

AUSTRALIAN CUSTOMS NOTICE NO. 2012/12

**Customs Broker Licence Renewals**

In accordance with section183CH of the *Customs Act 1901* (the Act), all current customs broker licences are due for renewal as the current licence period expires on 30 June 2012.

Licences that are not renewed by close of business on 29 June 2012 will expire on

30 June 2012. Expired licences cannot be renewed. A nominee, sole trader or corporate customs broker whose licence has expired, will need to make a new licence application to the Chief Executive Officer of Customs (the CEO). Application packages can be found on the Customs and Border Protection website <http://www.customs.gov.au/site/page6090.asp>

# Renewal Application

During April 2012, an "*Application for Renewal of Customs Brokers Licence*" and a renewal invoice will be posted to all current licence holders to the postal address recorded in the Integrated Cargo System (ICS). It is the Brokers responsibility to ensure that contact details listed in the ICS are up to date.

All licence holders intending to renew their licence are required to forward their completed "*Application for Renewal of Customs Broker Licence*" form to:

Broker’s Licensing Group

Australian Customs and Border Protection Service 5 Constitution Avenue

Canberra ACT 2601

Corporate customs brokers are also required to include with their application form:

* A list of all nominees currently employed by their agency; and
* A list of all persons currently having authority to direct the nominees of the agency (i.e. directors of the company).

Corporate brokers are reminded that it is an ongoing condition of a broker licence that the CEO is to be advised within thirty (30) days of a change of:

* Nominees;
* Persons authorised to direct nominees; or
* Composition of the company or partnership.

# Licence Fee

Fees for the renewal of a customs broker licence must be paid by 28 June 2012. On payment of the fee and receipt of the renewal application, the licence will be renewed for the period

1 July 2012 to 30 June 2015.

The renewal licence fee is:

* Nominee - $120.00
* Sole Trader or Corporate Broker - $1,200.00

Licence fees may be paid using one of the options shown on the invoice remittance advice. Brokers electing to pay their renewal fee by cheque or BPay should be mindful of the delay in processing such payments by financial institutions and that payments made towards the end of June, may not be cleared by the due date.

# Licence Re-issue

Once the renewal process has been completed a new licence will be posted to the applicant. This may take some time, due to the volume of renewals.

Inquiries concerning this notice may be directed to Broker Licensing at [brokers.licensing@customs.gov.au](mailto:brokers.licensing@customs.gov.au) or on (02) 6275 5784 or (02) 6275 5088 or fax on

(02) 6275 6601.

(Signed)

Craig Sommerville National Manager Compliance Assurance for

Chief Executive Officer March 2012