSW if it is already registered, and requests a client type of 'Excise Client'; OR  
(b) The TSW user registers the organisation that is applying for the licence in TSW
3. The TSW user requests a link to the organisation in TSW
4. The TSW user registers the CCA premises in TSW
5. The person who will submit excise entries for the organisation must register as a declarant in TSW.

There are existing guides and fact sheets for some of these steps, which this process will refer to below. Most of these can be found on the Customs website via this link [Resource material \(customs.govt.nz\)](https://www.customs.govt.nz/resource-material).

Note that you may also be asked for further information by the Customs Excise Officer that processes your application. It is preferable that you discuss your application with the local Excise Officer prior to starting the application process. There will also be a site visit to your premises to ensure that they are suitable and secure. The Excise Officer will arrange a time to visit once your applications have been received.

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## 1. Applying to be a TSW User

Please access and following the fact sheet titled **Registering to Use TSW** via the above link.

You will need a personal identity document, scanned and saved to your computer, to attach to the application.

When it comes to this section, please select the **For an Organisation** button below.

**Applicant Details**

Why do you want to use TSW? (Select all that apply) (required)

If you're unsure what you want to do, ring 0800 Border or read the [JBMS factsheets](#).

For Me  For an Organisation  On Behalf of Clients

And select the following:

- Register and get client codes for the organisation I own or work for

- Register a Customs Controlled Area or Transitional/Containment facility
- If you want to be the Administrator of Organisation in TSW, please also tick **Be An Administrator** for the organisation to keep details up to date and manage staff permissions.

NOTE: do not request a client type for yourself.

Submit your application and wait for notification of approval before the next step.

## 2. Registering the organisation that is applying for the licence in TSW

Once you have received notification that your TSW user application has been approved, you now register the company, partnership or sole trader entity in TSW as an Organisation, with a client type of Excise Client. **Note that there is significant documentation required to be attached to your registration, listed below. Your application will not be approved if you do not supply these documents.**

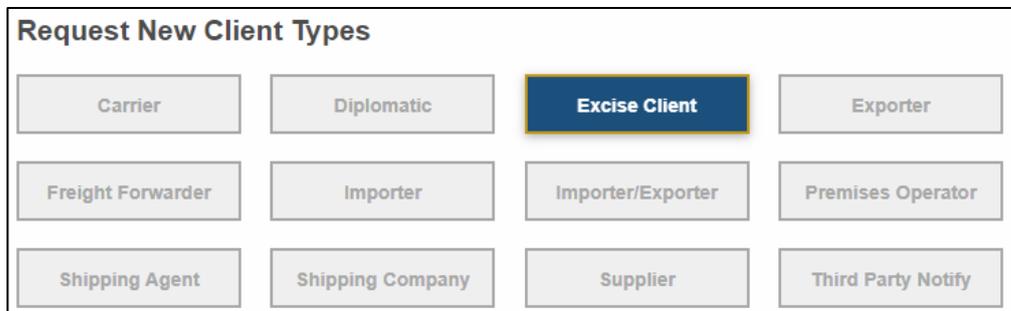
If the Organisation is not registered in TSW already, submit a registration by selecting **New Registration** in your TSW homepage as per below.

NOTE: If the Organisation is already registered but does not have an Excise Client type, search for the organisation registration using the Search Registrations option, open it and click the Add Client Type button, and continue with the steps below.



Fill in the organisation details. At the bottom of each screen, click continue.

On the **Client Types** screen, please select Excise Client:



Do not enter a Client Type Expiry Date or Set Brokerage access. The billing email address is where the monthly invoices for your excise payments will be sent. You can use the email address from your organisation registration, or enter a different one.

**Client Type Expiry Date (dd/mm/yyyy)**  
 

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### Set Brokerage Access

Brokerage Code	Brokerage Name
<input type="text" value="Enter brokerage code"/>	<input type="button" value="Get Details"/> Brokerage Name will appear here  
<i>Nothing to display</i>	

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### Billing Email Address

Select from existing email addresses or enter new?

Existing  
 New

**Email address (required)**  
 

In the **Attach Files** section, please attached the following files:

- company registration certificate, if applicable
- photo ID for the person responsible for the day to day operation of the CCA, and those key personnel responsible for the operation of the Customs-controlled area (CCA)
- A signed letter supporting your application that includes as much detail about your proposed operations in the new area as you can, and should at least cover the below.
  - Your anticipated commencement date at the intended CCA
  - What parts of manufacture will occur at the intended CCA e.g. fermenting, distilling, aging, bottling, labelling etc.
  - The range/types of alcohol products that you intend to manufacture on site and their respective finished alcohol strengths for products charged per litre of alcohol
  - Your estimated annual production at each alcohol strength **along with an estimate of your excise liability over the next 12 months** using the current rates
  - Whether or not you intend to contract manufacture for other clients or allow other companies to use the intended CCA
  - Whether you intend to have any part of the process of manufacture of these alcohol products completed by another manufacturer
  - Details of any experience you have in the alcohol industry, if any.
  - The records you will keep and in what form
  - What your intended market is for the alcohol products
  - A copy of your business plan, if available.

**NOTE:** your application will not be approved if you do not attach the above documentation.

### Attach File(s)

(required)

Document Type	Other Document Type	Document Reference	Attachment	Status
Supporting Document	Supporting letter	3 Feb 2022	Attach document	<input type="button" value="Browse"/>  

No records to display

To attach files, select the appropriate document type, specify the document type and the reference, and then click Browse to attach a document from your computer.

Click on the  symbol to attach the document. You can then attach another document using the same process.

On the Lodgement Notifications screen, leave it set at Do Not Notify and click Continue.

### Lodgement Notifications

Select your preferred method of notification:

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Review and Continue

Select the declarations/reports as follows:

### Select all declarations or reports you want to view and/or submit (manage):

<b>Import Declaration</b> <input type="radio"/> None <input checked="" type="radio"/> <b>View</b> <input type="radio"/> Manage	<b>Advance Notice of Arrival</b> <input checked="" type="radio"/> <b>None</b> <input type="radio"/> View Manage
<b>Export Declaration</b> <input type="radio"/> None <input checked="" type="radio"/> <b>View</b> Manage	<b>Advance Notice of Departure</b> <input checked="" type="radio"/> <b>None</b> <input type="radio"/> View Manage
<b>Cargo Report Export</b> <input checked="" type="radio"/> <b>None</b> <input type="radio"/> View Manage	<b>Inward Cargo Report</b> <input checked="" type="radio"/> <b>None</b> <input type="radio"/> View Manage
<b>Outward Cargo Report</b> <input checked="" type="radio"/> <b>None</b> <input type="radio"/> View Manage	<b>Excise Declaration</b> <input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> <b>Manage</b>

Leave the following selections as they are:

**Do you want to register people, organisations or premises on behalf?**

Manage Person Registration Information on behalf of clients?

Yes  
 No

Manage Organisation Registration Information for yourself or on behalf of clients?

Yes  
 No

Do you want to register and manage premises?

Yes  
 No

Check the summary screen details are correct, and submit your registration.

**The following documents should be forwarded directly to your local Customs office by email, and not attached in TSW. This is to protect your privacy by keeping them on an electronic file with access limited to those Customs Officers who need access to the information to undertake their duties.**

- A completed form C12 Declaration in support of a Customs-controlled Area Licence Application. This can be found on our website or supplied by Customs.
- Ministry of Justice criminal record for the applicant or person completing the application, AND the person responsible for the general day to day operation of the CCA (these can take some time to obtain, so apply via [Criminal record check](#) as soon as you can).
- A copy of the company's current financial statements or balance sheets signed and dated by a company director, or, in the case of a sole trader, a signed and dated list of your assets and liabilities. This is to enable a credit risk assessment to be undertaken so that we can be certain that you can pay all excise duty that becomes due and payable.

**Once you have submitted your registration and sent the above documentation to Customs, please await further instructions from Customs.**

### **3. Registering the organisation that is applying for the licence in TSW**

Once you are registered as a TSW User and the organisation is registered, you must link yourself as a user to the organisation. You will need the organisations **TSW registration number** (not the client code number) to do this.

In your TSW homepage, scroll down to Organisation Links, and click on the **Add Organisation Link** button.

### Request Organisation Link

Enter the Organisation TSW Registration Number you would like to link to:

Organisation Name NZBN

Enter the organisation TSW registration number, click on **Get Details**, and **Continue**.  
 Leave the permissions as they are, but change the administrator of organisation to No and Submit.

#### 4. Registering the CCA premises in TSW

From your TSW homepage, please follow the below instructions:

**1** New Registration

**2** Select Registration Type

Person Organisation **Premises**

Person / Organisation Name (required)

**3** Select owning organisation

**Note:** Do not select your own name unless you legally own the TF/CF or CCA.

Pre-fill Premises details from associated Person/Organisation record?

If the organisation and the premises has mostly the same details e.g. address, click **Yes** as you can edit any details that are different.

Complete or edit the premises details as required, and click on Continue.

**Click on Yes to apply for a CCA, and No the CCA is not Duty Exempt:**

Do you wish to apply for Client Type - Customs Controlled Area?

Yes  
 No

Duty Exempt

Yes  
 No

**There is a range of information required for the CCA premises record. Please fill in as much as you can.**

Note, the **client billing address** is usually the same as your postal address:

**Client Billing Address**

Is Billing Address same as...?

Physical  
 Postal  
 Neither

In the **Attach Files section**, you must attach a copy of the site plan of the premises, which clearly show the boundary of the proposed CCA. Any area that is not used for manufacturing or storage, such as a cellar door or retail area, must be excluded.

**Attach File(s)**

(required)

Document Type	Other Document Type	Document Reference	Attachment	Status
Select from dropdown	Enter other document	Enter reference	Attach document	Browse

**Leave this screen unchanged, and click on Continue:**

**Client Type - Transitional / Containment Facility**

Do you wish to apply for Client Type - Transitional / Containment Facility?

N

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**Review and Continue**

**Lodgement Notifications:**

**Lodgement Notifications**

Select your preferred method of notification:

You can specify lodgement types and statuses to be emailed to yourself or third parties when the premises code is used on a lodgement.

For example, if you click on **Email**, enter your name and email address, select lodgement Excise Declaration, and lodgement statuses Cleared, you will be emailed when the monthly excise declaration is completed by the declarant.

Many excise clients leave this section set to **Do not notify**.

**Submit the premises registration. If more information is required:**

If you submit a new application with insufficient information you will be notified of the details required via email. Once you have the required information:

- 1 Go to your **TSW Homepage**
- 2 In the **Draft Registrations** table find the application and click Edit 
- 3 Make the required changes
- 4 On the **Summary** page in the **Reason for Update** box type what you've added/changed, then click **Submit**.  
Your application will be checked by an officer and you will be notified via email once it is processed.

## 5. Registering as a declarant in TSW

Once your licence application has been approved, and your licence and Alcohol Excise Plan (AEP) issued by your local Customs office, you will need at least one person in your organisation to register as a declarant in TSW (it is recommended that at least two people register). This is so they can submit excise entries on behalf of the organisation, which is a monthly requirement for new clients.

There are two steps to registration as a declarant:

- i. **Completing and submitted a Competency Assessment**, which needs to be achieved before applying to be a declarant. Your local Customs Office will talk you through this process.
- ii. **Applying for a declarant code in TSW**. Please follow the TSW Online Guide **Registering to Use TSW for Excise Declarants**. This can be found on the Customs website under [Resource material \(customs.govt.nz\)](https://www.customs.govt.nz/resource-material).  
**Note** that you will need photo ID and a letter of authorisation from your employer (if you are not a company director), to attach to your registration.

Once this process is complete, you will receive a formal letter advising that you are an approved declarant for your organisation. You will need to sign and return the letter showing that you agree to the conditions of being a declarant.

Your local Customs office will then give you separate instructions on how to submit your monthly excise declarations.