

**GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
CENTRAL BOARD OF REVENUE**

Islamabad, the 18th June, 2001

**NOTIFICATION
(CUSTOMS)**

S.R.O. 450(I)/2001.-¹ [In exercise of the powers conferred by section 219 of the Customs Act, 1969 (IV of 1969), section 50 of the Sales Tax Act, 1990, section 40 of the Federal Excise Act, 2005 and section 237 of the Income Tax Ordinance, 2001 (XLIX of 2001), the Federal Board of Revenue is pleased to make the following rules, namely:-]

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**²[CHAPTER VIII
CUSTOMS AGENTS LICENSING**

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106. Savings.-Notwithstanding anything contained in this. Chapter, all the licenses issued earlier shall remain operative until their expiry period. Any new licence and the renewal of the existing licenses shall be subject to the provisions of these rules except mentioned otherwise in the rules.

FORM 'A'
[See Rule 9]

**APPLICATION FORM FOR CUSTOMS AGENTS LICENCE
UNDER CUSTOMS RULES, 2001**

Photograph of the owner/MD

To

Collector/The Licensing Authority,
Model Customs Collectorate,

.....

I/We hereby apply for the grant of a Customs Agents Licence to act as customs agent to carryout customs business under the Customs Rules, the particulars of the applicant are given below:--

1. Full name of the applicant.
2. Nationality.
3. Address and location.
4. CNIC No.
5. Nature of enterprise, private individual, partnership concern, private limited or a limited company.

¹ Existing preamble substituted and shall be deemed always to have been so substituted vide SRO 831(I)/2018 dated 2nd July, 2018. At the time of substitution was as under:-

“In exercise of the powers conferred by section 219 of the Customs Act, 1969 (IV of 1969), the Central Board of Revenue is pleased to make the following rules, namely:--”

² Substituted for Chapter VIII vide SRO 498(I)/2009 dated 13th June, 2009

6. Name of Persons who would be in-charge of work relating to this licence in case of company.
7. Educational qualification of applicant.
8. Details of business experience.
9. Details of experience of Custom clearance work.
10. NTN Number.
11. Sales Tax Registration Number.
12. Name of the Bank account number.
13. Name and designation of employees.

The application fee of Rs. 2000/- has been paid in the Treasury vide challan No. _____ dated _____ which is attached.

I/We hereby declare that the particulars finished in this application are correct and I/We have read the Customs Rules, 2001 and I/We agree to abide by them.

Yours faithfully.

NAME OF APPLICANT

FORM "B"

[See Rule 94]

SUBJECT: GRANT OF CUSTOMS AGENT LICENCE UNDER CHAPTER VIII OF CUSTOMS RULES, 2001 COMPLETION OF FORMALITIES THEREOF.

Please refer to your application dated _____ for the grant of Customs Agent Licence.

2. Licensing Authority is pleased to grant approval for the issuance of Customs Agent Licence, You are therefore required to complete the remaining formalities and furnish following documents to the Licensing Authority within 30 days of the issuance of this letter failing which the approval will stand withdrawn/cancelled:--

- (a) Deposit a sum of Rs. 3,00,000/-(Rupees three hundred thousand only) for operating in one custom station and Rs. 700,000/-(Rupees seven hundred thousand only), for operating on a country wide basis in the shape of Defence Saving Certificates pledged to the Collector of Customs;
- (b) execute a bond in Form 'C' on stamp paper of Rs. 1000 (one thousand).

3. It should be noted that the bond is to be typed on the first page only and if the text is not completed, separate ordinary ledger paper may be used instead of typing on the reverse of the bond paper. It may further be added that the bond is to be signed in presence of two witnesses known to the Custom House.

4. The above formalities should be completed within thirty (30) days from the date of issue of this letter and the bond be submitted to Custom House by _____.

(LICENSING AUTHORITY)

FORM 'C'

[See Rule 94(b)]

No. _____ of 20 _____

Know all the men be these presents that we are held and firmly bound to the President of Pakistan in the sum of Rs. _____ (Rupees _____ only) for payment

where of we hereby bind ourselves and each of us bind himself, our and each of our heirs, executors and administrators firmly by these presents dated this _____ day of _____, in the year of 20 _____.

Whereas the said M/s. _____ has been authorized to act as Customs Agent under section 207 of the Customs Act, 1969 (IV of 1969) and the said M/s. _____, has agreed to enter into this bound as required by the rules made under section 219 of the said Act, read with item 21 of the First Schedule thereof and whereas the said M/s. _____ has deposited the sum of Rs. _____ (Rupees _____) with the President of Pakistan as security for his faithful behaviour and that of his clerks and servants as regards the Custom House Regulations and officers.

Now the condition of the above written bond is such that if the said M/s. _____, and his clerks and servants do all times whilst holding such licence as aforesaid behave themselves in a faithful manner as regards the Custom House regulations and its officers and if the said M/s. _____, and their executors or administrators do and shall at all times make good to the President of Pakistan all the every sums of money which being due to the Government shall be reason of them is misfeasance or negligence of the said M/s. _____, or of his clerks or servants have not been paid to the President of Pakistan then the above written bound shall be void, otherwise the same shall be remain in full force and virtue and it is hereby agreed and declared that President of Pakistan may apply the said sum of Rs. _____ (Rupees _____) deposited as aforesaid and it is hereby agreed that the said sum of Rs. _____ shall remain the President of Pakistan for six calendar months after the date upon which the said M/s. _____, shall cease to act as a Custom Agent as security for the payment of any sums due to Government by reason of any misfeasance or negligence of the said M/s. _____ or his clerks or servants which may not be discovered until after the said and that this bound shall be and remain in full force and virtue until the expiration of the said terms of six months.

Signed, sealed and delivered by the above named in the presence of witnesses.

Signature & Stamp of C/Agent
Name of the licensee

Witnesses:

1. _____
2. _____

Executed before me this
Day of _____, 20____

FORM 'D'
[See Rule 95]

Warnings:--Not Transferable.

C.H.A. Licence No. _____ for Clearing and Forwarding Conveyances, Goods and Baggage.

Photograph of owner or MD

**CUSTOMS AGENTS LICENCE TO TRANSACT CUSTOM HOUSE
BUSINESS UNDER SECTION 207 OF THE CUSTOMS
ACT, 1969**

Messers _____ of _____
have been registered in the books of this Customs House / Customs Station /
Customs Port / Customs Airport as Customs Agents. They are authorized to transact business at the

(name of the Custom House/Land Customs Station/Customs Port/Customs Airport) for a period of two years.

Signature of Licensing Authority

Dated: _____

Full Address: _____

RENEWAL

Renewed Form	Up to	Signature

FORM 'E'

[See Rule 97(2)]

FORM OF AUTHORIZATION TO SIGN CUSTOMS DOCUMENTS ETC

From

Mr./Messrs _____

To

The Licensing Authority

Sir,

I/We _____ owner/MD of Messers _____ have the honor to inform you that I/we have authorized the following assistants, clerks or representatives, clearing agents of _____ to transact Custom business and to sign all the documents related with such business under the licensing rules.

Four specimen signatures of each of these persons are also enclosed for records.

I/We undertake to acknowledge these signatures as if they were those of the firm for all purposes in connection with the aforesaid transactions and to accept any liabilities incurred under the said transactions as if they had in fact been signed by me/our firm,

Application Fee Rs. 100 deposition in National Bank of Pakistan through treasury challan (enclosed).

I/We have the honour to be

Sir,

Your most obedient servant/ servants

- | | | |
|----|----------------|------------|
| 1. | Mr. _____ will | Sign _____ |
| 2. | Mr. _____ will | Sign _____ |
| 3. | Mr. _____ will | Sign _____ |
| 4. | Mr. _____ will | Sign _____ |
| 5. | Mr. _____ will | Sign _____ |

FORM 'F'

[See Rule 98(1)]

**APPLICATION FOR CUSTOMS PERMIT FOR THE EMPLOYEE OF A
CUSTOMS AGENT TO TRANSACT CUSTOM HOUSE BUSINESS**

To

The Licensing Authority

Sir,

I/We _____ do hereby authorize Mr. _____ whose particulars are given below to transact Custom House business on my/our behalf and I/We accept all responsibility for his act as if they were my/our own.

Particulars of the employee:--

1. Full Name _____ son of _____
2. Age _____
3. CNIC No. _____
4. Residential address _____
5. Educational qualification _____
6. Knowledge of various languages (English, Urdu, or any other local language) _____
7. Serving in the firm as _____
8. Period of Service _____
9. Experience in Customs work _____
10. No. of previous Identity Card,/Customs Permit if held _____
11. Whether at any time convicted by a Court _____
12. Whether at any time Identity Card/Customs Permit was refused by the Customs if so When _____
13. Details of past service if any _____
14. Reasons for leaving the last firm _____
15. _____ (copies of testimonials and certificates enclosed).
16. Signature of the employee _____

Yours faithfully,
(Name of the licensee)

N.B:-- This application should be accompanied by three passport size Photograph of the employee.

FORM 'G'
[See Rule 98(4)]

PASS HOLDER IS NOT A GOVERNMENT EMPLOYEE	
Customs Agent/Representative Pass	
Not Transferable	
Mr. _____ S/o _____	
_____ CNIC No. _____ of Messer's _____	
_____ CHA Licence No. _____	
_____ has been registered was Custom House	

_____ as Customs Agent/Clerk/Assistant/Representative of the _____	
Customs Agent for a period from _____ to _____	Signature & Stamp of the Licensing/issuing Authority
Dated _____	
NIC No. _____	
Pass No. _____	
Specimen Signature _____	
* Only valid if displayed.	
* Valid during working hours to transact business as Customs.	
* Agent/authorized representative.	
* Liable to cancellation if misused.	
* Duplicate copy is not valid.]	