

**MINISTRY OF FINANCE AND THE ECONOMY  
CUSTOMS AND EXCISE DIVISION**

**NOTICE TO IMPORTERS AND EXPORTERS**

**NO 12 OF 2014**

**REQUIREMENT OF VALID IDENTIFICATION CARDS TO BE ON  
DISPLAY BY CUSTOMS BROKERS, CLERKS AND APPRENTICES  
WHEN TRANSACTING BUSINESS WITH THE CUSTOMS & EXCISE  
DIVISION**

All Importers/Exporters are advised of the requirement of Customs Brokers, Clerks and Apprentices to wear valid identification cards when transacting business with the Customs and Excise Division, as outlined in the Provision of Section 238 of the Customs Act, Chapter 78:01 and Section 6(1) (2) of the Customs Brokers and Clerk Act, Chapter 78:03.

In this regard specific reference is made to excerpts of the relevant Legislation as set out hereunder:

1. Customs Act:

238 (1) Whenever a person make application to an Officer to transact any business on behalf of another person, the Officer may require the person so applying to produce a written authority from the person on whose behalf the application is made, and in default of the production of such authority may refuse to transact the business; and any document required by the Customs Laws to be signed by a particular person, if signed by a person authorized as aforesaid on behalf of the person required to sign the same, shall be deemed for all purposes to signed by the person required to sign the same; but the Comptroller may in his discretion refuse to allow any such application.

(2) Notwithstanding anything to the contrary contained in subsection (1), an Officer shall refuse to allow any application under that subsection which is made by a person whom he knows to be acting in contravention of Section 6 of the Customs Brokers and Customs Clerks Act.

Customs Brokers and Customs Clerks Act:

6 (1) Notwithstanding Section 230 of the Customs Ordinance but subject to Section 14 of this Act no person may-

- (a) carry on business as or style himself a custom broker unless he is the holder of a licence hereinafter called a "customs broker's licence", issued by the Board under Section 8; or
- (b) be employed as or style himself a custom clerk unless he is the holder of a licence hereafter called a "customs clerk's licence", issued by the Board under section 8

(2) A person who contravenes subsection (1) is liable on summary conviction to a fine on one thousand dollars (**\$1, 000.00**).

In this regard the Identification Card issued **annually** by the Customs Brokers' Board to each licensed Customs Broker, Customs Clerk, Boarding Clerk and to each registered Apprentice Customs Clerk is proof of the validity of his/her licensed or registration as the case may be. Each Identification Card displays the name of the sole employer on whose behalf he/she is authorized by the Board to transact business.

All Importers/Exporters are advised that effective **1<sup>st</sup> August, 2014, only** Customs Brokers, Customs Clerks, Boarding Clerks and Apprentice Customs Clerks with Identification Cards **issued in the current year**, which is visibly displayed on their person shall be allowed to transact business with the Customs and Excise Division.

Clerks and Apprentices whose Identification Cards are in the process of being printed are exempted from this requirement, in their case this requirement shall take effect from **1<sup>st</sup> September, 2014**. The list of these Clerks and Apprentices are attached for your information.

Please be guided accordingly.

Ag. Comptroller of Customs and Excise  
Dated: 22/7//2014