

2017 Agents Licence Renewal Requirements

1	Application letter for Licence renewal
2	Agent bond application on Form 64 (2 copies back to back).
3	Cover note from surety
4	If there is change of surety, submit Form 129 (3 Copies back to back) with a bond value of US\$15 000.00.
5	If there are changes to the company directors, submit certified CR14.
6	Address for business premises (submit copy of Lease Agreement or proof of ownership of premises if there is a change of premises)
7	Submit a copy of your Balance Sheet and detailed Asset Register for previous financial year.
8	Bank confirmation if there have been any changes.
9	Submit any additional details of your countrywide office network and /or Agent to Agent Agreements for the ports you do not have offices.
10	Finger Prints for Employees and Directors duly vetted (Once every 3 years)
11	Curriculum Vitae and certified academic and professional certificates for new employees who are authorized to lodge entries with ZIMRA (Employees should have received formal customs clearance training and have a minimum of one (1) year experience)
12	Confirmation letter that the Agent is a member of a recognized professional shipping association for year 2016. This does not apply to companies with in-house clearing services
13	There should be no outstanding Bills of entry, Removal in Bond (RIB), Removal in Transit (RIT), Forms 45, e-Miscellaneous Assessments (Customs Invoices), Report Orders, Application for Temporary Importation Permits (ATIP) and any other obligations.
14	2016 Tax Clearance Certificate (ITF 263)
15	ASYCUDA World profile request forms for all staff on form 64 to be submitted with the renewal application.