



**APPLICATION FORM: REGISTRATION/LICENSING OF
CUSTOMS AND EXCISE CLIENTS**

1. NOTES FOR THE COMPLETION OF FORM			
1. Please indicate with an "X" in the applicable box. 2. If the space provided on form CE 185 is insufficient, the information must be furnished on a separate page, which must be attached to the form CE 185 3. Where the asterisk (*) appears, delete which ever is not applicable. 4. Please reflect the relevant Customs and Excise client number, Customs and Excise warehouse number or rebate user number when applying for the amendment of existing information or for a total cancellation per client type. 5. Please take note that a separate application form must be completed for each client type. 6. Please complete annexure CE 185.C where security must be furnished			
2. EXISTING REGISTRANT/LICENSEE PARTICULARS			
If currently registered/licensed with BURS, please state allocated Customs code or client number			
3. PURPOSE OF APPLICATION			
New Registration/Licensee or renewal:	<input type="checkbox"/>	Amendment of existing information:	<input type="checkbox"/>
		Cancellation	<input type="checkbox"/>
4. CLIENTS TYPES			
4. A REGISTRATION		4. B LICENSING	
4A1 Importer	<input type="checkbox"/>	4B1 Special Manufacturing Warehouse	<input type="checkbox"/>
4A2 Exporter	<input type="checkbox"/>	4B2 Manufacturing Warehouse	<input type="checkbox"/>
• Exporter	<input type="checkbox"/>	4B3 Storage Warehouse	<input type="checkbox"/>
• Exporter for AGOA	<input type="checkbox"/>	4B4 Special Storage Warehouse	<input type="checkbox"/>
• Exporter for SADC	<input type="checkbox"/>	4B5 Clearing Agent	<input type="checkbox"/>
• .03	<input type="checkbox"/>		
• Approved exporter for EC/SACU	<input type="checkbox"/>	4B6 Remover of goods in bond	<input type="checkbox"/>
• Exporter for GSP (various countries)	<input type="checkbox"/>	4B7 Distributor of fuel	<input type="checkbox"/>
4A3 Rebate user (Schedule 3,4 and 6)	<input type="checkbox"/>		
4A4 Manufacturer for AGOA	<input type="checkbox"/>		
4A5 Special Manufacturing Warehouse	<input type="checkbox"/>		
4A7 Producer for GSP	<input type="checkbox"/>		
5. BUSINESS / PERSON PARTICULARS			
Registered name of business of name of applicant			
Business address: Street name and number:			
Building name and floor number:			
City/Town:			
Postal Address			
City / Town			
	Business Telephone and Fax number	(_____)	(_____)
	Business e-mail address		

9. ACCOUNTANT / ACCOUNTING DETAILS														
Name of Accountant/Accounting firm:														
Particulars of the Accountant/Auditor or Accounting Officer														
Initials				First name										
Surname														
Telephone dialing code								Telephone number						
Business address: Street name and number														
Building name and floor number														
City / Town														
Postal address														
City / town														

10. INFORMATION REGARDING CONTRAVENTIONS AND OTHER MATTERS			
Please indicate whether during the preceding five years, any person contemplated in the rules			
a) Has contravened or failed to comply with the provisions of the Act	Yes		No
b) Has failed to comply with any condition, obligation or other requirement imposed by the Commissioner	Yes		No
c) Has been convicted of any offence under the Act	Yes		No
d) Has been convicted of any offence involving dishonesty	Yes		No
e) Has made any false or misleading statement in any material respect or omitted to state any material fact which was required to be stated in any application for registration or for any other purpose under the Act.	Yes		No
F) Has ever been insolvent or in liquidation	Yes		No
Note: <ul style="list-style-type: none"> • If the answer is "yes" to any of the above questions in block 10, full details must be furnished on a separate ad attached to the application • Any applicant may, where it is contended in respect of paragraph (a) and (b) that the contravention or failure was inadvertent, without fraudulent intent or • Gross negligence, a submission to this effect should be furnished on a separate page and attached to the application 			
Declaration			
I hereby:-			
a) declare that the particulars in the application and all enclosures are true and correct; and			
b) undertake to –			
i) inform the Botswana Revenue Service immediately of any changes in the particulars furnished in the application;			
ii) comply with such Customs and Excise laws and procedures.			
_____		_____	
(Initials and Surname)		(Status / Capacity, e.g. Director)	
_____		_____	
(Signature)		(Date and Place)	