



Joint Border Management System (JBMS)

Under Section 324 of the Customs and Excise Act 2018, all clients who wish to become TSW users are required to be registered under JBMS. Customs have different requirements for registration depending on the type of access to the system needed.

As all persons making lodgements are legally responsible for the correctness of the declaration, access to the Joint Border Management System is strictly controlled.

Section 323 of the Customs and Excise Act and the Customs (Applications for Registered User System Registration) Rules 2018 detail the requirements for applying for registration to the system and the information that must be supplied.

Please refer also to:

Customs and Excise Act 2018

- Section 5, Subpart 7 (Registered User Systems)

Customs and Excise Amendment Regulations 2018

- Addition of Part 12A (Registered User Systems) *Reg's 80 A-L*

APPLYING FOR A DECLARANT CODE TO SUBMIT LODGEMENTS

The process to apply for a declarant code is:

1. Meet competency requirements
2. Become a TSW User
3. Complete declarant code application
4. Verify identity in person at nearest Customs office

It is important that people who have a declarant code meet certain quality, competency and security requirements.

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:

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

Customs may approve your application and impose any conditions, or 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 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

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 Customs 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 condition



MAINTAINING REGISTRATION AS A USER OF THE JBMS:

From 1 October 2018, all JBMS users will be required to meet, and maintain, competency requirements relevant to their level of JBMS access. They will also be required to be a fit and proper person and must act professionally in their JBMS use.

Purpose: To maintain data accuracy and timeliness by users of the Joint Border Management System (JBMS)

Behavioural Standards expected of JBMS users.

Each user has an obligation to:

- *Remain a Fit and Proper Person;* a fit and proper person means you must comply with and not commit offences under the border-related legislation.
- *Act with Sufficient Care and Expertise;*
- *Act Honestly, Straightforwardly and Faithfully in Professional Dealings;* and
- *Meet and maintain competency requirements;* to meet competency requirements for our industry qualification you must pass the CBAFF UUI Exam with 80% or more. Competency requirements will need to be maintained throughout your JBMS registration with Customs. If a person persistently fails to comply with their ongoing competency requirements, or ceases to be a fit and proper person, Customs now has the ability to apply a number of measures, such as restricting, suspending or, revoking registration.

TRADE SINGLE WINDOW (TSW) ONLINE:

Import and export declarations and other reports are now lodged electronically with Customs via the internet or via electronic data interchange (EDI).

TSW is managed by Customs and MPI. It enables registered users to:

- submit lodgements to border agencies, and check for the agencies' responses
- view lodgements submitted on your behalf (using your client code) and their status
- apply for and manage client and supplier codes for yourself, your organisation or on behalf of others

Lodgements available in TSW:

- Import Declaration (types Standard, Simplified, Sight, Periodic and Temporary) MPI Import Declaration
- Export Declaration (types Drawback and Standard)
- Cargo Report Export
- Outward Cargo Report
- Inward Cargo Report (excluding Domestic Transhipment Report)
- Excise Entry



It is important you are aware, and have an understanding, of the key aspects involved in these declarations including the data which needs to be provided in each information field.

If you are using commercial software the appearance may differ from the fact sheets created by NZ Customs as they follow the layout of TSW Online. You will need to make yourselves familiar with your Companies in-house software system.

Key Fact Sheets available on the Customs website www.customs.govt.nz include:

- Registering to Use TSW
- Applying for a Declarant Code to submit lodgements
- Registration of Supplier and Client Codes
- Online Guide Completing Import Declarations
- Import Declaration Requirements
- Online Guide Completing Export Declarations
- Export Declaration Requirements
- How TSW Notifications Work
- Administrator of Organisation
- Online Guide Organisation Administrator
- Premises Registration (TF's or CCA's)
- Primary Industries Import Declaration (IPI)
- Outward Cargo Report Requirements
- Online Guide Completing Cargo Reports Export
- Online Guide Registering to use TSW (Excise)
- Online Guide Completing Excise Declarations