



## **2023 Agents Bonds Licence Renewal**

**The following documents should be attached to the electronic Form 64 and processes should be completed in full.**

1. Fully completed electronic Form 64.
2. Valid Tax Clearance Certificate (ITF263).
3. An agent Bond with a Bond value of ZW\$6,000,000 or US\$15,000.00
4. Surety Cover note
5. If there is change of Surety, Substitution of Surety forms
6. Assumption of Obligation forms where there is change of surety
7. If there are change of directors CR14 form and compulsory for those agents who will be applying to license on line for the first time.
8. An agent to agent agreement where it exists
9. For those applying for the first time on line all the documents that relates to the Company like CR14, Memorandum and articles of association, Certificate of Incorporation, the directors and employees details which include IDs, vetted finger prints, CVs, Academic Certificates, and Professional certificates,
10. For those whose Finger prints have expired (note that finger prints do expire after three years) fresh copies of vetted finger prints.
11. Valid NSSA certificate
12. Balance sheet & detailed asset register for the year 2021
13. Confirmation Letter from a recognized clearing agent association for 2023
14. Current bank account confirmation letter and the bank statement
15. If lease has expired, a new lease to be submitted, for those making the online application for the first time to attach the lease agreement.

Note that F64 online will not register if you have any outstanding obligations that are over 30 days. Contact the stations where these outstanding are for their resolution.

All applications should be submitted online through the ASYCUDA system using the link:  
**<http://197.211.192.219.8081> or <https://asy.zimra.co.zw>**