Guyana Revenue Authority

Customs, Excise and Trade Operations

ASYCUDA World-Guyana User Registration Form 

**N: B. PLEASE FILL FORM IN BLOCK LETTERS**

To the Commissioner General of Guyana Revenue Authority, Customs, Excise and Trade Operations:

In accordance with Customs notification, I hereby apply for registration as a user of ASYCUDA World-Guyana and to this effect I/We provide the following details.

**APPLICATION FOR A:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Private |  | Company |  | Sole |  | State |  | Other |
|  | Individual |  |  |  | Trader |  |  |  |  |

**TYPE:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Importer/Exporter |  | Broker |  | Carrier/Carrier’s Agent |  | Consolidator |
|  | Cargo Custodian |  | Government Agency |  | Public Enterprise |  |  |

1. **IDENTIFCATION OF COMPANY/OTHER INSTITUTION APPLYING FOR REGISTRATION (a) COMPANY** (Carrier Agent, Individual, Broker, Importer, Agency, State, others)

|  |
| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIN # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Physical Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Carrier’s International SCAC Codes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **NOTE**: All companies applying for registration must provide the names and photographs of each individual who will be using ASYCUDA World and include them in part B. If you are a Carrier Agent, Please include your Carrier’s International SCAC Codes. |

**(B) INDIVIDUALS** (**All** employees of company in (A) above, who would access the system)

|  |  |
| --- | --- |
| **1.**  Name:  Position:  Personal address:  ID #/Passport #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: | PHOTO  (Passport size) |
| **2.**  Name:  Position:  Personal address:  ID #/Passport #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: | PHOTO  (Passport size) |
| **3.**  Name:  Position:  Personal address:  ID #/Passport #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: | PHOTO  (Passport size) |
| **4.**  Name:  Position:  Personal address:  ID #/Passport #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: | PHOTO  (Passport size) |

**2. TECHNICAL REQUIREMENTS FOR REGISTRATION FOR USE OF ASYCUDA WORLD CLIENTS.**

I/We confirm that the personal computer(s) (PCs) that I/We use with Customs and Excise Department comply with following minimum specifications:

(Please indicate “Yes” by ticking the box or “No” by leaving the box blank.)

I/We confirm that we have on our staff, or we can call upon:

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|  |  |
| --- | --- |
| RECOMMENDED ENVIRONMENT | |
| Quad-core 3.0 GHz Processor | At least 1GB available hard disk space |
| Ram of at least 4 GB | Printer – 6000dpi |
| Windows 7/10 OS | Scanner with 1200dpi (BMP, JPEG, GIF, TIFF, PNG, PDF, RTF compliant) |
| Updated Anti-virus | JRE 1.7 installed |
| Internet connection at least 3Mbps download\ 1Mbps upload | Windows Firewall enabled |

**3. GENERAL CONDITIONS UNDER WHICH REGISTRATION WILL BE GRANTED**

A qualified IT person to deal with any Software Installation required by Guyana; Guyana Revenue Authority; Customs Excise &Trade Operations Department, ASYCUDA World.

**The applicant agrees to notify the Commissioner-General of the Guyana Revenue Authority within 24 hours of any changes in the following situations:**

You no longer meet licensing or operating conditions as Carrier Agent, Individual, Broker, Large Importer, Government Agency, others (if you fall within one of these categories);

1. Cease to employ all or any individual registered users nominated in this application form.
2. Change the address of your company or individual users.
3. Change the name of your company or individual users.
4. Cease to conduct business with Customs.
5. You or any of your individual registered users are or become bankrupt.
6. You or any of your individual registered users are convicted of any offence punishable under the Customs, taxation or criminal legislation.

**Note**: **By signing this application form, the applicant agrees to comply with all conditions listed in (1) to (6) above.**

**If approved as a registered user of ASYCUDA World, the applicant and any other Individual/Applicant Listed in this application, agrees to:**

1. Not provide copies of any ASYCUDA World software given for your use by Customs to any third parties, whether registered or not;
2. Keep secure, and not disclose to another person the unique user identifier allocated to you;
3. Only use the unique user identifier to access data in the system that is available to all registered users or is data input or pertains only to your transmissions;
4. Notify Customs immediately if you suspect that the security of your unique Identifier has in any way been compromised;
5. Notify Customs if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
6. Not falsify damage or impair any record or information stored in the system or to damage or impair any duplicate tape or disc or other medium stored in the system;
7. Comply with any further conditions imposed by the Commissioner-General of the Guyana Revenue Authority in relation to the security of a unique identifier allocated to you or persons listed in this application or to any other matters related to the access to and use of ASYCUDA.

8. Request for password reset will be done using registered email account or in person using proper ID.

**Note**: **By signing this application form, the applicant agrees to comply with all the conditions listed in (1) to (8) above**

**PLEASE READ CAREFULLY THE NOTES BELOW BEFORE YOU SIGN THIS APPLICATION**

1. **All sections of this application form must be completed and all questions answered.**
2. **If the applicant is a company, this form must be signed by the General Manager or another authorized senior executive, and duly include the official company stamp/ seal.**
3. **Regardless of individual responsibilities, the person signing this form on behalf of a company shall also be responsible for the requirements/conditions set out for individuals listed in this application.**
4. **By signing this form, the applicant agrees to all requirements and conditions set out in this form and any other reasonable conditions that may be imposed by the Commissioner-General in respect of the registration.**

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**Applicant’s Name Applicant’s Signature /Date Company Seal**