DEPARTMENT OF IMMIGRATION AND BORDER PROTECTION NOTICE NO.2017/38

**Renewal of Customs Broker Licenses**

All customs broker licenses will expire on 30 June 2018. Those customs brokers wanting to renew their licence for the next triennium (i.e. from 1 July 2018 to 30 June 2021) will need to apply for the renewal of their licences.

# Renewal Application

In March 2018, the Australian Border Force (ABF) will send the ‘*Application for renewal of Customs Broker Licence’* pack to each customs broker.

To ensure that the renewal package is sent to the correct postal address, customs brokers should check, by no later than 1 February 2018, their contact details in the Integrated Cargo System (ICS) are up to date. It is the responsibility of a customs broker to ensure that their contact details in the ICS are maintained.

If a customs broker, wanting to renew their licence, does not receive their renewal package by 1 April 2018, it is the responsibility of the broker to advise the Comptroller General of Customs, via an email to [brokers.licensing@abf.gov.au](mailto:brokers.licensing@abf.gov.au), that they wish to renew their broker licence and facilitate the renewal process.

Completed renewal applications will be accepted up until close of business on 29 June 2018 (the due date). However, it is recommended that customs brokers complete and return their renewal application as soon as possible to assist with the renewal process.

A customs broker licence renewal application received after the due date will not be processed, resulting in the licence expiring on 30 June 2018.

# Renewal Fee

Options for the payment of the renewal fee will be listed in the renewal package. Any customs broker electing to pay their renewal fee by BPay should take into account the delay in processing such payments and that such payments made towards the end of June 2018 may not be cleared by the due date. Where a payment is not cleared by the due date, the renewal application will be considered incomplete and will not be processed.

# Continuing Professional Development

It is a licence condition that a customs broker, who is a natural person, completes Continuing Professional Development (CPD) activities. Each licensed customs broker is required to undertake sufficient CPD activity to qualify for a total of 30 points per CPD year.

Licensed customs brokers will gain these points by participating in activities across the two available CPD streams. A customs broker may complete all 30 CPD points per CPD year from Stream A if they wish, but no more than 12 CPD points can be counted from Stream B in any single CPD year.

Non-compliance with CPD licence conditions is a breach of the *Customs Act 1901* and can result in suspension of the customs broker licence and/or the issue of an infringement notice.

As a part of the renewal application, customs brokers are required to sign a declaration that they have met their CPD requirements. The ABF may ask a licensed customs broker to demonstrate ongoing compliance at any time within a licence triennium. For this reason, licenced customs brokers must obtain and retain receipts or other suitable documentation evidencing their attendance at, or participation in, all CPD activities.

# Licence re-issue

The ABF will send out new customs broker licences in bulk once the renewal process has been completed. It is estimated that the new broker licences will not be sent out until late July due to the number of licences being processed.

Enquiries concerning this notice may be directed to Broker Licensing at [brokers.licensing@abf.gov.au](mailto:brokers.licensing@abf.gov.au)

Lyn Foster

A/g Superintendent

Trade and Goods Operational Policy

Customs Compliance Branch | Border Management Division 13 December 2017