



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:

| | | | | |
|--------------------|---------|-------------|-------|-------|
| Private Individual | Company | Sole Trader | State | Other |
|--------------------|---------|-------------|-------|-------|

TYPE:

| | | | |
|-------------------|-------------------|-------------------------|--------------|
| Importer/Exporter | Broker | Carrier/Carrier's Agent | Consolidator |
| Cargo Custodian | Government Agency | 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 the company in (A) above, who would access the system)

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

Also, please attach a police certificate and two (2) coloured copies of valid government identifications for each individual.

| | |
|---|---|
| 1. First Name: _____ Middle Name: _____ Last Name: _____ Position: _____ Personal address: _____ _____ Email: _____ | PHOTO (Passport size) |
| IDENTIFICATION 1. ID Type: _____ ID Number: _____ ID Expiration Date: _____ | IDENTIFICATION 2. D Type: _____ ID Number: _____ ID Expiration Date: _____ |
| 2. First Name: _____ Middle Name: _____ Last Name: _____ Position: _____ Personal address: _____ _____ Email: _____ | PHOTO (Passport size) |
| IDENTIFICATION 1. ID Type: _____ ID Number: _____ ID Expiration Date: _____ | IDENTIFICATION 2. ID Type: _____ ID Number: _____ ID Expiration Date: _____ |

| | |
|--|---|
| <p>3. First Name: _____ Middle Name: _____ Last Name: _____ Position: _____ Personal address: _____ _____ Email: _____</p> | <p style="text-align: center;">PHOTO (Passport size)</p> |
| <p>IDENTIFICATION 1. ID Type: _____ ID Number: _____ ID Expiration Date: _____</p> | <p>IDENTIFICATION 2. ID Type: _____ ID Number: _____ ID Expiration Date: _____</p> |
| <p>4. First Name: _____ Middle Name: _____ Last Name: _____ Position: _____ Personal address: _____ _____ Email: _____</p> | <p style="text-align: center;">PHOTO (Passport size)</p> |
| <p>IDENTIFICATION 1. ID Type: _____ ID Number: _____ ID Expiration Date: _____</p> | <p>IDENTIFICATION 2.. ID Type: _____ ID Number: _____ ID Expiration Date: _____</p> |

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

Also, please attach a police certificate and two (2) coloured copies of valid government issued identifications for each individual.

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 the following minimum specifications:

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

| RECOMMENDED ENVIRONMENT | |
|---|--------------------------|
| Process speed of at least 2 GHz | Printer |
| Ram of at least 4 GB | PDF enabled Scanner |
| Windows OS 7 and above / Mac OS | JAVA Version 8 Update 51 |
| Updatable Anti-virus and Spyware software installed | |
| At least 1GB available disk space | |
| Internet connection at least 20 Mbps↓ 10 Mbp↑ | Firewall |

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

A qualified IT person to deal with any Software Installation required by St. Kitts and Nevis Customs and Excise Department, ASYCUDA World.

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 registered users are or become bankrupt.
6. You or any of your registered users are convicted of any offence punishable under the Customs, taxation, or criminal legislation.

NOTE: By signing this application form below, 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 agree 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 concerning 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 a registered email account or in-person using a 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 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 in respect of the registration.

.....
Applicant's Name

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

.....
Company Seal

Official use only

Comptroller of Customs

Date Approved