CUSTOMS CLERK POLICY			Procedure
ORIGIN POLICY TITLE	**Authorised Customs Clerk**		
REFERENCE	Workplace Administration Policy	**REVISION**	
PROCEDURE REFERENCE	004	**REVISION**	
ORIGIN DATE	21/08/06	**LATEST REV DATE**	
KEY WORDS	Customs Clerk, Policy, Customs Licensed Agents, Trader / State agency, Manager Revenue Collection, CEO and FIRCA.		

1. PURPOSE	1.1 To provide the necessary condition and information to assist the Customs Agents including Traders and State Agency in employing Authorised Customs Clerk.
2. REFERENCES	Section 149 and 150 of Part XIX of Customs Act 11, 1986.
3. OPERATING PROCEDURE	3.1 General Principles: 3.1.1 Customs Clerk is a person licensed to act as Customs Agent or any importer or merchant may with the approval of the CEO, appoint a clerk to assist him in transacting his business. 3.1.2 Customs Authorised Clerk Policy shall be used as a guideline to permit authorised person to work in the Customs industry. 3.1.3 This Policy outlines conditions for authorizing clerks to perform Customs clearance duties 3.1.4 This Policy allows Customs Clerk to use Customs Automated System [Asycuda ++ System] when registering and assessing Customs documentation 3.1.5 If an appointed Clerk commits any fraud or misconduct, the CEO may by notice in writing to such Clerk and to the Agent, Importer or Merchant employing him or her, withdraw his or her approval of the appointment of that clerk and the appointment shall thereupon cease to have effect. 3.1.6 Any Person, Firm or Company doing business in Fiji may on a form to be from time to time approve by the CEO, grant an authority to any Clerk employed by such Person, Firm or

	Company to sign at any port specified in such form any declaration, bond or other document relating to the clearance of any aircraft or ship, goods or baggage, required under the Customs Act. Any declaration, bond or other document so signed shall be valid and binding on the Person, Firm or Company and any such authority issued to any Clerk shall remain in full force and effect until notice of its withdrawal has been received in writing by the CEO 3.2 Roles & Responsibilities of the Manager Revenue Collection: 3.2.1 Manager Revenue Collection shall ensure that the applicant has sufficient knowledge to operate ASYCUDA Brokers Module [Modbrk] 3.2.2 Manager Revenue Collection shall ensure that the applicant has acquired either a Customs Clerks / Agents Examination Certificate or graduated with a Diploma in Business [Customs] from Fiji Institute of Technology (FIT) or a pass J(I) Service Examination 3.2.3 Manager Revenue Collection shall ensure that the applicant has sound knowledge of Customs clearance business processes and procedures 3.2.4 Manager Revenue Collection shall ensure that the applicant has obtain a clearance from the Fiji Police Force and from the last employer 3.2.5 Manager Revenue Collection shall ensure that the applicant has sound knowledge of Custom Legislation 3.2.6 Manager Revenue Collection via notice in writing shall withdraw his or her appointment of the Clerk if the Clerk commits any fraud or misconduct 3.3 Roles & Responsibilities of the Customs Authorised Clerk 3.3.1 Customs Clerk must provide his or her specimen signature to the Manager Revenue Collection 3.3.2 Customs Clerk must obtain a valid Identification Card from FIRCA 3.3.3 Customs Clerk must display the valid Identification Card at

	all times when visiting Customs premises 3.3.4 Customs Clerk must make arrangements through his or her employer to obtain a username and password to access the Asycuda System Brokers Module 3.3.5 Customs Clerk shall not disclose the username and the password to a third party 3.3.6 Customs Clerk must perform Customs transaction with care and honesty 3.3.7 Customs Clerk in the cause of duty with FIRCA shall behave honestly and with integrity 3.3.8 Customs Clerk shall act with care and diligence in the course of duty with FIRCA 3.3.9 Customs Clerk shall take reasonable step to avoid any conflict when dealing with Customs Officers 3.3.10 Customs Clerk must obtain clearance from the Fiji Police Authority before obtaining approval to act as an Authorised Customs Clerk 3.3.11 Customs Clerk so appointed shall not assist any person other than the person appointing him or her 3.3.12 Customs Clerk shall comply with all instructions issued by CEO 3.3.13 Customs Clerk shall disclose all relevant information and data as required by FIRCA 3.3.14 Customs Clerk shall not provide any false or misleading information or data to the CEO 3.3.15 If the Customs Clerk is found guilty of an offence, is liable to a fine as stipulated in the Customs Act 11, 1986 3.4 Roles and Responsibilities of the Customs Licensed Agent: 3.4.1 Customs Agent must sought prior approval from FIRCA before appointing a person as a Customs Clerk to assist him in transacting his business 3.4.2 Customs Agent must ensure that the appointed Clerk is carrying out his or her responsibilities honestly. 3.4.3 Customs Agent must inform the CEO when terminating the Authorised Clerk from the company service or when the

	Authorised Clerk has resigned from his Company 3.5 Roles & Responsibilities of the Trader including State Agency 3.5.1 Trader / State Agency may with the approval of the CEO, appoint a clerk to assist him in transacting his business 3.5.2 Trader / State Agency shall ensure to provide the specimen signature of his appoint clerk to Manager Revenue Collection 3.5.3 Trader / State Agency shall make arrangements for the issue of identification card to the appointed Customs Clerk 3.5.4 Trader / State Agency shall be responsible for all action and conduct of the appointed clerk when transacting Customs business 3.5.5 Trader / State Agency shall ensure to notify in writing to FIRCA when terminating his appointed clerk 3.5.6 Trader / State Agency shall make arrangements to retrieve the terminated or resigned Clerk's identification card and cancellation of that clerks username and password from the Asycuda System.
4 AUTHORITY	4.2 The CEO shall be the authority to approve this procedure.
5 ACCOUNTABILITY	5.2 Dissemination – National Manager Revenue 5.3 Implementation / Compliance – National Manager Revenue Collection 5.4 Monitoring Evaluation and Reporting – Manager Revenue Collection
6 DEFINITIONS	**Customs Clerk** means a natural person authorised by the CEO to transact Customs transaction. **Customs Agent** means a person licensed as such under the provision of the Customs Act 11, 1986 **Trader** means a commercial entity licensed to conduct business in Fiji Islands and registered with FIRCA
7 PROCEDURE MONITIRING	Manager Revenue Collection

Procedure Reference	Approval / Rescinded	Date	Approval Entity	Approval Reference	Document Reference / Comments
		August 17th 2006	CEO/EMG		