



## Request For Computer (ASYCUDA) Access (For External use)

To the general Manager, FRCA, Customs & Excise:

I/We wish to apply for registration of a user of the ASYCUDA system

**A) COMPANY Information (Customs Broker, Trader, Shipping Line, Airlines, Government Agencies or others)**

**Name and Type of Business:**

*(Type of Business listed above e.g. Customs Broker)*

**TIN:**

**Physical Business Address:**

**Postal Address:**

**Email:**

**Phone / Mobile / Fax**

**Note:** All companies or institutions applying for user registration must provide the names of individual who will be accessing the computer system and include them in Part B below.

**B) INDIVIDUAL User Details.**

|                   |  |
|-------------------|--|
| <b>Full Name:</b> |  |
| <b>Job Title:</b> |  |
| <b>Email:</b>     |  |
| <b>Telephone:</b> |  |

**SPECIFIC CONDITIONS IN RESPECT OF THE SECURITY OF ASYCUDA++**

**If approved as a registered user of ASYCUDA++ , the applicant and any other individual applicant listed in this application, agrees to:**

1. Not to provide copies of any ASYCUDA++ software given for your use to any third party, 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 immediately the if you suspect that the security of your unique identifier has in any way been compromised;
5. Notify if you gain access or otherwise receive data that does not pertain to your lawful access to the system;
6. Not to 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 General Manager of Customs and Excise 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 the Customs ASYCUDA++ system.
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 and every condition 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 Comptroller in respect of the

\_\_\_\_\_  
Applicant's (user) name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date & Co. stamp

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**Official Use**

**Approved By Customs: National Manager / Manager**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ASYCUDA Use**

|  |                           |                      |
|--|---------------------------|----------------------|
| <b>Access Issued By<br/>Signed (Issuing Officer)</b> |                           |                      |
| .....<br><b>Name</b>                                 | .....<br><b>Signature</b> | .....<br><b>Date</b> |

**Access Created as follows:**

**Access level & A++ module:**

**Name:**

**Username:**

**Note**

*Password should not be revealed to a second person. Password may be changed when the user logs on to the Customs Server. (Password should be changed every 14 days).*