

TO: Commissioner, Customs & Excise Division

Attn: Manager, Systems & Procedures

This form has 3 pages

## PART A: TO BE COMPLETED BY APPLICANT

I/We wish to apply for registration as a user/users of the Customs Automated System (ASYCUDA) and to this effect I/We provide the following details:

I/We w	vish to be registered as a user/users of:
a)	ASYCUDA++ Stations:
b)	ASYCUDA World Stations:

## I. IDENTIFICATION OF COMPANY/INSTITUTION APPLYING FOR REGISTRATION

A. **<u>COMPANY</u>** (Customs Agency, Bonded Warehouse, Container Terminal, Importer, Exporter, OGA, Others)

Name:	TPIN:		
Business Physical Address:	DECLARANT CODE:		
Postal Address:			
Email:	Telephone:		
NOTE: All companies applying for registration must provide names of each individual who will be using			
the Customs Automated System (ASYCUDA) and include their details under part B, below:			

# B. **INDIVIDUALS** (Employees of company in (A) above, who should be given access to the system)

1.	2.
Name:	Name:
Position:	Position:
Email Address:	Email Address:
Mobile Phone No.:	Mobile Phone No.:

3.	4.
Name:	Name:
Position:	Position:
Email Address:	Email Address:
Mobile Phone No.:	Mobile Phone No.:

# NOTE: ATTACH PASSPORT SIZED PHOTOES AND VB4 FORM FOR THE APPLICANTS IN (B) ABOVE

#### II. TECHNICAL REQUIREMENTS FOR REGISTRATION AS A USER FOR ASYCUDA WORLD

I/We wish to confirm that the computers (Desktops/Laptops) and other equipment that I/We use with ASYCUDA comply with following minimum specifications (Please indicate "Yes" or "No" in the box next to each item)

		YES	No	
Hardware:				
a)	Minimum Corei5 Processor			
b)	Minimum 2GD RAM			
c)	Minimum 250 GB Hard Drive			
d)	Minimum 128 MB Video Memory			
e)	Recommended 17 inch TFT 1280 x 1024 Monitor			
f)	LaserJet or Deskjet Printer			
Software:				
g)	Recommended Java Version Installed			
Scanned Document Format:				
h)	Scanner with PDF, PNG format dpi: 300			
I/We also wish to confirm that we have among our staff or we can call upon:				
i)	A qualified IT person to deal with any ASYCUDA teo	chnical matters		

#### III. GENERAL CONDITIONS UNDER WHICH REGISTRATION MAY BE GRANTED

# The applicant agrees to notify the Commissioner of Customs & Excise Division or his/her designated representative within 24 hours in written form of any changes in the following situations:

- a) You no longer meet licensing or operating conditions as a Customs Agency, Bonded Warehouse, Container Terminal, Importer, Exporter or OGA (whichever may apply)
- b) Cease to employ all or any of the individual registered users nominated in this application form
- c) Change of address or contact details of your company or any individual user
- d) Change the name of your company or any individual user
- e) Cease to conduct business with Customs
- f) You or any of your individual registered users are convicted of any offence punishable under the Customs and Excise law
- g) All queries raised by customs shall be responded to within 48 hours from the date of the query.

Note: By signing this application form the applicant agrees to comply with all conditions listed in a) to g) above

## IV. SPECIFIC CONDITIONS IN RESPECT OF THE SECURITY OF ASYCUDA

If approved the applicant and user agrees to:

- a) Keep secure, and not disclose to any person the unique user credentials allocated to them
- b) Immediately notify the Custom, Systems & Procedures Department, if you suspect that the security of your unique identifier has in any way been compromised
- c) Comply with any further conditions that may be imposed by the Commissioner of Customs & Excise in relation to any matters related to the access of the system

Note: By signing this application form the applicant agrees to comply with any and all conditions listed in a) to c) above

#### PLEASE READ CAREFULLY THE NOTES BELOW BEFORE YOU SIGN THIS APPLICATION FORM

- 1) All Sections of **Part A** of this application must be correctly completed by the applicant
- 2) This application form must be signed by an Authorized Senior Executive and it must include the official company stamp
- 3) The Commissioner of Customs & Excise Division reserves the right to suspend the access to the system of any applicant or individual registered user who violates the conditions set out in this application

	/	
Applicant's Name	Applicant's Signature/Date	Designation & Co. Stamp
PART B: FOR OFFICIAL USE ONLY		
(A) Authorized by:	<b>(B)</b> Approved by:	
Officer's Name	Officer's Name	
Signature & Date	Signature & Date	