



Application
Received Date:

**Application for an Import/Export Licence**

Section 98, Customs Ordinance

*(Before you complete this form, be sure to read the notes overleaf. Complete all boxes and return the form to the appropriate issuing authority. You should allow at least twenty-one days for this application to be processed. If you have any difficulty in completing this form, consult the nearest office of the appropriate issuing authority. Please complete this form in type or ink using **BLOCK** letters.)*

1. Applicant's Full Name		
2. Applicant's Address	3. Business Name and Address	4. Business Licence #
		5. Telephone #
6. Licence Required IMPORT/EXPORT*	7. Type of Licence Required	8. Date Licence Required
9. Goods to be covered by licence		10. State Countries with whom it is intended to trade under this licence
11. Reason Licence required		
12. If a Quota is to apply to this licence, state quota required		13. If a time limit is to apply, state required expiry date

**Declaration:**

**I hereby apply for an Import/Export\* licence based on the information provided above. I declare that the information given on this form is true to the best of my knowledge and belief, and I know of no reason why such a licence should not be issued to me. If a licence is granted, I undertake to abide by its terms, and understand that a breach of licensing requirements may constitute a breach of Customs law and other applicable laws, for which there are severe penalties.**

Signed: ..... (Applicant) Date: ..... / ..... / .....

\* Delete as applicable

### Guidance Notes For Completing This Form

Please make sure you read these notes before you complete the form, as an incorrectly completed form maybe rejected by the issuing authority.

- Box 1. – Enter here the full name of the applicant. This should usually be the importer who will be shown as such on the Customs Entry. DO NOT enter the name of the Declarant, unless he is also the importer.
- Box 2. – Enter the normal postal address of the named person in Box 1.
- Box 3. – If the Business Name or Address is different from Box 2 enter here.
- Box 4. – Complete if applicable.
- Box 5. – Complete using a normal daytime contact number, as the issuing authority may wish to contact you to clarify some matters.
- Box 6. – Delete either “IMPORT” or “EXPORT” depending on your requirement. Licences cannot be issued to cover both forms of traffic. Separate applications must be made.
- Box 7. – Enter: “OPEN” If the licence required is to be unconditional and without time limit “CONDITIONAL” If the licence required is to have conditions attached to its issue. “LIMITED” If the licence is to have a time limit attached.  
“QUOTA” If the licence is to have a quota applied. “SPECIFIC” If the licence is to apply for one importation only.

(More detail on the completion of this box can be obtained from your local Customs Office)

- Box 8. – Enter the date by which you require the licence. You should normally allow twenty-one days for this application to be processed.
- Box 9. – Enter a description of the goods to be covered by the licence, quoting tariff code numbers if possible. In certain cases, group terms will be acceptable (eg. “Controlled Drugs”).
- Box 10. – Enter the names of the countries with whom you intend to trade using this licence.
- Box 11. – Enter the reason you require the licence, (eg. “Registered Medical Practitioner” licensable, or any other specific details of your need to import/export goods).
- Box 12. – Enter the quota you require to have issued. This does not guarantee that the requested quota will be issued.
- Box 13. – Enter the time limit you require. This does not guarantee that the requested time limit will be the one imposed.

COMPLETE AND SIGN THE DECLARATION, AND TAKE THIS FORM (IN DUPLICATE) TO THE APPROPRIATE ISSUING AUTHORITY.

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**FOR OFFICIAL USE ONLY**