



**Australian
BORDER FORCE**

Australian Customs Notice No. 2024/10

Renewal of Customs Broker Licences

All customs broker licenses (nominee, corporate and sole trader) will expire on 30 June 2024. Those customs brokers wanting to renew their licence for the next triennium (i.e. from 1 July 2024 to 30 June 2027) will need to apply for the renewal of their licences.

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 31 March 2024, 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 you are unable to amend your details in the ICS yourself, please email your updated details to brokers.licensing@abf.gov.au to action. If a customs broker, wanting to renew their licence, does not receive their renewal package by 1 May 2024 they will need to contact Broker Licensing so a renewal package can be provided.

Renewal Application

For a customs brokers licence to be renewed the customs broker must complete the '*Application for renewal of Customs Broker Licence*'. This involves completing and emailing the documentation provided in the renewal pack to brokers.licensing@abf.gov.au, and paying the invoice issued.

Completed renewal applications will be accepted up until 30 June 2024 (the due date). However, it is highly 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 1 July 2024.

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 payments made towards the end of June 2024 may not clear by the due date.

Licence re-issue

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

Enquiries concerning this notice may be directed to brokers.licensing@abf.gov.au.

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Customs Division | National Operations
Australian Border Force

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