

**NEW ZEALAND CUSTOMS SERVICE**

**CUSTOMS AND EXCISE ACT 1996**

**CUSTOMS (APPLICATION FOR JBMS USER REGISTRATION) RULES  
2017**

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 2017.
- (2) These rules shall come into force on 9 April 2017.
- (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) The term "Trade Single Window" means a computer system that forms part of the JBMS.

**3. Form of Application**

- (1) Form C9 as set out in Schedule 1 must be completed in Trade Single Window online by any individual applying to be a JBMS user.
- (2) In addition to the form required under subclause (1) of this rule, in respect of any individual ordinarily resident in New Zealand who intends to submit lodgements to the JBMS, an application shall be made in Form C10 as set out in Schedule 2.

**4. Supporting Documentation**

- (1) In respect of an application made under rule 3(2), 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) If any form of personal identification required by subclause (1) 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 2015 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 | MARCH 2017

## 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

First Name(s): ..... Last Name: .....

#### Previous name(s)

First Name(s): ..... Last Name: .....

Other Names by which you are known: .....

Country of Birth: ..... Date of Birth: .....

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

External Reference Number: .....

### Physical Address details

Street Number: .....

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

Property Name: ..... 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: .....

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

PO Box: ..... Private Bag: .....

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

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

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

Postcode: .....

### Contact Number

Type: .....

Other Option: .....

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

Email Address: .....

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**Why do you want to use TSW?**

What do you want to do on behalf of clients?

- ☐ Register people and organisations to get client codes
- ☐ Submit import and export declarations and reports

What do you want to do for an organisation?

- ☐ Register and get client codes for the organisation I own or work for
- ☐ Look at the status of my organisation's import and export declarations or reports
- ☐ Submit import and export declarations or reports
- ☐ Be an administrator for the organisation to keep details up to date and manage staff permissions
- ☐ Report on a vessel coming in or going out of New Zealand
- ☐ Register a Customs Controlled Area or Transitional / Containment Facility
- ☐ Register overseas organisations or people for a supplier code

What do you want to do for yourself?

- ☐ Get client codes, so I can import, export or be a premises operator
- ☐ Update my own details and existing client codes, and/or look at the status of my import or export declarations
- ☐ Register a Customs Controlled Area or a Transitional / Containment Facility
- ☐ Submit import and export declarations or reports

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**Criminal Convictions**

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

Conviction Summary .....

Further Information .....

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**Attachments**

Document Type:.....

Document Reference:.....

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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
- 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 2



Ministry for Primary Industries  
Manatū Ahu Matua



FORM C10 | APRIL 2017

### 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

Last Name: ..... First Name(s): .....  
 Previous Names: ..... Other names by which you are known: .....  
 Date of Birth: ..... Country of Birth: .....  
 Gender: ..... Occupation: .....  
 TSW Registration Number ..... External Reference Number .....

Identification details

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

#### Employer Details

Employer Name: .....

#### Employer Physical Address

Street Number: ..... Floor Level: .....  
 Unit Number: ..... Property Type: .....  
 Property Name: ..... Street Type: .....  
 Street Name: ..... Town/City: .....  
 Suburb: ..... Country: .....  
 State: .....  
 Postcode: .....

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

Street Number: ..... Floor Level: .....  
 Unit Number: ..... Property Type: .....  
 Property Name: ..... Private Bag: .....  
 PO Box: ..... Street Type: .....  
 Street Name: ..... Town/City: .....  
 Suburb: ..... Country: .....  
 State: .....  
 Postcode: .....

#### Employer Contact Details

Phone Number: .....  
 Email Address: .....  
 Web: .....

**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 4.



## Reasons for Registration

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

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

Are you employed by or conducting business as a...

- |  |  |
|--|--|
| <input type="checkbox"/> Customs broker dealing with imports?      | <input type="checkbox"/> Company or entity dealing with imports? |
| <input type="checkbox"/> Customs broker dealing with exports?      | <input type="checkbox"/> Company or entity dealing with exports? |
| <input type="checkbox"/> Customs broker entering goods for excise? | <input type="checkbox"/> Company or entity dealing with excise?  |

## 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
- ☐ 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 <input type="checkbox"/> No <input type="checkbox"/>	Organisation/Brokerage Client Code(s):.....
Remove link to Organisation/Brokerage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Organisation/Brokerage Client Code(s):.....
Authority to link attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	

*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:

Do not notify <input type="checkbox"/>	Email <input type="checkbox"/>	B2B Messaging <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):

.....  
.....

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**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.

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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 Wellington this 6<sup>th</sup> day of March 2017.

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             |
| 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.