

### **'APPROVED CLEARANCE AGENT'**

A Customs Approved Clearance Agent is a person or company appointed by an importer, and approved by Customs, to make Customs Import Declarations on their behalf. In order to benefit from this status Approved Clearance Agents must abide by the following **TERMS AND CONDITIONS**:

1. To abide by the terms of Agent's Directive No. 3.
2. To maintain up to date account details on CAESAR at all times (e.g. change of name, trading address, etc).
3. To retain satisfactory evidence demonstrating that they are properly authorised to act on behalf of given importers.
4. When acting on behalf of an Approved Importer, to have proper authorisation to make entry under that entities own account on CAESAR and to undertake to only access CAESAR under that profile.
5. When acting on behalf of a Non Approved Importer, to make entry under the Clearance Agent's own account on CAESAR.
6. To properly declare goods imported by Approved Traders within 30 days of importation by way of remote access to the Customs computer, CAESAR, unless otherwise agreed with the Agent of the Impôts.
7. To properly declare goods imported by Non-Approved Traders within 3 working days of importation, by way of remote access to the Customs computer, CAESAR, unless otherwise agreed with the Agent of the Impôts.
8. To ensure that all persons authorised to make import declarations on behalf of the Approved Clearance Agent are adequately trained to do so.
9. To maintain proper Approved Clearance Agent records relating to imported goods as prescribed in Agent's Directive No. 3.
10. To ensure the proper payment, in full, of import duties owed, including any liability under the Goods and Services Tax. To pay these sums either on demand or by way of the 'Clearance Agents' option on CAESAR. *N.B 'The Clearance Agents' option allows agents to defer payment of individual consignments for a period of up to three days and permits a single consolidated payment to be made for multiple consignments at the time.*
11. To utilise electronic means of payment (BACS or debit card) unless otherwise agreed with the Agent of the Impôts.
12. To notify Jersey Customs immediately in the event of any imported goods being found to be prohibited or restricted, or suspected to be so.
13. To acknowledge that the Agent of the Impôts can revoke or amend this Undertaking at any time.
14. To acknowledge that in the event of failure to abide by the terms of this undertaking, without reasonable excuse, the status of Approved Clearance Agent may be suspended or revoked as the Agent of the Impôts sees fit.

15. To agree that in the event of the Approved Clearance Agent's account being suspended or revoked by Customs due to non-compliance with these terms and conditions or any other Customs requirements, full settlement of any arrears will be made on demand.
16. To acknowledge that, notwithstanding any other penalties that may be applicable under the Law or specified in this Undertaking, Article 25 (6) of the Customs & Excise (Jersey) Law 1999 entitled 'Entry of goods on importation' states: "If the proprietor or consignee fails to comply with any of the provisions of this Article the proprietor or consignee shall be liable to a fine.