

## 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](mailto:clientcodes@customs.govt.nz) or fax to 09 927 8015. For enquiries phone 0800 428 786.

Please tick all of the following which apply

Company	Sole Trader	Partnership	Individual
Port Authority	Excise Client	Brokerage	Freight forwarder
Shipping company	Shipping agent	Diplomatic	Carrier

<b>Will you be:</b>	Exporting	Importing	Both	Other
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<b>Food Importer:</b>	Do you wish to be an importer under the Food Act 1981?	Yes
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Please indicate if you consider yourself to be a Maori Business (for statistical purposes only)

**Full company/partnership/sole trader/individual name – including trading name (refer note 2 on reverse):**

.....

Company Registration Number: ..... GST/IRD Number: .....

Full Street Address: ..... Full Postal Address: .....

Suburb: ..... City: .....

Postcode: .....

Landline Phone: ..... Fax Number: ..... Mobile Number: .....

Email Address: ..... Web Address: .....

Contact Name: ..... Position in organisation: .....

Email Address: ..... Phone: ..... Fax: .....

**If company or partnership - full particulars of all directors/shareholders to be listed on reverse**

**If sole trader or individual – Date of birth:** ..... **Country of birth:** .....

**Payment Account Details (if applicable)**

Customs deferred account number: ..... Ministry for Primary Industries account number: .....

**OPTIONAL: Set TSW Brokerage Access**

Please indicate if you wish to restrict the use of your code to nominated Brokers only? Yes  No

If yes, Brokerage Name: ..... Brokerage Code (if known): .....

(attach a supplementary list if more than one broker.....)

Optional: Please advise Customs Broker ..... of the code at email: .....

<b>DECLARATION (refer Note 4 on reverse)</b>		
I ..... (position) ..... of ..... declare that the information provided is true and correct.		
Signature: .....		Date: .....
Date: .....	Processing Officer: .....	Client Code: .....

**Full particulars of all directors/shareholders/partners/sole trader/individual (refer note 3 below)**

1. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	
2. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	
3. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	
4. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	
5. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	
6. ....	.....	.....	.....	.....	.....
Surname	Given Names	Date of Birth	Identification Type	Number	

**IMPORTANT INFORMATION**

**NOTES:**

1. You must tick ALL boxes that apply.
2. A copy of your company's Certificate of Incorporation must be attached, also details of trading name if different from registered company name. For Partnerships & Sole Traders, trading name (if applicable) is required. Private individuals must supply photo ID, passport or drivers licence.
3. A copy of the passport biography details page is the preferred ID for all names listed including directors/partners/contact persons and signatory of form, however, if no passport exists please provide a copy of that person's driver's licence. All directors / partners must be listed. Add a supplementary page if required.
4. The application must be completed and signed by an authorised person of the entity concerned (for example an officer of the company or a Customs broker) or the importer/exporter of the goods.
5. **Incomplete, or illegible 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.
7. Applications can be lodged electronically to email [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz) or, if you do not have access to email, faxed to 09 927 8015.
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 the Food (Importer Listing) Standard 2008 issued under section 11C of the Food Act 1981. 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 1981.

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.

**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.