

**NEW ZEALAND CUSTOMS SERVICE**  
**CUSTOMS AND EXCISE ACT 1996**  
**CUSTOMS (APPLICATION FOR JBMS USER REGISTRATION) RULES**  
**2015**

PURSUANT to section 288(1)(ha) of the Customs and Excise Act 1996, the Chief Executive of the New Zealand Customs Service hereby makes the following rules prescribing the form of application for registration as a Joint Border Management System (JBMS) user.

**RULES**

**1. Title, Commencement, Application and Purpose**

- (1) These rules may be cited as the Customs (Application for JBMS User Registration) Rules 2015.
- (2) These rules shall come into force on 26 March 2015.
- (3) These rules shall apply for the purposes of prescribing the form of application for registration as a user of the JBMS and the information to be provided in support of the application.

**2. Interpretation**

In these rules, unless the context otherwise requires:

- (a) The term "the Act" means the Customs and Excise Act 1996.
- (b) Any terms used in these rules which are defined in section 2 of the Act shall have the meanings given to them by that section.
- (c) "Trade Single Window" or "TSW" means a computer system that forms part of the JBMS.
- (d) "Lodgement" means any entry or cargo report required by the Act to be made in relation to the importation or exportation of goods, or the arrival or departure of craft.
- (e) Any reference to the submission of lodgements may refer to transmission via TSW or any other approved form of transmission.

**3. Form of Application**

- (1) An application to be registered as a JBMS user shall be made in the following form:
  - (a) In respect of any individual ordinarily resident in New Zealand who intends to submit lodgements to the JBMS, in Form C10 as set out in Schedule 3; or
  - (b) in respect of any individual ordinarily resident in New Zealand who intends to submit information to JBMS through Trade Single Window but who does not otherwise intend to submit lodgements to the JBMS, Form C9A as set out in Schedule 2.
- (2) In addition to the forms required under subclause (1) to this rule, Form C9 as set out in Schedule 1 must be completed in Trade Single Window online by:

- (a) any individual applying to be a JBMS user of a type described in subclause (1)(a), where that individual intends to submit lodgements to JBMS through the Trade Single Window online interface;
- (b) all individuals applying to be a JBMS user of a type described in subclause (1)(b).

#### **4. Supporting Documentation**

- (1) In respect of an application made under rule 3(1)(a), the following documents must be supplied:
  - (a) the birth certificate of the applicant; and
  - (b) a passport, or New Zealand driver's licence, or any other form of identification bearing a photo of the applicant that is acceptable to the chief executive as a comparable form of identification; and
  - (c) if the applicant is making the application in a name that is different from that on his or her birth certificate, the applicant must provide:
    - (i) a marriage certificate;
    - (ii) a dissolution of marriage order;
    - (iii) a deed poll of change of name; or
    - (iv) any other comparable evidence of identity that is acceptable to the chief executive as evidence of the identity of the applicant.
- (2) In respect of an application made under rule 3(1)(b), the applicant must supply a copy of the applicant's passport or driver's licence, or any other form of identification bearing a photo of the applicant that is acceptable to the chief executive as a comparable form of identification
- (3) If any form of personal identification required by subclauses (1) and (2) of this rule is not written in English, the applicant must provide an English translation of the personal identification, certified by a translator nominated by the chief executive.

#### **5. Revocation**

The Customs (Application for JBMS User Registration) Rules 2014\* are revoked.

#### **6. Notes**

Where any prescribed form contains any explanatory or other notes such notes do not form part of the prescription but are intended for the guidance of the person in the completion of a report.

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## Schedule 1



Ministry for Primary Industries  
Manatū Ahu Matua



FORM C9 | FEBRUARY 2015

### Application to be a Trade Single Window User

#### Section 132, Customs and Excise Act 1996

To apply for registration as a user of Trade Single Window (TSW)

#### Applicant details

Surname: ..... First name(s): .....

#### Previous name(s)

Surname: ..... First name(s): .....

Date of birth: ..... Country of birth: .....

Gender: ..... Occupation: .....

#### Attachments

#### Identification Details

Identification Type: .....

Photo ID Type: .....

Identification Number: .....

#### Address details

Street Number: .....

Unit Number: ..... Floor Level: .....

Name of Property: ..... Property Type: .....

Street Name: ..... Street Type: .....

Suburb: ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

#### Postal Address (if not same as above)

Street Number: .....

Unit Number: ..... Floor Level: .....

Name of Property: ..... Property Type: .....

Street Name: ..... Street Type: .....

Suburb: ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

#### Contact Number

Type: .....

Other Option: .....

Country Code: ..... Area Code: ..... Phone Number: .....

Email Address: .....

Date: ..... Signature of applicant: .....

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**Identification**

One form of official identification bearing your photograph is required to be attached to your TSW online user application.

Your TSW Online application must be supported by –

- if you use a married name, or have legally changed your name for any other reason, a copy of your marriage certificate or other legal evidence of the name change, together with a translation into English certified by a Customs-nominated translator if that certificate or other evidence is not written in English; and
- your passport or New Zealand driver licence or such other form of official identification bearing your photo that Customs may approve.

This application and the required identification must be attached as part of your TSW online application to be register as a user.

**Privacy Statement**

The information that is being collected on this form will enable the New Zealand Customs Service to –

- conduct a security check on you; and
- decide whether or not to register you as a TSW user for the purpose of online registrations; and
- contact you if required.

The New Zealand Customs Service and the Ministry for Primary Industries may also collect and use information in this form for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993.

The information in this form will be stored on a secure database managed by the New Zealand Customs Service and Ministry for Primary Industries.

Under the Privacy Act 1993 you have the right to request access to, and correction of, any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of requests) listed in Part 4 of the Privacy Act. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

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## Schedule 2



Ministry for Primary Industries  
Manatū Ahu Matua



FORM C9A | FEBRUARY 2015

### Supplementary form to an Application to be a Joint Border Management System user for the purpose of Trade Single Window online registrations

#### Section 132, Customs and Excise Act 1996

To apply for registration as a user of the Joint Border Management System (JBMS) for the purpose of online Trade Single Window (TSW) registrations, provide the details set out below and attach this form, your ID document(s) and your employer's authorisation letter (as stipulated below), to your online application to be a JBMS User.

#### Applicant details

Surname: ..... Previous name(s): .....  
First name(s): .....  
Other names by which you are known: .....  
Date of birth: ..... Country of birth: .....  
Gender: ..... Occupation: .....

#### Work contact details

Company name: .....  
Physical address: .....  
Contact number(s): ..... Email address: .....  
Internet site/web address: .....

#### Client code details

Do you have any client codes: Yes ☐ No ☐ If so, please list here: .....  
Please provide the client code(s) of the company you are employed by:  
Organisation/Brokerage Client Code(s): .....

**Required Attachments:** See "Important information" section for details.

- ☐ Form C9A (i.e. this form)
- ☐ Identification document(s)
- ☐ Employer's authorisation letter

#### Criminal convictions

**Note:** Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice internet site.

Do you have convictions for any of the offences as specified in section 132B of the Customs and Excise Act 1996? Yes ☐ No ☐  
If you answer "Yes", please list what these are:

.....  
.....  
.....

Please provide any further information you think is relevant to your conviction(s):

.....  
.....  
.....  
.....  
.....

**Declaration**

I, (full name, address) ...  
 .....

declare that the information I have provided is true, correct and complete in every particular.

**Note:** Making a declaration that is in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.

Date: .....

Signature of applicant: .....

**IMPORTANT INFORMATION****Identification**

One form of official identification bearing your photograph is required to be attached to your JBMS user application.

Your JBMS application must be supported by –

- if you use a married name, or have legally changed your name for any other reason, a copy of your marriage certificate or other legal evidence of the name change, together with a translation into

English certified by a Customs–nominated translator if that certificate or other evidence is not written in English; and

- your passport or New Zealand driver licence or such other form of official identification bearing your photo that Customs may approve.

This application and the required identification must be attached as part of your JBMS application to be register as a user.

**Employer's authorisation letter**

To be able to submit registrations on behalf of your employer, you need to attach to your JBMS user application a letter authorising this. This should be on the organisation letterhead

and be signed by a named responsible person within the company such as manager or a company officer.

**Privacy Statement**

The information that is being collected on this form will enable the New Zealand Customs Service to –

- conduct a security check on you; and
- decide whether or not to register you as a JBMS user for the purpose of online registrations; and
- contact you if required.

The New Zealand Customs Service and the Ministry for Primary Industries may also collect and use information in this form for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993.

The information in this form will be stored on a secure database managed by the New Zealand Customs Service and Ministry for Primary Industries.

Under the Privacy Act 1993 you have the right to request access to, and correction of, any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of requests) listed in Part 4 of the Privacy Act. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.



# Schedule 3



Ministry for Primary Industries  
Manatū Ahu Matua



FORM C10 | FEBRUARY 2015

## Joint Border Management System - Registered User Application - Individual

Section 132 of the Customs and Excise Act 1996

For enquiries phone 0800 428 786

To apply for registration as a user of an integrated border management computerised system (JBMS), please supply the information as required.

### Applicant Details

Surname: ..... Previous names: .....  
First name: ..... Alias: .....  
Date of birth: ..... Country of birth: .....  
Gender: ..... Occupation: .....

Identification details

Birth Certificate.....
Passport or Drivers Licence.....

### Contact Details - Home

Full Street Address: ..... Full Postal Address: .....  
Suburb: ..... Suburb: .....  
City: ..... Post code: ..... City: ..... Post code: .....

Landline: ..... Mobile: ..... Email: .....  
**IMPORTANT: If you do not ordinarily reside in New Zealand, please nominate one or more individuals ordinarily resident in New Zealand as your representative on page 3.**

### Contact Details - Work

Company Name: ..... Client code: .....  
Full Street Address: ..... Full Postal Address: .....  
Suburb: ..... Suburb: .....  
City: ..... Post code: ..... City: ..... Post code: .....  
Business/DDI: ..... Email: ..... Web: .....

### Usage Details

Select all of the following reasons you are registering as a user:

- ☐ Importing goods for your own use
- ☐ Exporting goods in your own name
- ☐ Entering excisable goods in your own name

And/or employed by:

- ☐ An agent/broker dealing in imports
- ☐ An agent/broker dealing in exports
- ☐ An agent/broker entering excisable goods
- ☐ An agent/broker reporting craft and/or cargo
- ☐ A company/entity that imports goods
- ☐ A company/entity that exports goods
- ☐ A company/entity entering excisable goods
- ☐ A company/entity reporting craft and/or cargo

### Transmission Details

How do you or will you transmit lodgements to Customs? (Select all that apply)

- ☐ The Trade Single Window online lodgements Internet site operated by the New Zealand Customs Service and the Ministry for Primary Industries
- ☐ Trade Single Window via Direct Connect
- ☐ Trade Single Window using a messaging service provider: (State name of provider) .....
- ☐ The CusWeb internet site
- ☐ A commercial software package: (State name of software package) .....
- ☐ A system developed for your company

**Client code details**

If you are importing goods for your own use or exporting goods in your own name, or employed by or conducting business as a company/entity that imports or exports goods or a company/entity that is dealing in excisable goods, or reporting on craft or reporting on cargo (or carrying out more than 1 of these activities), state below the client code(s) for all the entities in whose name you wish to lodge entries or reports.

If you are employed by or conducting business as an agent/ a broker, state below the name(s) or client code(s) of the agent/broker company (or companies) in whose name you wish to lodge entries and/or reports.

Add link to Organisation/Brokerage? Yes ☐ No ☐ Organisation/Brokerage Client Code(s):.....

Remove link to Organisation/Brokerage? Yes ☐ No ☐ Organisation/Brokerage Client Code(s):.....

Authority to link attached: Yes ☐ No ☐

*Authority to Link: For a TSW user to be linked requires the attachment of an endorsement from the organisation that user is requesting to be linked to. This should be on the organisation letterhead and be signed by a named responsible person within the company such as manager, user's supervisor or company officer.*

**Notification Preferences**

To receive TSW notifications for lodgements - select ONE of the following notification methods:

No Notification Preferences <input type="checkbox"/>	Email <input type="checkbox"/>	Messaging (only available for B2B) <input type="checkbox"/>
Add name(s) to be notified: .....		Email: .....

If TSW notification preferences requested - select any/all of the following WCO lodgement types:

Import <input type="checkbox"/>	Export <input type="checkbox"/>	OCR <input type="checkbox"/>	CRE <input type="checkbox"/>	ICR <input type="checkbox"/>	ANA <input type="checkbox"/>	AND <input type="checkbox"/>	Excise <input type="checkbox"/>
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For the lodgement type requested - select any/all of the following lodgement status:

Cancelled <input type="checkbox"/>	Cleared <input type="checkbox"/>	Directions given <input type="checkbox"/>	Declaration Required <input type="checkbox"/>	Error <input type="checkbox"/>	Written Off <input type="checkbox"/>
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**Criminal convictions**

**Note:** Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice website.

Do you have convictions for any of the offences as specified in section 132B of the Customs & Excise Act 1996? Yes ☐ No ☐

If you answer "Yes", please list what these are:

.....

.....

.....

Please provide any further information you think is relevant to your conviction(s):

.....

.....

**Declaration**

I, (full name): ..... of (address).....

declare that the information I have provided is true, correct and complete in every particular.

Signature of applicant: ..... Date: .....

**Note:** Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.



**Nominated Representative Page**

*This page is to be completed if you are required to nominate a person as your representative. Please submit supplementary pages if more than one representative is required.*

**Representative Details**

Passport or Drivers Licence.....  
*Mandatory - a copy must be submitted with the application*

Surname: ..... Previous names: .....  
 First name: ..... Alias: .....  
 Date of birth: ..... Country of birth: .....  
 Gender: ..... Occupation: .....

**Contact Details – Home**

Full Street Address: ..... Full Postal Address: .....  
 Suburb: ..... Suburb: .....  
 City: ..... Post code: ..... City: ..... Post code: .....  
 Landline: ..... Mobile: ..... Email: .....

**Contact Details – Work**

Company Name: ..... Client code: .....  
 Full Street Address: ..... Full Postal Address: .....  
 Suburb: ..... Suburb: .....  
 City: ..... Post code: ..... City: ..... Post code: .....  
 Business/DDI: ..... Email: ..... Web: .....

**Criminal convictions**

**Note:** Information on criminal convictions does not have to be provided if you meet the eligibility criteria of the Criminal Records (Clean Slate) Act 2004. Information on these criteria is available on the Ministry of Justice website.

Do you have convictions for any of the offences as specified in section 132B of the Customs & Excise Act 1996? Yes ☐ No ☐

if you answer "Yes", please list what these are:

.....  
 .....  
 .....

Please provide any further information you think is relevant to your conviction(s):

.....  
 .....

**Declaration**

I, (full name): ..... of (address) .....

declare that the information I have provided is true, correct and complete in every particular.

Signature of nominated representative: ..... Date: .....

**Note:** Making a declaration that is erroneous in a material particular is an offence under the Customs and Excise Act 1996. Making a false declaration may be an offence under the Biosecurity Act 1993, the Food Act 1981, and the Agricultural Compounds and Veterinary Medicines Act 1997.

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**Privacy Statement**

The information that is being collected on this form will enable the New Zealand Customs Service to –

- conduct a security check on you; and
- decide whether or not to register you as a user of the Joint Border Management System to enter goods, report cargo, or report craft; and
- verify the correctness of entries, cargo reports, and craft reports you may lodge; and
- contact you as may be required.

The New Zealand Customs Service and the Ministry for Primary Industries may also collect and use information in this form for border management and border-related risk management purposes under the Customs and Excise Act 1996 and the Biosecurity Act 1993.

The information in this form will be stored on a secure database managed by the New Zealand Customs Service and Ministry for Primary Industries.

Under the Privacy Act 1993 you have the right to request access to, and correction of, any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of requests) listed in Part 4 of the Privacy Act. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

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Dated at Auckland this 20<sup>th</sup> day of February 2015.

CAROLYN TREMAIN, Chief Executive

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**Notice Under Section 288(7) of the Act.**

Copies of these rules are available for inspection on the Customs Service website at <http://www.customs.govt.nz/news/resources/legal/Pages/default.aspx> or at any of the following Customs Offices:

- |              |   |  |
|--------------|---|--|
| Auckland     | – | The Customhouse<br>50 Anzac Avenue, Auckland Central, Auckland 1010        |
| Wellington   | – | The Customhouse<br>1 Hinemoa Street, Harbour Quays, Wellington 6011        |
| Christchurch | – | The Customhouse<br>6 Orchard Road, Christchurch Airport, Christchurch 8053 |
| Dunedin      | – | The Customhouse<br>32 Portsmouth Drive, South Dunedin, Dunedin 9012        |

Copies of these rules may be purchased from the New Zealand Customs Service, Private Bag 1928, Dunedin 9054.

*\*New Zealand Gazette, 17 June 2014, No. 64, page 1730*