

REQUIRED DOCUMENTATION FOR LICENSING



**ZAMBIA REVENUE
AUTHORITY**

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. Certificate of Incorporation
- iv. Certificate of share Capital
- v. Articles of Association (Full copy)
- vi. Updated list of shareholders. (PACRA Form 2/28)
- vii. Updated list of Directors/ Secretary (PACRA Form 5 and 45)
(Latest PACRA Company Print out is sufficient in place of documents ii, vi and vii)
- viii. Lease agreement (Proof of Presence) of the principal office
- ix. Latest Customs Clearance Letter from Transaction Monitoring Unit (TMU)
- x. Latest Tax Clearance Certificate from Direct Taxes
- xi. Copy of TPIN Certificate
- xii. Directors CVs and certified copies of NRC
- xiii. 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
- 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
- v. Certified copies of NRCs for Directors **(At least one of the Directors registered at PACRA)**
- vi. Copy of Valid Clearing Agent's Licence
- vii. Proof of affiliation to Clearing Agent's Association **(Not payment receipts)**

- viii. Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications
- ix. Where there is a change of address of the principal office, notice of change of registered address (PACRA Form 7)
- x. Where there is a change in company structure, directorship or shareholding, the following documents should be submitted:
 1. Updated list of shareholders. (PACRA Form 10)
 2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)

(Latest PACRA Company print out is sufficient in place of documents ii and x)

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

- i. Form CE 34, should be signed by one of the Directors
- 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
- v. Certified copies of NRCs for Directors
- vi. Proof of affiliation to Clearing Agent's Association (**Not payment receipts**)
- vii. Surety's confirmation letters or Letter from guarantors (letter of Intent)
- viii. **RIT** – Proof of presence (lease/title deed/utility bill) in directors or company name at entry port and exit port
- ix. **RIB** – Proof of presence (lease/title deed/utility bill) in directors or company name at all ports applied for.
- x. **RIB** – Proof of ownership or occupancy of a Licensed Customs Area at each inland station where applicant wishes to operate as a 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, the following documents should be submitted:**
 1. Updated list of shareholders. (PACRA Form 10)
 2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)

(Latest PACRA Company print out is sufficient in place of documents ii and xiv)

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

- i. Form CE 34, should be signed by one of the Directors
- 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
- v. Certified copies of NRCs for Directors
- 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 RIB - Proof of presence (lease/title deed/utility bill) in directors or company name at entry and inland port.
- ix. Surety's confirmation letters or Letter from guarantors (letter of Intent)
- x. **RIB** - Proof of ownership or occupancy of a Licensed Customs Area at each inland station where the applicant wishes to operate as a customs agent.
- xi. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
- xii. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
- xiii. **where there is a change in company structure, directorship or shareholding, the following documents should be submitted.**
 1. Updated list of shareholders. (PACRA Form 10)
 2. Updated list of Directors/ Secretary (PACRA Form 3/5)
(Latest PACRA Company print out is sufficient in place of documents ii and xiii)

5. UPGRADE TO FULL LICENCE

- i. Form CE 34, should be signed by one of the Directors
- 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
- v. Certified copies of NRCs for Directors
- 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** - Proof of presence (lease/title deed/utility bill) in directors or company name at entry and inland ports
- x. Surety's confirmation letters or Letter from guarantors (letter of Intent)
- xi. RIB – Proof of ownership or occupancy of a Licensed Customs Area at each inland station where the applicant wishes to operate as a customs agent.
- 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, the following documents should be submitted:**
 - 1. Updated list of shareholders. (PACRA Form 10)
 - 2. Updated list of Directors/ Secretary (PACRA Form 5 and 45)**(Latest PACRA Company print out is sufficient in place of documents ii and xiv)**