

Ministry for Primary Industries Manatū Ahu Matua



NZCS 224 MAY 2017

Trade Single Window - Client Registration Application

Please refer to notes on reverse before completing form. Not for use for overseas suppliers

Email to clientcodes@customs.govt.nz or fax to 09 927 8015. For enquiries phone 0800 428 786.

Please tick all of	the following v	vhich	n apply									
Company . NZ Registered Company . U			ompany . Unr	egistered	Partne	rship 🗌	Sole	e Trader 🗌	Indivi	dual [☐ Embassy ☐	Other
Will you be:	Il you be: Exporting						h	[Other		
Port Authority]	Excise Client	t		Brokera	ge	I		Freig	ht forwarder	
Shipping company Shipping					Diplom atio	c		Carrier		Т	hird Party Notify	
Food Importer:			Do you wish		-						,	Yes 🗆
If Sole Trader or	Individual (refe	r no	tes 2-3b on p	age 4):								
Full Name:												
Trading As:												
Previous Names:												
Date of birth:					C	ountry of b	irth:					
Gender:Female	Male		Unknown 🗆		C	ccupation	:					
Landline Phone: .			Fax N	Number:				Mobile	Numbe	r:		
Email Address:					We	b Address	:					
Go to Physical Ac	ddress											
GST/IRD Number	r:											
Landline Phone: .			Fax N	Number:				Mobile	Number	r:		
Email Address:					We	eb Address	:					
Please indicate if Contact Person:	you consider yo	ursel	f to be a Maor	i Business (f	or statistica	al purpose	s only)) 🗆				
	First Name(s)					Last Nar					Continue in Ormania	
	r iist rvaine(s)										Position in Organisa	ation
		Pho	one Number(s							Emai	I Address	
Physical Addres	s:											
Street Number:												
Unit Number:					Fl	oor Level:						
Property Name:					Pr	operty Typ	e:					
Street Name:					St	reet Type:						
Suburb :					Тс	wn/City:						
State:					Co	ountry:						
Postcode:												

Postal Address (if not same as above	/e):											
Street Number:												
Unit Number:		Floor Level:										
Property Name:		Property Type:										
PO Box:		Private Bag:										
Street Name:		Street Type:										
Suburb :		Town/City:										
State:		Country:										
Postcode:												
Full particulars of all directors/partners/trustees (refer note 3 on page 4) as per ID provided:												
1First Name(s)	Last Name	Date of Birth	Identification Type	Number								
First Name(s)	Last Name	Date of Birth	Identification Type	Number								
3First Name(s)	Last Name	Date of Birth	Identification Type	Number								
4First Name(s)	Last Name	Date of Birth	Identification Type	Number								
Payment Account Details (if applicable) Ministry for Primary Industries account number:ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō												
If yes:												
Brokerage Code (if known):		Brokerage Nam	e:									
Brokerage Code (if known):												
Brokerage Code (if known):												
(attach a supplementary list if more th		Blokelage Nam	G									
Billing Address (if different from ph	ysical and postal addresses):											
Street Number:												
Unit Number:		Floor Level:										
Property Name:		Property Type:	Property Type:									
PO Box:		Private Bag:	Private Bag:									
Street Name:		Street Type:										
Suburb :		Town/City:										
State:		Country:										
Postcode:		•••										

Criminal Convictions If applying to be an Importer to	ınder the Foo	d Act co	omplete the f	ollowi	ing:							
Does any director, manager, sig shareholder of the business cor business itself, have any specifi if a sole-trader, do you have any convictions? The terms 'specifie 'significant shareholder' are defi	Yo and	es □ N	lo 🗆	Please p	f you answer ‰es+, please list what these are: Please provide any further information you think is relevant conviction(s):			elevant to y	/our			
Act 2014.												
Has there been a serious or rep comply with the duties of an imp section 110 and 111 of the Food director, manager, significant sh business concerned, by the bus sole-trader, by you?	any Yo	es □ N	lo 🗆	if you and	if you answer %es+, please provide details:							
Are there any grounds for consi business, or, if a sole-trader, yo future fail to comply with the dut under section 110 and 111 of th	ter	es 🗆 N	if you answer ‰es+, please provide details:									
OPTIONAL: Lodgement Notifications												
To receive TSW notifications for	odgements - s	elect ONI	E of the follow	ing no	tification m	etho	ods:					
Do not notify ☐ Email ☐ B2B Messaging ☐												
Add name(s) to be notified:ő ő ő ő ő ő ő ő ő ő ő ő ő ő ő ő ő ő												
If TSW notification preferences requested - select any/all of the following WCO lodgement types:												
Import Export	Import Export OCR		CRE		ICR		ANA		Excise		AND	
For the lodgement type requested - select any/all of the following lodgement status:												
Cancelled	Cancelled Cleared Directions given Error Declaration Required Written Off											
OPTIONAL: Please advise Customs Broker												
DECLARATION (refer Note 4 below) I												
Signature: Date:												
Date:												

IMPORTANT INFORMATION

NOTES:

- You must tick ALL boxes that apply.
- 2. Private individuals must supply clearly legible photo ID . preferably a copy of your passport or drivers licence.
- 3(a). For registered companies: A copy of your companys Certificate of Incorporation must be attached. Provide your trading name if different from registered company name. All directors must be listed . add a supplementary page if required. Clearly legible photo ID is required for each name listed . a copy of the passport biography details page or drivers licence is preferred.
- 3(b) For Partnerships and sole traders: A trading name must be specified, along with full names of all sole traders/partners. Photo ID (as described above) is required for all sole traders/partners.
- 3(c). For other organisations (such as schools, sports clubs, registered trusts, charities or similar): All trustees, the principal, or other relevant person(s) of responsibility must be listed. Photo ID (as described above) is required for all listed persons. For New Zealand registered trusts, societies and charities, a copy of your certificate must be supplied. For schools, sports clubs and similar, a letterhead of the organisation must be supplied.
- 4. The application must be completed and signed by an authorised person of the entity concerned (for example an officer of the organisation or a Customs broker) or the importer/exporter of the goods.
- 5. Incomplete applications will be rejected and returned for completion.
- 6. Please note you are required to keep business records in New Zealand pursuant to section 95 of the Customs and Excise Act 1996.
- Applications can be lodged electronically to email <u>clientcodes@customs.govt.nz</u> or, if you do not have access to email, faxed to 09 927 8015.

 Note that fax copies of ID's are often illegible and therefore may be rejected, so email is the recommended method of submission.
- 8. For enquiries phone 0800 428 786.

The information on the client registration application form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics.

The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 1996 and for border-related risk management.

The New Zealand Customs Service and the Ministry for Primary Industries may collect and use information for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993. This information will be stored on a secure joint New Zealand Customs and Ministry for Primary Industries database. Under the Privacy Act 1993 you have the right to request access and correction of any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 1993. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

For Food Importers

This information is being collected for the purpose of listing importers of food for sale and for border-related risk management. The collection of information is authorised by section 132 of the Food Act 2014. The provision of this information is necessary in order to process an application for listing. The Biosecurity Act 1993 was amended in 2012 to define the meaning of biosecurity to include functions, duties, or powers relating to managing risks associated with the movement of goods into or out of New Zealand under the Food Act 2014.

All information provided to the Ministry for Primary Industries for the purposes of listing importers of food for sale is official information and subject to the Official Information Act 1982. If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request taking into account its obligation under the Official Information Act 1982 and any other applicable legislation.

Lodgement Notifications

This is an optional field that can be used to specify who will receive a notification when the client code (for the client type being registered) appears on any lodgement. This can set:

- the method of notification (email or messaging)
- the email address (for those receiving email notifications)
- the lodgement type that will trigger the notification (the options available depend on the client type being registered)
- the lodgement action that will trigger a notification (the actions depend on the lodgement type chosen).

For example, for an importer client type it is possible to notify an entity about any import declarations lodged for the importer that are Cleared, Cancelled, or have had Circctions given.+

There are three options for notification preferences

- No notification required
 - No notification will be sent out, other than to the default agencies
- Email
 - Notifications will be sent out via email according to the options selected
- Messaging
 - Notifications will be sent out via B2B messaging

Authority to Link

For a TSW user to be linked requires the attachment of an endorsement from the organisation that user is requesting to be linked to. This should be on the organisation letterhead and be signed by a named responsible person within the company such as manager, user supervisor or company officer.

Set TSW broker access -

This is an optional field that allows you to nominate a specific brokerage or group of brokers who can use your client registration code to make lodgements through TSW. If no selection is made, then any brokerage will be able to make lodgements on your behalf.