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## PUBLIC NOTICE


31 January 2024

### RENEWAL OF CLEARING AGENT LICENSES 2024

1. The Namibia Revenue Agency hereby announces the renewal period for Clearing Agent Licenses. Item 835 of Schedule 8 to the Customs and Excise Act, 1998 (Act No. 20 of 1998) states that the validity period for a Clearing Agent License is from 1 January to 31 December. This means that Clearing Agents are required to renew their licenses issued under the Customs and Excise Act, 1998 before the end of each calendar year, against payment of a renewal license fee of N\$100.
2. Pending the gazette of the Rules for the Licensing of Clearing Agents and Direct Trader Inputs (DTIs), Clearing Agents who wish to apply for the renewal of Clearing Agent Licenses for the period 1 January to 31 December 2024 must renew their Clearing Agent Licenses on or before 29 February 2024 by completing the accompanying application form for renewal and submit same to the following office for processing:  
  
Section: Licensing & Registration  
Division: Trade Facilitation and Customs Procedures  
Department: Customs and Excise  
Email: [tradefacilitation@namra.org.na](mailto:tradefacilitation@namra.org.na)  
Location: 1<sup>st</sup> Floor, West Wing, Townsquare Building
3. The application form for the renewal of Clearing Agent licenses can be obtained from the NamRA Dedicated Service Centre situated at the corner of Robert Mugabe Avenue and John Meinert Street, or from the Division: Trade Facilitation and Customs Procedures on the 1<sup>st</sup> Floor, West Wing, Townsquare Building or online from [www.namra.org.na](http://www.namra.org.na) and must be accompanied by the valid certified copies of identity documents of each director, manager, member, partner or employee(s) of the applicant who will enter or deliver, for reward, bills of entry relating to any goods on behalf of any importer or exporter of goods in terms of section 73 of the Customs and Excise Act, 1998.
4. Clearing Agents who fail to renew their Clearing Agent licenses on or before 29 February 2024 will be unable to conduct clearing business for 2024 and we therefore urge all Clearing Agents to comply with this Notice.

//END

ISSUED BY:

  
Yarukeekuro Ndorokaze  
Chief Strategic Communications and Support Engagements  
Namibia Revenue Agency





# APPLICATION FOR THE LICENSING OF A CLEARING AGENT OR DIRECT TRADER INPUT (DTI) / RENEWAL OF CLEARING AGENT LICENSE

## A. NATURE OF APPLICATION

Please tick with an X:

New Application for Licensing of Clearing Agent / DTI:	Application for Renewal of Clearing Agent License:
<input type="checkbox"/>	<input type="checkbox"/>
If currently licensed in terms of the Customs and Excise Act, 1998 please provide allocated clearing agent code:	

## B. NATURE OF BUSINESS

Please tick with an X:

Company:	Close Corporation:	Partnership:	Sole Proprietor:	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## C. TRADING PARTICULARS

Please furnish full particulars / details of Applicant and provide proof of registration with the Business Intellectual Property Authority (BIPA) and Financial Intelligence Centre (FIC):

Trading Name of Business:	
Physical address:	
Town / City:	
Registration Number of Company:	
Telephone Number:	
Postal Address:	
Email address:	

If Company Head Office is different from Trading Particulars above, then please provide details below:

## D. CUSTOMS AND EXCISE REGIONAL OFFICES

Please state the Customs and Excise Regional Office(s) where clearance will be conducted (if they are more, then please provide details on a separate sheet):

Customs and Excise Office:	Physical Address:	Contact Number(s):

## E. AUTHORISED EMPLOYEES TO CLEAR GOODS FOR APPLICANT

 Please state the name of each director, manager, member, partner or employee(s) of the applicant who will enter or deliver, for reward, bills of entry relating to any goods on behalf of any importer or exporter of goods ~~for the applicant who have passed the proficiency test referred to in the Rules for the Licensing of Clearing Agents~~ and state each place where business will be conducted with Customs and Excise (if they are more, then please provide on a separate sheet):

Name:	Identity Passport / Number:	Place (Customs and Excise Office):



## F. AUTHORITY TO APPLY

I / We ..... (name of applicant)  
herein represented by:

Full Name:

Full Name:

Being duly authorized to apply for the licensing of a clearing agent by virtue of –  
(please tick applicable authority with an X and provide proof)

A resolution passed at a meeting of the Board of Directors held at ..... On the ..... day of ..... ;or

Express consent in writing of all the members of the close corporation / partners of the close corporation / trustees of the trust; or

Being the person having the management of any other association; or

Delegated officer of an Organ of State,

## G: DECLARATION

I hereby –

- (a) declare that the particulars provided in this application and all enclosed documents are true and correct; and
- (b) undertake to inform the Department of Customs and Excise immediately of any changes in the particulars furnished in the application.

Applicant's Full Name

Capacity

Signature / Date

## H: FOR OFFICE USE ONLY

Comments of Principal Customs and Excise Officer:

Signature

Date

Recommendation by the Senior Manager: Trade Facilitation, Procedures and Compliance

Signature

Date

Recommendation by the Head: Customs and Excise

Signature

Date