



Obtaining a UUI from NZ Customs

The UUI (Unique User Identifier) is the legislative term for the 'Customs Pin'.

Under Section 324 of the Customs and Excise Act 2018, all companies and personnel who wish to become TSW users are required to be registered under the Joint Border Management System (JBMS). This can include premises like Customs Controlled Areas (CCA's) and Transitional Facilities. We refer to these as **Registered Users**. As all persons making lodgements are legally responsible for the correctness of the declaration, access to the JBMS is strictly controlled.

NZ Customs have different requirements for registration depending on the type of access to the system needed.

In turn, anyone who is submitting any type of Export Declaration or Import Declaration (excluding MPI-only declarations) to Customs will then be issued with a **Declarant Code**. This can be someone who only sends Cargo Reports or Personal Effects Clearances, however in order to submit Import or Export Entries the user will also require a **Unique User Identifier (UUI)**. This is similar to a Personal Identification Number (PIN) which allows them to 'sign' the entry. Without a UUI the lodgement will not be able to be submitted.

There are specific competency requirements around the issuing of a UUI, one of which is successful completion of a training programme recognised by Customs such as the CBAFF Customs UUI Courses.

A person can register as a user of the system but can only apply for a UUI once they have completed and passed the relevant course exam. After they are issued with the training certificate, they then need to present this to Customs **in person** with the completed application form and valid ID.

The process to apply for a Declarant Code is:

1. Meet competency requirements
2. Become a TSW (Trade Single Window) user
3. Complete Declarant code application
4. Verify identity in person at nearest NZ Customs office

It is important that people who have a declarant code meet certain quality, competency and security requirements. To maintain quality standards for border transactions you need to provide evidence that you have the knowledge to accurately complete lodgements and can comply with any requirements for the goods being imported or exported.

NZ Customs may approve your application and impose any conditions, or they may refuse it.

Successful applicants will be able to access their Unique User Identifier (UUI) online via TSW and will be issued a letter outlining any conditions on their use of the UUI. You will then be able to submit lodgements using your UUI and declarant code. If your application is refused you will be advised in writing of the reasons for this refusal.