

TSW FACT SHEET: APPLYING FOR A DECLARANT CODE TO SUBMIT LODGEMENTS

The Trade Single Window (TSW) system is managed by Customs and the Ministry for Primary Industries (MPI). Importers, exporters, freight forwarders, express couriers, customs brokers, carriers and others submit electronic messages to TSW to report or clear cargo and craft entering and departing New Zealand. These electronic messages are called 'lodgements'. TSW passes lodgements to Customs, MPI and other relevant border agencies, and manages the agencies' responses.

WHAT LODGEMENT TYPES REQUIRE ME TO BE A DECLARANT?

In order to submit the following lodgement types, you will need to have a declarant code and Unique User Identifier (PIN number):

- Import declarations (MPI Only Import Declarations do not require a declarant code)
- Export declarations
- Cargo Report Export containing consignments where write-off is requested
- Inward Cargo Report containing consignments where write-off is requested
- Excise declarations.

A declarant code is required regardless of the method you use to submit these lodgement types, whether you submit them using your company's system, the TSW Online website, or a third party provider.

The security of our border is important for New Zealand's economic well-being and reputation as a trusted international trading partner. It is essential that our border management system is secure and so it is important that those who have a declarant code meet certain quality, competency and security requirements.

HOW TO APPLY FOR A DECLARANT CODE

The process to apply for a declarant code is:

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|---|--|
| 1. Meet competency requirements | Review the 'Competency Requirements' section below to make sure you meet the minimum competency requirements. |
| 2. Become a TSW user | See <i>Registering to use TSW</i> Fact Sheet |
| 3. Complete declarant code application | <p>Complete the declarant online application form in TSW.</p> <p>The declarant code application includes a declaration of any criminal convictions, evidence of identity and your competency.</p> <p>Evidence of identity needs to include an original birth certificate plus one other form of photo identification, eg, passport or NZ driver's licence.</p> <p>If the name you use on your application is different to that on the identity documents, you will be required to provide evidence of a legal change of name, e.g. marriage certificate or deed poll of name change.</p> <p>The applicant will need to provide translations by a service approved by Customs for any documents not written in English.</p> |

4. Verify identity in person at nearest Customs office

Once complete, you will need to visit your nearest Customs office in person so your identity can be fully verified. Locations are listed on www.customs.govt.nz.

Competency 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.

The current competency requirements are set out in the table below. For more information on these requirements, call 0800 4 CUSTOMS (0800 428 786).

| LODGEMENT TYPE(S) | EVIDENCE OF COMPETENCY |
|--|--|
| Import | <ul style="list-style-type: none">• Successful completion of NZQA standards* 18622, 18639, 18627 and 18628, or• Successful completion of a training programme recognised by Customs, and/ or• Passing a competency assessment with a Customs officer |
| Unaccompanied baggage and household effects clearances | <ul style="list-style-type: none">• Passing a competency assessment with a Customs officer |
| Export | <ul style="list-style-type: none">• Successful completion of NZQA standards* 18622 and 18628, or• Successful completion of a training programme recognised by Customs, and/or• Passing a competency assessment with a Customs officer |
| Cargo Report Export with write-offs | <ul style="list-style-type: none">• Successful completion of NZQA standard* 18628, or• Passing a competency assessment with a Customs officer |

* NZQA Standards:

18622 Interpret the tariff and classify imported, exported and excisable goods

18639 Use the transaction method to value goods for Customs purposes

18627 Calculate the revenue payable on goods subject to the control of Customs

18628 Demonstrate knowledge of Customs goods entries

WHAT HAPPENS NEXT?

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

Successful applicants will be able to access their Unique User Identifier (UUI) or PIN online via TSW and will be issued a letter outlining any conditions on the 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.

UNIQUE USER IDENTIFIER (UUI)

A Unique User Identifier (UUI) is similar to a personal identification number (PIN) and must be used when submitting Export Declarations and Import Declarations (excluding MPI only declarations). Without a UUI, the lodgement will not be able to be submitted.

UUI features:

- your UUI is unique to each declarant, so each declarant in a company will have an individual UUI
- each person may hold only one declarant code and one UUI for that code
- UUIs are confidential to the registered declarant. Customs and MPI personnel do not have access to UUIs
- your UUI stays the same if you move to a new company
- your UUI can be viewed and reset via TSW Online.

If your personal details change (eg, you move to a different company), you will need to update your details in TSW Online.

Your responsibilities for keeping your UUI secure

A declarant must comply with any conditions imposed on the use of the UUI. It is an offence to use the UUI of any other declarant, or to use a UUI while not holding a declarant code. You must:

- keep your UUI confidential and take all reasonable precautions to ensure no one else can find it out
- only use your own UUI for submitting lodgements and border clearance information
- recognise that you are legally responsible for all lodgements submitted using your UUI, unless you have previously notified Customs that your UUI is no longer secure
- immediately advise Customs if you think your UUI number may no longer be secure*
- advise Customs if any of the information you provided when you applied for a declarant code has changed by updating your details in TSW Online
- if you no longer wish to use your UUI to submit lodgements, you can request an inactivation of your declarant code via TSW Online or advise Customs by emailing declarant.codes@customs.govt.nz to explain when you will cease using your UUI and the reason for this.

* Cancelling a UUI

If you think your UUI may no longer be secure, please reset it immediately using TSW Online. You must also contact Customs to advise your last PIN may have been compromised by phoning 0800 4 CUSTOMS (0800 428 786) or emailing declarant.codes@customs.govt.nz.

Retaining or changing your Declarant status

Every 2 years you will need to confirm your details in TSW Online are still current. From time to time we may also need to:

- confirm your UUI is still required
- check that any conditions have been complied with
- request evidence of continued competence.

Your declarant code and registration as a TSW Online user may be cancelled or suspended if you don't comply with conditions, or are convicted of a border-related, dishonesty, fraud, or drug offence in New Zealand or overseas.

MORE INFORMATION

[Lodgements page](#)

[Registering to use TSW Fact Sheet](#)

Websites: www.customs.govt.nz and www.mpi.govt.nz

Email: tswusersupport@customs.govt.nz, Phone: 0800 BORDER (0800 267 337)