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REQUIREMENTS AND CONDITIONS FOR LICENSING CLEARING AGENCIES

Updated on 16/07/2012

Pursuant to Section 145 of the EAC Customs Management Act as amended to date and regulation 149 and 150 of the EAC Customs Management Regulation;

The following conditions and requirements shall apply to all applicants whether Private or Public clearing agencies.

All applicants must submit the following:

a. Requirement for the Company:

(i) A Completed application form shall be given to applicants after paying application fees 50\$, of which Bank Payment Advice forms and application forms can be obtained from the Customs help desk at Gikondo.

(ii) Memorandum and articles of association of the company;

(iii) Certificate of registration of the company;

(iv) Tax Identification Number of the Company;

(v) Current Tax clearance Certificate of the Company;

(vi) Proof of affiliation or membership to a recognized clearing and forwarding association;

(vii) Valid tenancy agreement for suitable office accommodation or proof of ownership; Proof of possession of a bank account, an official post office box, a physical address, telephone, and email address for the company.

(viii) A valid Bank or Insurance guarantee of a minimum fee of 150,000,000 frw for Transit and Customs operations.

(ix) Pay a license fee of 400\$ upon communication from the Commissioner for Customs that the application is successful. Bank Payment advice forms will be obtained from the Customs collector at Gikondo.

(x) The Company should have at least two employees in charge of clearance with a diploma or certificate in Customs training from a recognized institute or having a minimum of five years experience in Customs operations. They must also be computer literate with the ability to lodge declarations electronically.

xi) Possess at least 2 computers connected to Customs system with: Latest antivirus; Internet connectivity of 128 KPS and a contract with a service provider of at least one year; latest operating System e.g. Microsoft Windows XP or VISTA; a Scanning machine and UPS (onduleur).

xii) Uniform with a company logo for each staff.

b. Requirements for the Director:

i). Tax Identification number;

ii). Diploma (A level) with a minimum five years of experience in Customs operations, or diploma (A level) with a certificate in Customs training from a recognized institute, or (a bachelor's degree, or Advanced diploma);

iii) Two recent passport size photographs;

iv) A Judicial Police Statement for the staff;

v) Curriculum vitae (C.V);

vi) Valid employment contract;

vii) Copy of identity card or passport;

viii) A letter of recommendation from the former employer for a Director changing to another clearing agency.

c. Requirements for the Staff:

i). Diploma or certificate in Customs training from a recognized institute or a minimum of five

years experience in Customs operations. Or a minimum qualification of A level certificate.

ii) Two recent passport size photographs;


iii) Curriculum vitae (C.V);

iv) A Judicial Police Statement for the staff;

v) Valid employment contract for the staff;

vi) Copy of identity card or passport;

vii) letter of recommendation from the former employer for a declarant changing to another clearing agency.

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