

DUTY SUSPENSION SCHEME

APPLICATION FOR LICENCE FOR DUTY SUSPENSION SCHEME UNDER SECTION 36G OF CUSTOMS ACT, 1986

THIS DOCUMENT MUST ACCOMPANY AN APPLICATION FOR MEMBERSHIP OF THE EXPORTERS CLUB. IT SHOULD BE COMPLETED AND FORWARDED TO THE EXPORTERS CLUB ADMINISTRATION CENTRE.

[Before completing this application the notes on pages 3-4 should be consulted]

1. Business/Trading name

Applicant: _____

2. Business/Trading address

Registered Office: _____
Location of Factory Premises: _____
Postal Address: _____
Phone/Mobile No(s): _____
Fax: _____
Email: _____
Company Registration No: _____
TIN No: _____
AIE No: _____

3. Contact Person(s)

Name: _____
Position: _____
Telephone No: _____
Mobile: _____
Email: _____

4. Customs Agent

Name: _____
Address: _____
Telephone No(s): _____
Fax: _____
Email: _____

5. Goods to be processed: (please complete Annex 1)

- (a) Trade and/or technical description of material inputs, and
- (b) Harmonised System (HS) nomenclature classification i.e. Customs Tariff Classification,
- (c) Quantity - (Actual or Estimate Per 12 months or Per Calendar Year), and
- (d) Value - (Actual or Estimate Per 12 months or Per Calendar Year) for same period as (c).

6. **DSS or compensating products:** *(please complete Annex 2)*
(a) Trade and/or technical description of goods/products concerned, and
(b) Harmonised System (HS) nomenclature classification i.e. Customs Tariff Classification.

7. **Entitlement Proportion (EP) for each type (HS) of goods/products :**

8. **Nature of manufacturing or processing operation:**

9. **Estimated time needed for re-exportation:**

10. **Declaration**

I undertake to comply with the conditions of the Duty Suspension Scheme as laid down in the Customs Acts and the Customs (Duty Suspension Scheme) Regulations, 2002.

Signature: _____

Name: _____
(IN BLOCK CAPITALS)

Date: _____

All information provided will be treated with confidence and is intended only for the use of Customs & Exporters Club in relation to DSS.

FOR OFFICIAL USE ONLY

DSS Number: _____

Recommended Period of Validity: _____ to _____

Approving Official: _____

Receipt Number and Date: _____

Notes concerning the application

11. Business/Trading name:
A copy of “Company Registration Certificate” is to be enclosed.
12. Business/Trading address:
All applicants must have a valid AIE and TIN No, which is available on request from the Fiji Islands Revenue & Customs Authority.
3. Contact person(s):
Senior authorised person(s).
4. Customs Agent:
Customs Agent’s contact details.
5. Imported Goods to be processed:
*(The applicant should use **Annex 1** or a similar type schedule when completing this section)*
 - (a) Trade and/or technical description: The description should be sufficiently clear and detailed to enable a decision to be taken on the application, and in particular, to decide in the light of information supplied whether the Duty Suspension Scheme conditions can be considered fulfilled;
 - (b) Harmonised System (HS) nomenclature classification i.e. Customs Tariff Classification: As this information is purely for indicative purposes, eight-digit classification is needed to allow the processing operations to be properly administered;
 - (c) Actual/Estimated quantities per 12 months or per calendar year: Please provide the relevant period dates; and
 - (d) Actual/Estimated value per 12 months or per calendar year: This should be the same period as that of 5(c) above. The value stated should be the customs value of the goods estimated on the basis of known particulars and documents, which have been presented.
6. DSS/Export or compensating products:
*(The applicant should use **Annex 2** or a similar type schedule when completing this section)*
 - (e) Trade and/or technical description: Basic description of product(s) required that would appear on the licence; and
 - (f) Harmonised System (HS) nomenclature classification i.e. Customs Tariff Classification: Complete as 5(b) for each DSS or compensating product obtained.
7. Entitlement Proportion for each type of goods/products: Indicate the Entitlement Proportion (EP) for each type (HS) of goods/products and state how such rate(s) have been established. Please liaise with the Exporters Club in this respect and refer to Regulation 21 of Customs (DSS) Regulations 2002 which is available on our website www.exportersclub-fiji.com

8. Nature of manufacturing or processing operation: Brief description of the process/processes carried out on the imported materials or goods to produce the DSS or compensating products.
9. Estimated time needed for *carrying out the processing operations and disposing of the DSS or compensating products (period for re-exportation)*: Indicate the average time likely to be needed to process a given batch (expressed e.g. by unit or quantity) of the goods, and indicate the time likely to elapse between completion of the processing operations and export of the DSS products.
10. Declaration: Undertaking to conform to the conditions of the Duty Suspension Scheme.

Note:

When returning your application forms you should also include copies of the following documents to assist with your application:

1. Customs SAD Export & Import entries for Annex 1 & 2 - One copy for each Tariff Code is adequate.
2. Cost structure of export lines highlighting imported material content and FOB.
3. Company registration certificate and TIN
4. Business Licence
5. Latest Annual Financial Report – preferably audited.
6. Factories migrating from TFF to DSS must include an audited report of all stocks before or as at the last date of TFF status but no more than a month before the application is lodged.
7. TFF's should note that failure to comply with (6) may result in delays to the processing of their application.

9. Fee rates: (VAT exclusive. Please add VAT 12.5%)

	Application Fee	Annual Subscription
Up to \$100,000	125	50
100,001 – 499,999	250	100
500,000 – 999,999	1,000	500
1m – 4,999,999	1,500	1,000
5 million+	2,500	2,000

Activity Fee 0.1% of Import and Export Credits used.

*These fee rates were approved at the Exporters Club Board of Directors Meeting held at the Fiji Employers Federation Board Room August 1, 2002. **Please enclose your Application Fee with your Application Form.***

January 2003

N.B. When completed this application should be forwarded to: -

Fiji Export Council 32 High Street Toorak.

DUTY SUSPENSION EXPORT PRODUCTS LIST

TRADE / TECHNICAL DESCRIPTION	CUSTOMS TARIFF CODES (8 – DIGITS)	ACTUAL OR ESTIMATED QUANTITY PER 12 MONTHS OR PER CALENDAR YEAR	ACTUAL OR ESTIMATED VALUE (F\$ FOB) PER 12 MONTHS OR PER CALENDAR YEAR	IMPORTED MATERIAL CONTENT (F\$) FOR THE EXPORT PRODUCTS
		Period:	Period:	

Please use additional sheets if necessary.



APPLICATION FOR DSS MEMBERSHIP

1. DSS Registration Number (LEAVE THIS BLANK. ON ACCEPTANCE YOU WILL BE PROVIDED WITH A NUMBER)	
2. Name and Address of Exporter	
3. Exporter ID (AIE Number)	
4. Name of Customs Agent (If Applicable)	
5. Customs Agent ID	
6. Briefly Describe the Export Activity that you carry out in Fiji and the estimated value of exports you expect to achieve in the next year.	
7. Name and Address of contact person with regard to this application for Membership (phone, fax and email)	
8. I certify that, to the best of my knowledge, the Information on this form is true. Name & Signature of Authorised Person. (Please print name)	
9. Date of Application (dd/mm/yy)	

DUTY SUSPENSION SCHEME ACTIVITY LETTER OF CONSENT

I _____ the director of
_____ hereby authorize the
Fiji Islands Revenue and Customs Authority (FIRCA) to release our
monthly import and export activities to the Fiji Export Council(FEC) for
the purpose of the Customs (Duty Suspension Scheme) Regulation 2002
of which we are licensed under.

Signature: _____

Company Stamp: _____

Dated: _____