AUSTRALIAN CUSTOMS NOTICE NO. 2007/33

Application for Sole Trader Broker’s Licence

Under S183CA of the Customs 1901, a nominee customs broker may apply for a sole trader broker’s licence. Applications must be supported by the following documents:

* Application for Customs Brokers licence (Form B738);
* Consent to Obtain Personal Information (Form B195);
* Evidence of Identity that totals 100 points or more; and
* Evidence of the applicant’s financial standing.

This evidence of financial standing may be in the form of certified balance sheets, profit and loss statements, financial references, evidence of any overdraft facility or any other official documentation that would further demonstrate that the applicant will be operating from a sound financial base.

An applicant for a sole trader broker’s licence should also consider taking out professional indemnity insurance. Evidence of the policy should be forwarded with the application.

Following receipt of this documentation, an Australian Customs Notice (ACN) will be published notifying that an applicant has applied to be licensed as a sole trader. The ACN will seek comment within fourteen days and allows individuals or companies to lodge representations with Customs in regard to an application.

Principles of procedural fairness in respect of information that is potentially adverse to the applicant will be applied and if information is received that is considered credible, relevant and significant, the applicant will be made aware of the substance of the representation and given the opportunity to respond to the representation.

Appropriate integrity checks will be performed following receipt of the application and a signed Consent to Obtain Personal Information form.

The application will then be examined by the National Customs Brokers Licensing Advisory Committee (the Committee) which has the responsibility of recommending to the Chief Executive Officer of Customs (CEO) whether or not the licence should be granted.

The Committee will then make a recommendation to the CEO.

Any questions regarding the process should be directed to Broker Licensing on (02) 6275 5784 or by email at [brokers.licensing@customs.gov.au](mailto:brokers.licensing@customs.gov.au).

Sharon Nyakuengama A/g National Director Compliance

for

Chief Executive Officer June 2007

