**Australian Government**

# Australian Customs and Border Protection Service

AUSTRALIAN CUSTOMS NOTICE NO. 2010/48

# APPLICATION FOR A CUSTOMS BROKER LICENCE -

**INTEGRITY , APPROVED COURSE OF STUDY AND ACQUIRED EXPERIENCE**

This Australian Customs Notice (ACN) is to provide guidance for applicants applying for a customs broker licence, for a natural person.

This ACN supersedes ACNs 1998/44, 2004/20 and 2008/49 in regard to these matters.

In assessing an application made by a natural person for a customs broker licence, section 183CC of the *Customs Act 1901* requires the Chief Executive Officer of Customs (the CEO) to consider whether the applicant:

* is a person of integrity;
* has completed a course of study approved by the CEO; and
* has acquired experience that, in the opinion of the CEO, fits the applicant to be a customs broker.

## PERSON OF INTEGRITY

Applicants are required to complete a form (B195) authorising the CEO to obtain information from Australian police forces and other law enforcement agencies in this regard.

Consideration may also be given to other matters such as advice provided by employers and other referees.

## COURSE OF STUDY

The current course of study, approved by the CEO, comprises the following specified units: TLIA907E Complete and Check Import-Export Documentation

TLIA4807C Carry out Border Clearance Functions

TLIA4907C Apply Specialist Permit Requirements as Part of Customs Broking Activities

TLIA5007C Apply GST Regulations as Part of Customs Broking Activities TLIA5107C Carry Out Quarantine Procedures

TLIA5207C Carry Out Customs Clearance Practices TLIA5307C Carry Out Customs Valuation

TLIA5407C Classify Commodities for the Import and Export of Goods Through

Customs

TLIA5507C Classify Complex Commodities for the Import and Export of Goods Through Customs

TLIA5607C Carry Out Complex Customs Valuation

TLIA5707C Analyse, Advise On and Carry Out Integrated Border Clearance Transactions

These units are part of the national Transport and Logistics Training Package TL107

(Nov2010)

Registered Training Organisations who deliver the course of study are:

* + Sydney Institute of TAFE - NSW
  + Kangan-Batman TAFE - VIC
  + Holmesglen TAFE - VIC
  + The Customs Brokers and ForwardersCouncil of Australia Inc (CBFCA)

[www.cbfca.com.au](http://www.cbfca.com.au/)

* + My Freight Career Pty Ltd [www.myfreightcareer.com.au](http://www.myfreightcareer.com.au/)

Applicants seeking Recognition of Prior Learning (RPL) / Recognition of Current Competencies (RCC) should contact their intended training organisation for details.

An applicant for a customs broker licence who has not completed the approved course of study (directly or through formal RPL/RCC) may seek an exemption from that course of study, by applying in writing to the CEO. An application for exemption will only be granted, however, where the CEO is satisfied that the applicant has experience or training that equips the applicant with relevant knowledge and understanding that is reasonably equivalent to that which would be acquired through successful completion of the approved course of study.

## ACQUIRED EXPERIENCE

The CBFCA conducts a National Examination that is designed to allow licence applicants who have completed (or been exempted from) the approved course of study to demonstrate that they have the level of acquired experience that fits them to be a customs broker. All enquiries concerning the National Examination should be directed the CBFCA Manager Professional Development and Training.

Successful completion of the National Examination conducted by the CBFCA will be taken into consideration by the CEO when assessing if an applicant has acquired experience that fits them to be a customs broker.

In addition to the result obtained by an applicant in the National Examination, consideration will also be given to the length and nature of the applicant's employment experience and to referees ' statements.

Where an applicant has not successfully completed the National Examination, they may seek to demonstrate that they have the requisite acquired experience by providing a written account of their employment history in the customs broking industry. Such an account should detail the nature and length of their employment; including the broad range of duties performed and responsibilities undertaken that they believe would fit them to be a licensed customs broker.

The Customs Broker Licensing application package (discussed below) includes guidance for applicants and their referees as to the information that should be provided in order to demonstrate the requisite degree of acquired experience.

## APPLICATION PROCESS

All applications for a customs broker licence are referred to the National Customs Brokers Licensing Advisory Committee (NCBLAC) which makes a report to the CEO in relation to the matters to which the CEO is required to have regard in de termining as to whether or not a licence should be granted.

When the applicant seeks to demonstrate their acquired experience through documented employment history or where completion of the National Examination is not accepted as necessarily demonstrating the requisite acquired experience, NCBLAC will convene an interview to test the applicant's experience.

At the interview the applicant is asked a range of questions which cover a broad range of topics relevant to their experience in and knowledge of the day-to-day activities and responsibilities of being a licensed customs broker and the applicable legislation.

Interviews may also be convened if there are any unresolved issues concerning an applicant's integrity, or if an exemption from completing the approved course of study is sought.

NCBLAC reports to the CEO on the findings of its inquiry, outlining the accuracy of the applicant's responses and the degree of knowledge and acquired industry experience demonstrated. It is the CEO's decision to grant or not grant a customs broker licence.

## APPLYING FOR A CUSTOMS BROKER LICENCE

Licence application packages are available on the Customs web site <http://www.customs.gov.au/site/page6093.asp>

Completed application forms and supporting documentation should be forwarded to: Broker Licensing

Australian Customs Service 5 Constitution Avenue

CANBERRA ACT 2600

Inquiries concerning applications may be directed to Broker Licensing on (02) 6275 5784 or

(02) 6275 5088 or email [brokers.licensing@customs.gov.au.](mailto:brokers.licensing@customs.gov.au)

