



**FIJI REVENUE & CUSTOMS AUTHORITY
PUBLIC CIRCULAR NO.15 OF 2011**

RENEWAL OF CUSTOMS IDENTITY CARDS

Present cardholders are notified that their current ID cards will expire on 31st December 2011 and are now due for renewal. New cards will be issued provided you complete the application form in duplicate and present it to FRCA, Customs Division for processing by 31st January 2012. The cards are grouped as follows:

1. Category **'C'** - Only employee of agents, importers and exporters who will be allowed to lodge and collect entries, refund claims, make payments and clear goods from Customs stations.
2. Category **'CA'** - Customs clerk who have passed the Customs House Agents Examination or attained a Diploma in Customs and employed by licenced Customs House Agents and authorized to sign Customs entries, refund claims and all other Customs documents including attendance required during inspection of cargo.
3. Category **'O'** - Importers and exporters, categorized as owners who make and sign their own entries.

Application forms are available at Revenue & Customs House at all ports. Printing/photographing of new ID cards has been contracted to Max Marketing & Publishing Ltd and processing charge of \$10.75 (VAT inclusive) is to be made directly to the contractor at their office in the following location:

Suva -35 Ackland Street, Vatuwaqa
Phone 3375041 or 3375042

Nadi - photographing will be done at the Nadi Airport Revenue & Customs complex on Tuesday 20th December, 2011(9.00am to 4.00pm).Contact person Manager Revenue, Gopal Naicker phone 6722191.

Lautoka - photographing will be done at Lautoka Revenue & Customs complex on Wednesday 21st December, 2011(9.00am to 4.00pm).Contact person SCO Revenue, Krishna Chandra phone 6660966

The new ID cards will have a validity for 2 (two) years and will expire on 31.12.2013

Special arrangements will be made for Savusavu and Levuka.

For any further inquiries on this matter, please refer to Acting Manager Customs Investigation, Suva, Mr. Manikam Govind at Revenue & Customs House, Nasese, Suva on telephone No. 3243733 or fax no. 3302929.

**Jitoko Tikolevu
CHIEF EXECUTIVE OFFICER**

8th December 2011



APPLICATION FORM FOR CUSTOMS IDENTITY CARD

FULL NAME:	CARD NO:
DESIGNATION:	CATEGORY:
PORT:	SIGNATURE OF EMPLOYER:
SIGNATURE OF EMPLOYEE:	STAMP OF EMPLOYER:

FOR OFFICIAL USE ONLY

<p>CUSTOMS APPROVAL</p> <p>.....</p>

To Be Submitted In Duplicate