



Customs Department Trader Registration Form

P.O. Box 898 George Town | Grand Cayman KY1-1103 | Cayman Islands
Facsimile: (345) 945-1573 | Telephone: (345) 949-4579 | www.customs.gov.ky

The following information is required to issue an Importer/Exporter Identification Number

Company or Individual should check the appropriate **Categories** box which relates to their business with Customs

Categories: **Importer** | **Exporter** | **Bonded Warehouse** | **Shipping Company/Agent** | **Customs Broker**

If your business is registered as company with Registrar of Companies Dept. please provide both names

(A) **COMPANY / ORGANISATION** (complete this section)

1. **Trade / Business Name:** _____ | 2. **T/B License No:** _____
(As Registered with Trade / Business License Board)

3. **Registered Name of Company:** _____ | 4. **Registrar No:** _____
(As registered with Registrar of Companies)

5. **Business Start Date:** ____/____/____ | 6. **Type of Business:** _____
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7. **Address Type:** Business | Branch | Other: _____

(B) **INDIVIDUAL** (complete this section) | Male | Female

1. **Title** _____ **First Name** _____ **Middle** _____ **Last Name** _____

2. **D.O.B.** ____/____/____ | 3. **Place of Birth** _____ | 4. **Nationality** _____
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5. **Immigration Status:** Caymanian | Permanent Resident | Work Permit Holder | Visitor | Other: _____

6. **ID Type:** Driver's License | Passport | Birth Certificate | Other: _____

7. **ID No:** _____ | 8. **Country of Issue:** _____

9. **ID Issue Date:** ____/____/____ | 10. **ID Expiry Date:** ____/____/____ | 11. **Place of Issue:** _____
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12. **Address Type:** Home | Other: _____

(C) Address & Contact Information: Business | Home

1. **Bldg/House No:** _____ **Street Name:** _____ **District:** _____

2. **P.O. Box:** _____ **Postal Code:** _____

3. **Phone:** _____ | **Cell:** _____ | **Fax:** _____ | **E-Mail** _____

4. **Registration Submitted by:** Individual | Company | Broker / Agent | Other _____

5. **Name of Broker / Agent:** _____ | **Customs ID No:** _____
(If submitted by Broker /Agent on behalf of a client)

Broker/Agent Phone No: _____

6. **Submitted By: Name:** _____ **Signature:** _____ **Date:** ____/____/____

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NOTES:

- **All Traders / Importers will have to complete the Customs Registration Form to be registered in the new Customs Trader Registration System.**
- **Customs Registration Forms are available on the Customs website and at all Customs Cargo Clearance Offices, Customs Administrative offices and all shipping companies.**
- **All Registration forms should be completed no later than one week prior to importing and exporting of any shipment.**
- **Companies must provide a copy of their Trade and Business License and/or their Registrar of Companies certificate as proof of being a legally registered company in the Cayman Islands.**
- **Individuals must present an I.D. in one of the formats in section B (6) in order to be registered with Customs as an Importer/Exporter**
- **Once Customs has issued a Trader Registration Certificate with your Trader Identification Number (TIN), this number must be used for all transactions with Customs.**

Completing the Form

- **Categories:** Companies and Individuals should mark the relevant box(s) to identify the type of business that will be conducted with Customs.
- **Section (A) Companies:** should be completed by Traders / Companies only
- **Section (B) Individual:** should be completed by Individuals that import on a regular basis for non commercial purposes
- **Section (C) Address & Contact :** Both Companies and Individuals should complete this section