



## Trade Single Window - Client Registration Application

Please refer to notes on reverse before completing form. Not for use for overseas suppliers and TSW registered users

Email to [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz) or fax to 09 927 8015. For enquiries phone 0800 428 786.

Please tick all of the following which apply

Company – NZ Registered <input type="checkbox"/>	Company – Unregistered <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Individual <input type="checkbox"/>	Embassy <input type="checkbox"/>	Other <input type="checkbox"/>
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<b>Will you be:</b>	Exporting <input type="checkbox"/>	Importing <input type="checkbox"/>	Both <input type="checkbox"/>	Other <input type="checkbox"/>
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Port Authority <input type="checkbox"/>	Excise Client <input type="checkbox"/>	Brokerage <input type="checkbox"/>	Freight forwarder <input type="checkbox"/>
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Shipping company <input type="checkbox"/>	Shipping agent <input type="checkbox"/>	Diplomatic <input type="checkbox"/>	Carrier <input type="checkbox"/>	Third Party Notify <input type="checkbox"/>
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<b>FOOD IMPORTER:</b>	<b>DO YOU WISH TO BE AN IMPORTER UNDER THE FOOD ACT 2014?</b> (If yes, complete supplementary Food Act questions on page 3)	<b>YES</b> <input type="checkbox"/>
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**If SOLE TRADER or INDIVIDUAL (refer notes 2-3b on page 4):**

Full Name: .....

Trading As: .....

Previous Names: .....

Date of birth: ..... Country of birth: .....

Gender: Female  Male  Unknown  Occupation: .....

Landline Phone: ..... Fax Number: ..... Mobile Number: .....

Email Address: ..... Web Address: .....

**Go to Physical Address Page 2**

**If COMPANY, PARTNERSHIP or OTHER ORGANISATION (full particulars of all directors/partners/trustees to be listed below)**

Full company/partnership/other organisation name (refer note 3 on page 4):  
.....

Trading As: .....

New Zealand Business Number (NZBN): .....

New Zealand Company Registration Number: ..... GST/IRD Number: .....

Landline Phone: ..... Fax Number: ..... Mobile Number: .....

Email Address: ..... Web Address: .....

Please indicate if you consider yourself to be a Maori Business (for statistical purposes only)

**Contact Person:** .....  
 First Name(s) Last Name Position in Organisation  
 Phone Number(s) Email Address

**Full Particulars of all director s/partners/trustees (refer note 3 on page 4) as per ID provided:**

	First Name(s)	Last Name	Date of Birth	Identification Type	Number
1. ....	.....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....	.....
4. ....	.....	.....	.....	.....	.....

**Physical Address:**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name:..... Property Type: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**Postal Address (if not same as above):**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name: ..... Property Type: .....

PO Box: ..... Private Bag: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**Billing Address (if different from physical and postal addresses):**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name: ..... Property Type: .....

PO Box: ..... Private Bag: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**Payment Account Details (if applicable)**

Ministry for Primary Industries account number: .....

**OPTIONAL: Set TSW Brokerage Access**

Please indicate if you wish to restrict the use of your code to nominated Brokers only? Yes  No

If yes:

Brokerage Code (if known): ..... Brokerage Name: .....

Brokerage Code (if known): ..... Brokerage Name: .....

Brokerage Code (if known): ..... Brokerage Name: .....

*(attach a supplementary list if more than three brokerages)*

**Criminal Convictions**  
 If applying to be an importer under the Food Act complete the following:

Does any director, manager, significant shareholder of the business concerned, or the business itself, have any specified convictions, or, if a sole-trader, do you have any specified convictions? The terms 'specified convictions' and 'significant shareholder' are defined in the Food Act 2014. <div style="text-align: right;">                     Yes <input type="checkbox"/>      No <input type="checkbox"/> </div>	if you answer "Yes", please list what these are: ..... ..... Please provide any further information you think is relevant to your conviction(s): ..... .....
Has there been a serious or repeated failure to comply with the duties of an importer under section 110 and 111 of the Food Act 2014 by any director, manager, significant shareholder of the business concerned, by the business itself, or, if a sole-trader, by you? <div style="text-align: right;">                     Yes <input type="checkbox"/>      No <input type="checkbox"/> </div>	if you answer "Yes", please provide details: ..... .....
Are there any grounds for considering that the business, or, if a sole-trader, you might in the future fail to comply with the duties of an importer under section 110 and 111 of the Food Act 2014? <div style="text-align: right;">                     Yes <input type="checkbox"/>      No <input type="checkbox"/> </div>	if you answer "Yes", please provide details: ..... .....

**OPTIONAL: Lodgement Notifications**  
 To receive TSW notifications for lodgements - select ONE of the following notification methods:

<b>Do not notify</b> <input type="checkbox"/>	<b>Email</b> <input type="checkbox"/>	<b>B2B Messaging</b> <input type="checkbox"/>
Add name(s) to be notified: .....		Email: .....

If TSW notification preferences requested - select any/all of the following WCO lodgement types:

Import <input type="checkbox"/>	Export <input type="checkbox"/>	OCR <input type="checkbox"/>	CRE <input type="checkbox"/>	ICR <input type="checkbox"/>	ANA <input type="checkbox"/>	Excise <input type="checkbox"/>	AND <input type="checkbox"/>
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For the lodgement type requested - select any/all of the following lodgement status:

Cancelled <input type="checkbox"/>	Cleared <input type="checkbox"/>	Directions given <input type="checkbox"/>	Error <input type="checkbox"/>	Declaration Required <input type="checkbox"/>	Written Off <input type="checkbox"/>
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**OPTIONAL: Please advise Customs Broker** ..... **of the code at email:** .....

**DECLARATION (refer Note 4 below)**

I ..... (position) ..... of .....  
 declare that the information provided is true and correct.

**Signature:** ..... **Date:** .....

Date: .....	Processing Officer: .....	Client Code: .....
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## IMPORTANT INFORMATION

### NOTES:

1. You must tick ALL boxes that apply.
2. Private individuals must supply clearly legible photo ID – preferably a copy of your passport or drivers licence.
- 3(a). For registered companies: A copy of your company's Certificate of Incorporation must be attached. Provide your trading name - if different from registered company name. All directors must be listed – add a supplementary page if required. Clearly legible photo ID is required for each name listed – a copy of the passport biography details page or drivers licence is preferred.
- 3(b). For Partnerships and sole traders: A trading name must be specified, along with full names of all sole traders/partners. Photo ID (as described above) is required for all sole traders/partners.
- 3(c). For other organisations (such as schools, sports clubs, registered trusts, charities or similar): All trustees, the principal, or other relevant person(s) of responsibility must be listed. Photo ID (as described above) is required for all listed persons. For New Zealand registered trusts, societies and charities, a copy of your certificate must be supplied. For schools, sports clubs and similar, a letterhead of the organisation must be supplied.
4. The application must be completed and signed by an authorised person of the entity concerned (for example an officer of the organisation or a Customs broker) or the importer/exporter of the goods.
5. **Incomplete applications will be rejected and returned for completion.**
6. Please note you are required to keep business records in New Zealand pursuant to section 95 of the Customs and Excise Act 1996.
7. Applications can be lodged electronically to email [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz) or, if you do not have access to email, faxed to 09 927 8015. **Note that fax copies of ID's are often illegible and therefore may be rejected, so email is the recommended method of submission.**
8. For enquiries phone 0800 428 786.

The information on the client registration application form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics.

The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 1996 and for border-related risk management.

The New Zealand Customs Service and the Ministry for Primary Industries may collect and use information for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993. This information will be stored on a secure joint New Zealand Customs and Ministry for Primary Industries database. Under the Privacy Act 1993 you have the right to request access and correction of any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 1993. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

### For Food Importers

This information is being collected for the purpose of listing importers of food for sale and for border-related risk management. The collection of information is authorised by section 132 of the Food Act 2014. The provision of this information is necessary in order to process an application for listing. The Biosecurity Act 1993 was amended in 2012 to define the meaning of biosecurity to include functions, duties, or powers relating to managing risks associated with the movement of goods into or out of New Zealand under the Food Act 2014.

All information provided to the Ministry for Primary Industries for the purposes of listing importers of food for sale is official information and subject to the Official Information Act 1982. If a request is made under that Act for information you have provided in this application, the Ministry for Primary Industries will consider any such request taking into account its obligation under the Official Information Act 1982 and any other applicable legislation.

### Lodgement Notifications

This is an optional field that can be used to specify who will receive a notification when the client code (for the client type being registered) appears on any lodgement. This can set:

- the method of notification (email or messaging)
- the email address (for those receiving email notifications)
- the lodgement type that will trigger the notification (the options available depend on the client type being registered)
- the lodgement action that will trigger a notification (the actions depend on the lodgement type chosen).

For example, for an importer client type it is possible to notify an entity about any import declarations lodged for the importer that are "Cleared", "Cancelled", or have had "Directions given."

There are three options for notification preferences

- No notification required  
No notification will be sent out, other than to the default agencies
- Email  
Notifications will be sent out via email according to the options selected
- Messaging  
Notifications will be sent out via B2B messaging

### Authority to Link

For a TSW user to be linked requires the attachment of an endorsement from the organisation that user is requesting to be linked to. This should be on the organisation letterhead and be signed by a named responsible person within the company such as manager, user's supervisor or company officer.

### Set TSW broker access –

This is an optional field that allows you to nominate a specific brokerage or group of brokers who can use your client registration code to make lodgements through TSW. If no selection is made, then any brokerage will be able to make lodgements on your behalf.