



## Trade Single Window - Client Registration Application / Update

PLEASE COMPLETE ALL FIELDS and refer to notes on page 4 before completing form. For overseas suppliers use NZCS226.

Email initial applications to [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz) and updates to [clientupdate.request@customs.govt.nz](mailto:clientupdate.request@customs.govt.nz) or fax to 09 927 8015. For NZ Customs enquiries phone 0800 428 786. For food importer enquiries email: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) or phone 0800 008 333.

IS THIS AN UPDATE?	YES <input type="checkbox"/>	Existing Client Code(s) .....	Or TSW Reg No. ....
ARE YOU A B2B CLIENT?	YES <input type="checkbox"/>	If B2B, What Software Do You Use? .....	
DO YOU IMPORT FOOD FOR SALE? (If yes, also complete page 3 to register as a Food Importer)		YES <input type="checkbox"/>	

Which of these are you?:

Company – NZ Registered <input type="checkbox"/>	Company – Unregistered <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>	Individual <input type="checkbox"/>	Embassy <input type="checkbox"/>	Other <input type="checkbox"/>
--	---	--------------------------------------	--------------------------------------	-------------------------------------	----------------------------------	--------------------------------

What client codes do you need?:

Importer <input type="checkbox"/>	Exporter <input type="checkbox"/>	Importer/Exporter <input type="checkbox"/>	Excise <input type="checkbox"/>
Carrier <input type="checkbox"/>	Diplomatic <input type="checkbox"/>	Third Party Notify <input type="checkbox"/>	Freight Forwarder <input type="checkbox"/>
Shipping Company <input type="checkbox"/>	Shipping Agent <input type="checkbox"/>	Brokerage <input type="checkbox"/>	Port Authority <input type="checkbox"/>

**If SOLE TRADER or INDIVIDUAL** (refer notes 2 & 3b on page 4):

Full Name: .....

Trading As: .....

Previous Names: .....

Date of birth: ..... Country of birth: .....

Gender: Female ☐ Male ☐ Unknown ☐ Not Stated ☐ Occupation: .....

Landline Phone: ..... Fax Number: ..... Mobile Number: .....

Email Address: ..... Web Address: .....

**Go to Page 2 Physical Address**

**If COMPANY, PARTNERSHIP or OTHER ORGANISATION** (full particulars of all directors/partners/trustees to be listed below)

Full company/partnership/other organisation name (refer note 3 on page 4):

.....

Trading As: .....

New Zealand Business Number (NZBN): .....

New Zealand Company Registration Number: ..... GST/IRD Number: .....

Landline Phone: ..... Fax Number: ..... Mobile Number: .....

Email Address: ..... Web Address: .....

Please indicate if you consider yourself to be a Maori Business (for statistical purposes only) ☐

**Contact Person:** .....

First Name(s)	Last Name	Position in Organisation
.....	.....	.....
Phone Number(s)	Email Address	
.....	.....	

**Full Particulars of all directors/partners/trustees as per ID provided** (refer note 3 on page 4):

1. ....	First Name(s)	Last Name	Date of Birth	Identification Type	Number
2. ....	First Name(s)	Last Name	Date of Birth	Identification Type	Number
3. ....	First Name(s)	Last Name	Date of Birth	Identification Type	Number
4. ....	First Name(s)	Last Name	Date of Birth	Identification Type	Number

**PHYSICAL Address:**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name: ..... Property Type: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**POSTAL Address (if not same as above):**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name: ..... Property Type: .....

PO Box: ..... Private Bag: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**BILLING Address (if different from physical and postal addresses):**

Street Number: .....

Unit Number: ..... Floor Level: .....

Property Name: ..... Property Type: .....

PO Box: ..... Private Bag: .....

Street Name: ..... Street Type: .....

Suburb : ..... Town/City: .....

State: ..... Country: .....

Postcode: .....

**Ministry of Primary Industries Account Number** (if applicable): .....

**Optional: SET TSW BROKERAGE ACCESS** (see further information on page 4)

Please indicate if you wish to restrict the use of your code to nominated Brokers only?

Yes

☐

No

☐

If yes:

Brokerage Code (if known): ..... Brokerage Name: .....

Brokerage Code (if known): ..... Brokerage Name: .....

Brokerage Code (if known): ..... Brokerage Name: .....

(attach a supplementary list if more than three brokerages)

**Optional: LODGEMENT NOTIFICATIONS** - To receive TSW notifications for lodgements (see further information on page 4):**1. Select ONE of the following notification methods:**

Do not notify <input type="checkbox"/>	Email <input type="checkbox"/>	B2B Messaging <input type="checkbox"/>	B2B Software: .....
For <b>Email</b> add name of person to be notified: .....		Person's email address: .....	

**2. Select which lodgement types you wish to receive notifications for:**

Import <input type="checkbox"/>	Export <input type="checkbox"/>	OCR <input type="checkbox"/>	CRE <input type="checkbox"/>	ICR <input type="checkbox"/>	ANA <input type="checkbox"/>	Excise <input type="checkbox"/>	AND <input type="checkbox"/>
---------------------------------	---------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	---------------------------------	------------------------------

**3. Select which lodgement statuses you wish to be notified of:**

Cancelled <input type="checkbox"/>	Cleared <input type="checkbox"/>	Directions given <input type="checkbox"/>	Error <input type="checkbox"/>	Declaration Required <input type="checkbox"/>	Written Off <input type="checkbox"/>
------------------------------------	----------------------------------	---	--------------------------------	---	--------------------------------------

(Attach a supplementary sheet if you require more than one person to be notified by email)

**FOOD IMPORTER REGISTRATION** (Complete this section as well as the rest of the form to register as a food importer under the Food Act 2014)

This section must be completed for MPI to determine whether an applicant meets the criteria for approval for registration.

Learn about the obligations of a registered food importer here: <https://www.mpi.govt.nz/importing/overview/food-imports/>

If you need help with registering as a food importer, contact MPI by: Email: [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz); Phone: 0800 008 333 or 04 894 2550

**Registration Payment Information FOR FOOD IMPORTERS ONLY:** Under sections 113 and 114 of the Food Act 2014, and the Food (Fees and Charges) Regulations 2015, you are required to pay a fee before MPI can process your application.

Food Importer registrations are annual. For renewals, MPI will email an importer 6 weeks prior to expiry with instructions on the renewal process.

The registration fee for a **new food importer** application is **\$133.69 (incl. GST)**. Please submit payment to the Ministry for Primary Industries as soon as possible and email us once payment is made. We cannot proceed with your application without receiving the above payment.

Payment options are below. We prefer payment via Direct Credit. Please ensure your payment is correctly referenced with either your NZBN or Applicant Name.

**ON PAYMENT THIS BECOMES A TAX INVOICE GST NO: 64-558-838**

**DIRECT CREDIT (preferred):**

- Pay into Bank Account no. 03 0049 0001709 002
- In the 'Reference' details please put either your NZBN, or Applicant Name.
- Email [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) to confirm the date that payment has been made.

**CREDIT CARD:**

To pay by credit card please email [approvals@mpi.govt.nz](mailto:approvals@mpi.govt.nz) with subject line: Credit Card payment request

**Note: MPI only accepts VISA and MasterCard**

You must be a fit and proper person to be registered as an importer. Do any of the following apply to the applicant, or any director, manager, significant shareholder of the applicant?

- a) Specified convictions? Yes ☐ No ☐
- b) A serious or repeated failure to comply with the duties of an importer? Yes ☐ No ☐
- c) Any other grounds for considering that the applicant is likely in the future fail to comply with the duties of an importer? Yes ☐ No ☐

Please refer to notes on page 4 for further information.

If you answer "Yes" to any question, please provide details:

.....

.....

.....

.....

.....

.....

To register as a food importer you or your company must be a **New Zealand resident** as defined in sections YD1 (for persons) or YD2 (for companies) of the [Income Tax Act 2007](#).

Please tick here to confirm you meet this requirement ☐

**OPTIONAL:** Please advise Customs Broker ..... of the code at email: .....

**DECLARATION** (refer Note 4 below)

I ..... (position) .....  
of ..... declare that the information provided is true and correct.

Signature: ..... Date: .....

## IMPORTANT INFORMATION

### NOTES:

1. You must tick ALL boxes that apply.
2. Private individuals must supply clearly legible photo ID – preferably a copy of your passport or drivers licence.
- 3(a). For registered companies: A copy of your company's Certificate of Incorporation must be attached. Provide your trading name - if different from registered company name. All directors must be listed – add a supplementary page if required. Clearly legible photo ID is required for each name listed – a copy of the passport biography details page or drivers licence is preferred.
- 3(b). For partnerships and sole traders: A trading name must be specified, along with full names of all sole traders/partners. Photo ID (as described above) is required for all sole traders/partners.
- 3(c). For other organisations (such as schools, sports clubs, registered trusts, charities or similar): All trustees, the principal, or other relevant person(s) of responsibility must be listed. Photo ID (as described above) is required for all listed persons. For New Zealand registered trusts, societies and charities, a copy of your certificate must be supplied. For schools, sports clubs and similar, a letterhead of the organisation must be supplied.
4. The application must be completed and signed by an authorised person of the entity concerned (for example an officer of the organisation or a Customs broker) or the importer/exporter of the goods.
5. **Incomplete applications will be rejected and returned for completion.**
6. Initial applications can be lodged electronically to email [clientcodes@customs.govt.nz](mailto:clientcodes@customs.govt.nz), updates to [clientupdate.request@customs.govt.nz](mailto:clientupdate.request@customs.govt.nz) or, if you do not have access to email, faxed to 09 927 8015.  
**Note that fax copies of ID's are often illegible and therefore may be rejected, so email is the recommended method of submission.**
7. For enquiries phone 0800 428 786.

The information on the client registration application form (and any subsequent customs entries) may be supplied to Statistics New Zealand for use in official statistics.

The personal information on this form will be used as part of the assessment of the client registration application in accordance with the Customs and Excise Act 2018 and for border-related risk management.

The New Zealand Customs Service and the Ministry for Primary Industries may collect and use information for border management and border-related risk management purposes under the Customs and Excise Act 2018, the Biosecurity Act 1993 and the Food Act 2014. This information will be stored on a secure joint New Zealand Customs and Ministry for Primary Industries database. Under the Privacy Act 1993 you have the right to request access and correction of any personal information you have provided or that the New Zealand Customs Service or the Ministry for Primary Industries holds on you. Information may be withheld from you for the reasons (for refusal of request) listed in Part 4 of the Privacy Act 1993. You may request access and correction through any office of the New Zealand Customs Service, or any office of the Ministry for Primary Industries.

---

### Set TSW Brokerage Access

This is an optional field that allows you to nominate a specific brokerage or group of brokers who can use your client registration code to make lodgements through TSW. If no selection is made, then any brokerage will be able to make lodgements on your behalf. Authority **must** be provided by the client.

---

### Lodgement Notifications

This is an optional field that can be used to specify who will receive a notification when the client code appears on any lodgement. There are three options for notification preferences, however only one notification option is possible:

- **No notification** required - no notification will be sent out, other than to the default agencies
- **Email** - notifications will be sent out via email according to the options selected
- **Messaging** - notifications will be sent out via B2B messaging

These can further be set to:

- the lodgement type that will trigger the notification
- the lodgement action that will trigger a notification

For example, for an importer client type it is possible to notify an entity about any import declarations lodged for the importer that are "Cleared", "Cancelled", or have had "Directions given."

---

### For Food Importers

**Fit and proper person:** In determining whether an applicant is a fit and proper person for the purposes of registering as a Food Importer, MPI must take into account: (a) any [specified conviction](#) entered against the applicant or against any director, manager, or significant shareholder of the applicant; (b) whether there has in the past been a serious or repeated failure by the applicant, or by any director, manager, or significant shareholder of the applicant, to comply with the duties of an importer in [section 110](#) of the Food Act 2014 or the duty of a registered importer in [section 111](#) of that Act; (c) whether there are other grounds for considering that the applicant is likely in the future to fail to comply with those duties.

"Significant shareholder" means a shareholder whose shareholding in the applicant enables the shareholder to exercise control over the affairs of the applicant.

"Specified conviction" means

- (i) a conviction for an offence against the Act or the [Food Act 1981](#); or
- (ii) a conviction (whether in New Zealand or in another country) for any offence relating to fraud or dishonesty; or
- (iii) a conviction (whether in New Zealand or in another country) for any offence relating to management control or business activities in respect of businesses of a kind (whether in New Zealand or in another country) that—
  - (A) are regulated under the Act or any other Act administered by MPI; or
  - (B) are subject to an overseas food safety regime; and (b) includes a conviction (whether in New Zealand or in another country) for any offence relating to trading in food.