

Leaflet No. 9 A Guide to Clearing Agents License

Introduction

Any company duly incorporated and registered under the Companies Act (Cap 388 of the Laws of Zambia) is eligible for licensing as a clearing agent pursuant to section 182A of the Customs and Excise Act. Importers or Exporters may appoint such agent to represent them in fulfilling all obligations, including payment of duty, with the Customs Services Division of the Zambia Revenue Authority.

LICENSING PROCEDURES

Time for lodgment of applications

The ZRA – Customs Services Division publishes notices through the press once each year, inviting applications.

Only properly completed applications are accepted. Any application with inaccurate or incorrect information shall not be accepted and shall be returned to the applicant.

A closing date is set and **no** application whatsoever will be accepted after the closing date.

Requirements from persons intending to start/continue operating

All persons wishing to be licensed must-

- Complete and tender in an application in form CE 34 to the nearest Customs House, and
- Have at least one qualified person of unquestionable integrity at each station of operation at all times.

Application for a New License.

The application should be accompanied with-

1. Up to date copies of the –
 - Certificate of incorporation
 - Certificate of share capital
 - Articles of association
2. Clearance letters indicating non-indebtedness from the Domestic Taxes Division Of Zambia Revenue Authority.
3. CVs with copies of qualifications and at least two references on all declared staff To handle customs matters.

Note: New applicants will only be considered for final clearance. The removal in bond (RIB) and/or removal in transit (RIT) facility will only be availed to agents that have been licensed in the preceding year for a period not less than 12 months.

Application to Renew License

The application should be accompanied with-

1. Updated copies of the -
 - Certificate of incorporation
 - Certificate of share capital
 - Articles of association
2. Clearance letters indicating non-indebtedness from the following divisions-
 - Customs Services Division (from all stations of operation)
 - Domestic Taxes Division
3. CVs with copies of qualifications and at least two references on newly employed Staff or those not previously declared.

In addition to the above, companies that intend to remove or wish to continue removing goods in bond should attach the following:

- Letters from their surety/sureties confirming that the bond will be valid for the fiscal year; and/or
- Confirmation from their intending surety, indicating willingness to provide security and stating amount to be assured per station the applicant wants to remove goods from; and
- Proof of ownership or occupancy of an appointed customs area at each inland station.

Notes:

- A company without a license in the year preceding the one which the license is applied for should apply for a new license.
- Minimum bond amount is K150 million per station.

Requirements for adjustments to Licenses

Companies wishing to have –

- (a) their license status changed from final clearance only to full or vice versa; or
- (b) stations added to their license, should make their applications in writing to the Secretary of the Clearing Agents Committee, ZRA- Customs Services Division Headquarters, attaching the following:
 - CVs with copies of qualifications and at least two references on staff, if newly employed.

- Confirmation from their intending surety, indicating willingness to provide security and stating amount (not less than K150 million) to assured per station the applicant wants to remove goods from; and
- Proof of ownership or occupancy of an appointed customs area at each inland station.

Note: The removal in bond (RIB) facility may not be granted where an applicant does not own or occupy an appointed customs area at all inland stations they operate or want to operate.

Minimum Qualifications for Personnel

The minimum qualifications are as follows:

- (a) For persons to manage busy stations (i.e., Chirundu, Kapiri Mposhi, Kitwe, Living stone, Lusaka, Lusaka Airport, Nakonde and Ndola):
- Grade 12 or Form V school leaver;
 - One year experience in customs clearing as an officer or clerk
 - Two years experience in supervisory or managerial capacity in customs clearing matters; and
 - Certificate from any recognized institution, as proof of having studied in matters related to the industry would be an added advantage.
- (b) For persons other than those in subparagraph (a):
- Grade 12 or Form V school leaver;
 - One year experience in customs clearing as an officer or clerk; or
 - Certificate from any recognized institution as proof of having studied in matters related to the industry.

Note: It is advisable that all personnel dealing with customs matters (i.e., customs clearing clerks or officers) are declared in the application.