



# St. Kitts and Nevis Customs and Excise Department ASYCUDA World user Registration Form

To the Comptroller of Customs and Excise:

In accordance with Customs notification, I hereby apply for registration as a user of ASYCUDA World and to this effect I/We provide the following details.

## APPLICATION FOR A:

<input type="checkbox"/> Private Individual	<input type="checkbox"/> Company	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> State	<input type="checkbox"/> Other
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## TYPE:

<input type="checkbox"/> Importer/Exporter	<input type="checkbox"/> Broker	<input type="checkbox"/> Carrier/Carrier's Agent	<input type="checkbox"/> Consolidator
<input type="checkbox"/> Cargo Custodian	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Public Enterprise	

## 1. IDENTIFICATION OF COMPANY/OTHER INSTITUTION APPLYING FOR REGISTRATION

(a) COMPANY (Carrier Agent, Individual, Broker, Importer, Agency, State, others)

Name: _____	TIN # _____
Physical Business Address: _____ _____	
Postal Address: _____ _____	
Telephone: _____	Fax # _____
Email Address _____	

**NOTE:** All companies applying for registration must provide the names and photographs of each individual who will be using ASYCUDA World and include them in part B.

**(B) INDIVIDUALS** (All employees of company in (A) above, who would access the system)

<p><b>1.</b> Name: _____ Position: _____ Personal address: _____ Email: _____</p>	<p>PHOTO (Passport size)</p>
<p><b>2.</b> Name: _____ Position: _____ Personal address: _____ Email: _____</p>	<p>PHOTO (Passport size)</p>
<p><b>3.</b> Name: _____ Position: _____ Personal address: _____ Email: _____</p>	<p>PHOTO (Passport size)</p>
<p><b>4.</b> Name: _____ Position: _____ Personal address: _____ Email: _____</p>	<p>PHOTO (Passport size)</p>

**NOTE:** (This page can be duplicated to cater for more registrants, please write the users' name on the back of his/her photograph)

## **2. TECHNICAL REQUIREMENTS FOR REGISTRATION FOR USE OF ASYCUDA WORLD CLIENTS**

I/We confirm that the personal computer(s) (PCs) that I/We use with Customs and Excise Department comply with following minimum specifications:

(Please indicate “Yes” by ticking the box or “No” by leaving the box blank)

RECOMMENDED ENVIRONMENT	
<input type="checkbox"/> Process speed of at least 2 GHz	<input type="checkbox"/> Printer
<input type="checkbox"/> Ram of at least 2 GB	<input type="checkbox"/> PDF enabled Scanner
<input type="checkbox"/> Windows OS	<input type="checkbox"/> JRE 1.7 installed
<input type="checkbox"/> Updatable Anti-virus and Spyware software installed	
<input type="checkbox"/> At least 1GB available disk space	
<input type="checkbox"/> Internet connection at least 512 kbps	<input type="checkbox"/> Firewall

I/We confirm that we have on our staff, or we can call upon:

<input type="checkbox"/> A qualified I.T. person to deal with any software installation required by St. Kitts and Nevis Customs and Excise Department, ASYCUDA World
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## **3. GENERAL CONDITIONS UNDER WHICH REGISTRATION WILL BE GRANTED**

**The applicant agrees to notify the Comptroller of Customs within 24 hours of any changes in the following situations:**

You no longer meet licensing or operating conditions as Carrier Agent, Individual, Broker, Large Importer, Government Agency, others (if you fall within one of these categories);

1. Cease to employ all or any individual registered users nominated in this application form.
2. Change the address of your company or individual users.
3. Change the name of your company or individual users.
4. Cease to conduct business with Customs.
5. You or any of your individual registered users are or become bankrupt.
6. You or any of your individual registered users are convicted of any offence punishable under the Customs, taxation or criminal legislation.

**NOTE: By signing this application form, the applicant agrees to comply with all conditions listed in (1) to (6) above.**

**If approved as a registered user of ASYCUDA World, the applicant and any other Individual/Applicant listed in this application, agrees to:**

- 1. Not provide copies of any ASYCUDA World software given for your use by Customs to any third parties, whether registered or not;
- 2. Keep secure, and not disclose to another person the unique user identifier allocated to you;
- 3. Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to your transmissions;
- 4. Notify Customs immediately if you suspect that the security of your unique identifier has in any way been compromised;
- 5. Notify Customs if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
- 6. Not falsify damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
- 7. Comply with any further conditions imposed by the Comptroller of Customs and Excise in relation to the security of a unique identifier allocated to you or persons listed in this application or to any other matters related to the access to and use of ASYCUDA.
- 8. Request for password reset will be done using registered email account or in person using proper ID.

**NOTE: By signing this application form, the applicant agrees to comply with all the conditions listed in (1) to (8) above.**

**PLEASE READ CAREFULLY THE NOTES BELOW BEFORE YOU SIGN THIS APPLICATION**

- 1. All sections of this application form must be completed and all questions answered.
- 2. If the applicant is a company, this form must be signed by the General Manager or another authorized senior executive, and duly include the official company stamp/seal.
- 3. Regardless of the individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the requirements/conditions set out for individuals listed in this application.
- 4. By signing this form the applicant agrees to all requirements and conditions set out in this form and any other reasonable conditions that may be imposed by the Comptroller of Customs in respect of the registration.

.....  
**Applicant's Name**

...../  
**Applicant's Signature /Date**

**Company Seal**