



Our Ref : 02/RRA/CCS/2023
Your Ref :

Date : 14 SEP 2023

ANNOUNCEMENT

LICENSING OF CUSTOMS AGENTS FOR THE YEAR 2024

Pursuant to the provisions of Section 145 of the East African Community Customs Management Act 2004; and Section 150 and 151 of the East African Community Customs Management Regulations 2010;

We would like to invite interested companies wishing to renew their licenses or apply for license to operate as Customs agent for the year 2024, to submit their applications together with the required documents not later than 20 October 2023 5:00 PM at Customs office Gikondo, Magerwa.

A license to operate as Customs agent shall be issued for a duration of three years or one year.

I. Customs agents wishing to renew their licenses should submit the following requirements:

I.1. For Companies

1. An online application through RESW;
2. Proof of payment of application fee of 50\$;
3. Valid tax clearance certificate;
4. Proof of VAT registration and of possession of EBMV2 software;
5. List of all staff and their employment contracts including at least two technicians who hold a diploma and a certificate in Customs training from a recognized institute or 5 years of experience in customs clearance;
6. Valid tenancy agreement for suitable office or proof of ownership of the office;
7. Recommendation from Rwanda Freight Forwarders Association (RWAFFA)

I.2 . For Directors

1. A recent passport size photograph;
2. Copy of identity card or passport;
3. Curriculum vitae;
4. Valid employment contract;
5. Tax identification number;
6. Valid criminal record;
7. Letter of recommendation from the former employer for a director to another customs agent.

I.3. For Staff

1. Copy of identity card or passport;
2. A recent passport size photograph;
3. Curriculum Vitae;
4. Valid criminal record;
5. Valid employment contract;
6. Letter of recommendation from the former employer for staff changing to another customs agent;
7. Proof of PAYE and social security contribution payment for January to September 2023.

Note:

1. Customs agents who wish to recruit new directors or staff into the profession for the first time must make sure that they hold a bachelor's degree and a certificate in Customs training from a recognized institute.
2. Applicants for renewal must have been compliant with all the requirements set for obtaining the previous license till 15/9/2023.

II. Companies wishing to apply for a license to operate as Customs agents must fulfill the following requirements:

II.1. For Companies

1. An online application through RESW;
2. Proof of payment of application fee of 50\$;
3. Valid tax clearance certificate;
4. Proof of VAT registration and of possession of EBMV2 software;



5. List of all staff and their employment contracts including at least two technicians who hold a bachelor's degree and a certificate in Customs training from a recognized institute; or 5 years of experience in Customs clearance;
6. Recommendation from Rwanda Freight Forwarders Association (RWAFFA);
7. Certificate of company registration;
8. Memorandum and articles of association;
9. Company TIN;
10. Company email address;
11. Bank detail.

II.2. For Directors

1. A recent passport size photograph;
2. Copy of identity card or passport;
3. Curriculum vitae;
4. Certified copy of a bachelor's degree and of the certificate in Customs training from a recognized institute; or 5 years' experience in Customs clearance;
5. Valid employment contract;
6. Tax identification number;
7. Valid criminal record;
8. Letter of recommendation from the former employer for a director changing to another customs agent.

II.3. For staff

1. A recent passport size photograph;
2. Copy of identity card or passport;
3. Curriculum vitae;
4. Valid employment contract;
5. Certified copy of a bachelor's degree and the certificate in Customs training from a recognized institute or 5 years' experience in Customs clearance;
6. Valid criminal records;
7. Letter of recommendation from the former employer for staff changing to another customs agent and proof of PAYE and social security contribution payment.





III. Requirements for licensing of Customs agents for a duration of three years

In addition to the existing requirements, the following should be considered:

1. Customs agents with AEO but not have been sanctioned for errors/offences committed in January to June declarations per the agreed key performance indicators (KPIs).
2. Having processed 686 declarations for the period of January to 15 September 2023 but must not have been sanctioned for errors/offences committed in January to June declarations per the agreed key performance indicators (KPIs).

NOTE:

1. The above requirements must be organized and submitted in the order outlines above;
2. Late applications shall not be accepted;
3. Successful applicants must provide a proof of payment of a license fee of 400\$ for Customs agents licensed for a period of one year and 1200 \$ for Customs agents licensed for a period of three years;
4. Successful applicants must provide a valid Bank or insurance guarantee of a minimum fee of 150,000,000 Frw for Transit and 100,000,000 Frw for Customs operations immediately upon the letter granting license.



Mwumvaneza Felicien
Commissioner for Customs Services