

DOCUMENT REQUIREMENTS FOR CUSTOMS CLEARING LICENSING

1. NEW LICENCE

Requirements

- i. Form CE 34, should be signed by one of the Directors
- ii. Latest PACRA Annual returns (**Not payment receipts**)
- iii. Certificate of Incorporation;
- iv. Certificate of share Capital
- v. Articles of Association
- 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

Requirements

- 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. 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 1 and 2)**

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

Requirements

- 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. Copy of Valid clearing Agents Licence
 - 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 5 and 45)
- (Latest PACRA Company print out is sufficient in place of documents 1 and 2)**

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

Requirements

- 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. **Where there are New employee/s, CVs with certified copies of NRCs, educational and professional qualifications**
 - xi. **Where there is a change of address of the principal office, notice of change of registered Address from PACRA Form 7**
 - xii. **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 1 and 2)**

5. UPGRADE TO FULL LICENCE

Requirements

- 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. **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 5 and 45)
- (Latest PACRA Company print out is sufficient in place of documents 1 and 2)**

Call Centre

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