



Procedures for applying for a Nominee Customs Broker Licence

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Guidelines in relation to Acquired Experience

In order to be granted a Customs Broker Licence, a natural person must;

- be a person of integrity,
- have completed an approved course of study (or been exempted from that requirement), and
- have acquired experience that, in the opinion of the Chief Executive Officer of Customs, fits the applicant to be a customs broker.

These guidelines provide assistance for the licence applicant, and their employment referees, as to how they can demonstrate that the applicant has the requisite degree of "acquired experience".

Applicants

The Customs Brokers Forwarders Council of Australia (CBFCA) conducts a National Examination that is designed to assist 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 to the CBFCA National Training Manager.

Completion of the National Examination conducted by the CBFCA will be taken into consideration by NCBLAC and 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.

Therefore, in addition to providing advice of their National Examination result, applicants should provide a detailed statement that sets out:

- the name and address of each employer for whom they have performed duties that they believe are relevant to those of a licensed customs broker;
- the periods during which they were employed by each such employer;
- the name and contact details of the person or persons who supervised them in each such period of employment; and
- a description of the range, period and extent of duties undertaken in all such employment.

In detailing employment experience that they believe is relevant to the duties of a licensed customs broker, applicants should give particular attention to explaining their experience undertaking or assisting in the following matters:

- taking instructions from, and giving advice to, importer clients;
- classifying goods in accordance with the Third Schedule of the Customs Tariff Act, noting in particular the main categories of goods they have classified;
- valuation of goods for Customs and related purposes;
- using the ICS either by direct access or through industry specific proprietary software;
- utilizing software such as INBOUND or EDI Tariff;

- using industry specific proprietary software to register shipments and then prepare import declarations for lodgement by a licensed Customs Broker;
- making application for a Tariff Advice;
- application of Free Trade Agreements, Tariff Concessions, Bylaws etc;
- preparation of Duty Drawbacks and Refund applications;
- AQIS compliance and procedures;
- dealing with shipping lines, airlines, freight forwarders, transport companies and depots;
- handling temporary importations; and
- interaction with the Australian Customs and Border Protection Service.

In selecting persons who may act as referees in support of their claims to have the requisite degree of "acquired experience", wherever possible an applicant should seek to obtain references from persons who are themselves licensed customs brokers and who have directly supervised them in their performance of duties relevant to the functions of a customs broker.

Applicants should provide a copy of these guidelines to their selected referees to assist them in preparing their references.

Referees

In preparing a reference in support of an application for a customs brokers licence, referees are asked to address the following matters:

- whether the referee has read and understood these guidelines;
- whether the referee is themselves a licensed customs broker and, if not, the basis on which they believe they can comment on whether the applicant has acquired experience that fits them to be a customs broker;
- the period during which they have supervised the applicant;
- the nature of the duties performed by the applicant under their supervision;
- the extent, depth and complexity of such duties;
- the standard at which the applicant has performed those duties;
- any further developmental needs of the applicant; and
- whether, and if so why, the applicant has in their opinion the requisite acquired experience to be licensed as a customs broker.

Applicants and Referees

Applicants and referees are reminded that, under section 136.1 of the Schedule to the *Criminal Code Act 1995*, it is an offence punishable by imprisonment for up to 12 months to knowingly make a statement in connection with a licence application that is false or misleading (or that omits a matter without which the statement is misleading). Additionally, it is an offence punishable by imprisonment for up to 6 months to make a statement in connection with a licence application recklessly as to whether or not it is false or misleading or omits a matter that renders it misleading.