



REPUBLIC OF CYPRUS
MINISTRY OF FINANCE



CUSTOMS & EXCISE

AUTHORISATION OF CUSTOMS CLEARING AGENT

(Please read the attached explanatory notes before completing this form)

1. Particulars of authorising person

Name: EORI No.:

Identity card no./Company registration no.:

Address: Postal code:

P.O. Box: Postal code: Town/village/district:

Tel. no.: Fax no.:

2. Particulars of authorised customs clearing agent

Name:

Serial no. of customs clearing agent's permit Customs Register/EORI no.:

3. Declaration to Customs by the authorising person

I/We hereby authorise the abovementioned customs clearing agent to act as my/our representative in procedure(s) required by the customs legislation, including the completion and signing of documents. This authorisation is:

- General authorisation, i.e. it applies to any goods imported or exported by me/us.
- Specific authorisation, i.e. it applies to the goods which have been imported/will be exported by me/us, as shown in airwaybill/bill of lading/notice by the Postal Services serial no.

.....
(Name of signatory)

.....
(Signatory's ID no.)

.....
(Status of signatory, in case of a legal person)

.....
(Signature and stamp (if any) of authorising person)

4. Certification of signature by a Certifying Officer (when this demanded)

The authorising person signed in my presence today (date)

.....
(Name and Certifying Officer signature)

Certifying Officer Stamp

FOR USE BY CUSTOMS ONLY

I have checked the above information and found them correct.

The authorising person signed in my presence / The Document certified by Certifying Officer was presented to me today (date) (Delete where inapplicable)

.....
(Name, job title and Customs officer signature)

Revenue stamps

Customs stamp

EXPLANATORY NOTES FOR FORM C.1002

A. INTRODUCTORY

Persons wishing to authorise a customs clearing agent to act on their behalf in procedures required by the customs legislation, must complete and sign this form in the presence of a customs officer. Commercial banks, co-operative societies, Government Departments or Services and Semi-Governmental Organisations (e.g. CYTA, EAC etc) **are not required** to sign in the presence of a customs officer. This authorisation can be:

- GENERAL, i.e. applicable to all imports/entries, exports/exits of goods or other actions required of the authorising person by the customs legislation; or
- SPECIFIC, i.e. applicable only on one import/entry, export/exit of goods or other action.

It should be noted that this form cannot empower the customs clearing agent to sign the Declaration of particulars relating to the customs value (Form D.V. 1 & C.5B) which must be signed by the importer him/herself.

B. GUIDELINES FOR THE COMPLETION OF THE FORM

1. Authorising person's particulars

Name

Write the authorising person's name, which can be a natural or legal person. If it is a natural person, his/her name must be written exactly as it is written on his/her identity card number. If it is a legal person, its name should be written exactly as it is written on the Certificate of the Registrar of Companies.

Address

Write the full address (street, number etc). If you so wish, you may also write the postal address, if different.

Customs Register/EORI No.

It is mandatory to write this number. If you have not yet registered with the Customs Register/EORI, you must first do so before submitting this authorisation. However you do not need to register with the Customs Register/EORI, if this authorisation refers to a personal import/entry or export/exit of goods. In this case, you must add your identity card number instead.

2. Particulars of authorised customs clearing agent

Name

The customs clearing agent can be a natural or legal person (company). His/Her/Its name must be written exactly as it is written on the customs clearing agent's permit granted by the Director of Customs.

Serial no. of customs clearing agent's permit

Every customs clearing agent has a serial no. given by the Director of Customs. This serial no. must be written here.

Customs Register/EORI No.

The customs clearing agent must write here his/her/its Customs Register/EORI no.

3. Declaration to Customs by the authorising person

This authorisation is.....

Delete the kind of authorisation you do not wish and leave only the kind of authorisation you really want. You cannot keep both options, because they are contradicting.

Name of signatory

The name of the person who signs must be written exactly as it is written on his/her identity card number.

Status of signatory, in case of a legal person

The signatory must write his/her name and status, e.g. Director.

Signature and stamp (if any) of authorising person

If the authorising person is a natural person, he/she must sign in person and not through another person. If it is a legal person, this form must be signed by a person having the authority to bind this legal person. The persons entitled to sign this form are:

- the importer/exporter, if he/she is a natural person;
- one of the partners, in the case of a partnership;
- a Director or the Secretary, in the case of a company registered in Cyprus or the European Union;
- one of the persons, which according to the law are entitled to sign for the organisation, in the case of an organisation established by law in Cyprus.

Revenue stamps

Affix in this space the necessary revenue stamps for the authorisation to be valid.