



# Australian Customs Notice No. 2021/03

## Renewal of Customs Broker Licences

All customs broker licenses (nominee, corporate and sole trader) will expire on 30 June 2021. Those customs brokers wanting to renew their licence for the next triennium (i.e. from 1 July 2021 to 30 June 2024) will need to apply for the renewal of their licences.

### Renewal Application

The Australian Border Force (ABF) will send the 'Application for renewal of Customs Broker Licence' pack to each customs broker.

To ensure that the renewal package is sent to the correct postal address, customs brokers should check, by no later than 28 February 2021, their contact details in the Integrated Cargo System (ICS) are up to date. It is the responsibility of a customs broker to ensure that their contact details in the ICS are maintained.

If a customs broker, wanting to renew their licence, does not receive their renewal package by 1 April 2021, it is the responsibility of the broker to advise the Comptroller General of Customs, via an email to [brokers.licensing@abf.gov.au](mailto:brokers.licensing@abf.gov.au), that they wish to renew their broker licence and facilitate the renewal process.

Completed renewal applications will be accepted up until close of business on 29 June 2021 (the due date). However, it is recommended that customs brokers complete and return their renewal application as soon as possible to assist with the renewal process.

A customs broker licence renewal application received after the due date will not be processed, resulting in the licence expiring on 30 June 2021.

### Renewal Fee

Options for the payment of the renewal fee will be listed in the renewal package. Any customs broker electing to pay their renewal fee by BPay should take into account the delay in processing such payments and that such payments made towards the end of June 2021 may not be cleared by the due date. Where a payment is not cleared by the due date, the renewal application will be considered incomplete and will not be processed.

### Licence re-issue

The ABF will send out new customs broker licences in bulk once the renewal process has been completed. It is estimated that the new broker licences will not be sent out until late July due to the number of licences being processed.

Enquiries concerning this notice may be directed to Broker Licensing at [brokers.licensing@abf.gov.au](mailto:brokers.licensing@abf.gov.au).

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