TSW ONLINE GUIDE
REGISTERING TO USE TSW FOR EXCISE DECLARANTS

INTRODUCTION

This online guide is designed to help you register to be a TSW User and apply for a Declarant code in order to submit excise declarations in TSW online. You should have already passed your Excise Declarant assessment.

TSW Requirements

Before submitting excise declarations in TSW you must apply to be a **TSW User** with a **Declarant** client type, for the purpose of submitting excise declarations. You must then be linked to the Organisation that you work for. Your company must be registered in TSW as an Organisation with an Excise client type, along with having a Premises – CCA.

APPLYING TO BE A TSW USER

Using an internet browser of **Internet Explorer or Mozilla Firefox**, go to www.tsw.govt.nz (currently the only internet browsers supported for TSW are Edge (Internet Explorer) and Firefox). If you use any other internet browser you may experience issues. If you have any technical issues when applying, email TSWusersupport@customs.govt.nz

Supporting Documents – you should have the following documentation ready to attach before starting your application and you will need to complete the application promptly in one go:

    a.   Identity document – photo page of passport or driver licence (or other official photo ID);

    b.   Authorised link letter – letter on company letterhead, signed by an authorised person, giving permission for you to be linked to your company for the purpose of submitting excise declarations.

Click 'Register here' and use your '**RealMe**' account to apply to be a TSW User with a client type of Declarant. You can apply for a RealMe account here if you don't already have one. Once registered as a TSW User you can use the Login button. The following information will guide you through the TSW User application process.

<div style="background-color:#8DC63F; padding:10px;">

Applicant Details page

</div>

Complete all relevant fields with your personal information, including:

Name	Country and Date of Birth	Occupation
Gender	Physical Address	

Postal address *(click Yes if same as your physical address)*

Contact Details *(click on the italicised words to enter details. You must enter at least one phone number and one email address. You can add additional lines by clicking on the "+" button)*

Next is "**Why do you want to use TSW"**. Click "**For Me**" and click the tick boxes as below.

Then click "**For an Organisation**" (The "For Me" box may remain highlighted). You will see some additional tick boxes, click as below.

| For Me | **For an Organisation** | On Behalf of Clients |

What do you want to do for an organisation?

✓ Register and get client codes for the organisation I own or work for
☐ Look at the status of my organisation's **import and export declarations** or reports
☐ Submit **import and export declarations** or reports
☐ Be an **administrator** for the organisation to keep details up to date and manage staff permissions
☐ **Report on a vessel** coming in or going out of New Zealand
☐ Register a **Customs Controlled Area** or **Transitional / Containment Facility**
☐ Register **overseas organisations** or people for a **supplier code**

CLICK CONTINUE

Request New Client Types page

Click the **Declarant** client type only, as shown below.

Request New Client Types

Carrier	**Declarant**	Diplomatic	Excise Client
Exporter	Freight Forwarder	Importer	Importer/Exporter
Premises Operator	Shipping Agent	Shipping Company	Supplier
Third Party Notify			

CLICK CONTINUE

Client Types page

Complete Employer details including:

- Employer Name and Address
- Employer Postal Address (click Yes if it is the same as the physical address).
- Employer Contact Details

For **Reasons for Registration** - click the following tick boxes:

Select all that apply:
☐ **Importing** goods for personal use
☐ **Exporting** goods in your own name
☑ Entering **excise** goods

Are you employed by or conducting business as a...
☐ **Customs broker** dealing with **imports**?
☐ **Customs broker** dealing with **exports**?
☐ **Customs broker** entering goods for **excise**?
☐ **Company or entity** dealing with **imports**?
☐ **Company or entity** dealing with **exports**?
☑ **Company or entity** entering goods for **excise**?

Transmission Details – Select **TSW Website** from the drop down menu.

Criminal Convictions – You are asked whether you have any criminal convictions as defined in regulation 80A of the Customs and Excise Regulations 1996. Regulation 80A of the Customs and Excise Regulations 1996 can be found at the link below:

Clause 80A of the Customs and Excise Regulations 1996

If you are unsure please contact Customs at clientservice-licensing@customs.govt.nz for advice. Otherwise, click Yes or No.

Client Billing Address – This is the address invoices/statements etc. will be sent to. Enter a new address or click "**physical**" or "**postal**" to use an address already entered.

Attach File(s) – You must attach:

1. copy of photo ID i.e. passport or New Zealand driving licence,
2. copy of your birth certificate,
3. authorised link letter from your company – template attached (unless you are an owner or director).

Select the Document Type from the drop down menu, in the Document Reference box enter the month and year e.g. Mar18, then click "Browse" and select a document from your computer's files. Click the "+" button to add a new row.

If you have any issues in providing the necessary identification, please contact Customs at clientservice-licensing@customs.govt.nz.

CLICK CONTINUE

Lodgement Notifications page

Leave your selected preference as **Do not notify.**

CLICK CONTINUE

Summary page

Review the Summary page to ensure all information is correct. If any edits need to be made click on the heading in the left hand navigation chain to go to the relevant section. Then press **Submit.**

TSW Homepage

Having pressed submit you will be returned to the TSW homepage. You need to log out of TSW until you receive two auto notification emails. The first will advise that your User application has been approved, and Customs will now link you to your organisation. You will then receive another auto notification email advising that you are linked.

You can now log back into TSW where you will now see your own TSW homepage saying "Welcome, *your name.*