



REQUIRED DOCUMENTATION FOR LICENSING - UPDATED

Category

Requirements

1. NEW LICENCE

- i. Form CE 34, should be signed by one of the Directors registered at PACRA
- ii. Latest PACRA Annual returns (**Not payment receipts**)
- iii. Latest PACRA company printout, **updated and printed after 30th June, 2025**
- iv. Certificate of Incorporation
- v. Certificate of share Capital
- vi. Articles of Association (**Full copy**)
- vii. Proof of Presence of the principal office (lease agreement, title deed or utility bill) in director's or company's name)
- viii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- ix. Latest Tax Clearance Certificate from Direct Taxes obtained after **31st July, 2025**
- x. Copy of TPIN Certificate
- xi. CVs and certified copies of **NRCs** for **ALL** directors
- xii. Proof of affiliation to Clearing Agent's Association (**Not payment receipts**)

2. RENEWAL - FINAL CLEARANCE ONLY

- i. Form CE 34, should be signed by one of the Directors registered at PACRA
- ii. Latest PACRA Annual returns (**Not payment receipts**)
- iii. Latest PACRA company printout **updated and printed after 30th June, 2025**
- iv. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- v. Latest Tax Clearance Certificate from Direct Taxes **obtained after 31st July, 2025**
- vi. Certified copies of NRCs for Directors (**At least one of the Directors registered at PACRA**)
- vii. Copy of Valid Clearing Agent's Licence
- viii. Proof of affiliation to Clearing Agent's Association (**Not payment receipts**)

- ix. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- x. **Where there is a change of address of the principal office, notice of change of registered address (PACRA Form 7)**
- xi. **Where there is a change in company structure, directorship or shareholding, Latest PACRA Company printout, updated and printed after 30th June, 2025**

3. RENEWAL - FINAL CLEARANCE + REMOVALS IN BOND/REMOVALS IN TRANSIT

- i. Form CE 34, should be signed by one of the Directors registered at PACRA
- ii. Latest PACRA Annual returns **(Not payment receipts)**
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes **obtained after 31st July, 2025**
- v. Certified copies of NRCs for Directors **(At least one of the Directors registered at PACRA)**
- vi. Proof of affiliation to Clearing Agent's Association **(Not payment receipts)**
- vii. Letter of recommendation/intent from guarantors (letter of Intent) to the Zambia Revenue Authority
- viii. Proof of reconciliation of **ALL** existing manual Customs Bonds
- ix. **RIT** – Proof of presence (lease/title deed/utility bill) in directors or company name at entry port and exit port
- x. **RIB** – **Valid Customs Area Licence in the name of the Applicant**, at each inland station where the applicant wishes to operate as Customs Agent
- xi. Copy of Valid clearing Agents Licence
- xii. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- xiii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**

- xiv. **where there is a change in company structure, directorship or shareholding, latest PACRA Company printout updated and printed after 30th June, 2025**

4. UPGRADE FROM FINAL CLEARANCE TO FINAL CLEARANCE + RIT/ FINAL CLEARANCE + RIB

- i. Form CE 34, should be signed by one of the Directors registered at PACRA
- ii. Latest PACRA Annual returns **(Not payment receipts)**
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes – **obtained after 31st July, 2025**
- v. Certified copies of NRCs for Directors **(At least one of the Directors registered at PACRA)**
- vi. Proof of affiliation to clearing agent association **(Not payment receipts)**
- vii. Copy of Valid clearing Agents Licence
- viii. **RIT** – Proof of presence (lease/title deed/utility bill) in directors or company name at entry post and exit port
- ix. **RIB – Valid Customs Area Licence in the name of the Applicant**, at each inland station where the applicant wishes to operate as Customs Agent
- x. Letter of recommendation/intent from guarantors (letter of Intent) to the Zambia Revenue Authority
- xi. Proof of reconciliation of **ALL** existing manual Customs Bonds
- xii. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- xiii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
- xiv. **where there is a change in company structure, directorship or shareholding, latest PACRA Company printout, updated and printed after 30th June, 2025**

5. UPGRADE TO FULL LICENCE

- i. Form CE 34, should be signed by one of the Directors registered at PACRA
- ii. Latest PACRA Annual Returns (**Not payment receipts**)
- iii. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- iv. Latest Tax Clearance Certificate from Direct Taxes **obtained after 31st July, 2025**
- v. Certified copies of NRCs for Directors (**At least one of the Directors registered at PACRA**)
- vi. Proof of affiliation to clearing agent association (**Not payment receipts**)
- vii. Copy of Valid clearing Agents Licence
- viii. **RIT** – Proof of presence (lease/title deed/utility bill) in directors or company name at entry post and exit port
- ix. **RIB – Valid Customs Area Licence in the name of the Applicant**, at each inland station where the applicant wishes to operate as Customs Agent
- x. Letter of recommendation/intent from guarantors (letter of Intent) to the Zambia Revenue Authority
- xi. Proof of reconciliation of **ALL** existing manual Customs Bonds
- xii. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- xiii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
- xiv. **where there is a change in company structure, directorship or shareholding, directorship or shareholding, latest PACRA Company printout, updated and printed after 30th June, 2025**

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