



NOMINEE BROKER LICENCE APPLICATION CHECKLIST

- Submit the documents in the order in which they appear in the checklist.
- Please do not submit your application in parts; ensure that you submit all the required documents at the same time.
- If a listed document is not relevant to your application, attach a brief statement explaining why it is not included, or should not be required, so the National Customs Brokers Licensing Advisory Committee (NCBLAC) can commence assessing your application.
- It is in your interests to provide as much of the information requested as you are able to provide.

Please do not bind or staple any documents

Item No.	Document	Attached
1	B738 - Customs Broker Licence Application form – completed and signed by you.	
2	Privacy notice and general consent form signed by you. This provides the Australian Border Force the authority to perform integrity and background checks.	
3	Documents providing Proof of Identity Requirements . Provide colour copies and ensure that photos are clear and images distinct. Individual copies do not need to be certified as they are covered by the statutory declaration accompanying your application.	
<i>Academic Qualifications</i>		
4	A copy of your Diploma of Customs Broking, or other relevant accepted qualification as issued by a registered training organisation.	
5	Your academic transcript detailing all the units successfully completed in your approved course.	
6	If you are seeking an exemption from all or part of the approved course requirements, attach a detailed statement explaining the basis for your request and justification for an exemption.	
7	Completed the ABF mandatory CPD module –Additional information on the ABF's mandatory CPD module, and how to complete the module, can be found in ACN 2023/23 ACN Mandatory CPD 2023-23 (abf.gov.au)	

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<i>Acquired experience and knowledge</i>		
8	<p>Your current CV. This should include:</p> <ul style="list-style-type: none"> the names and addresses of each employer for whom you have performed duties relevant to those of a customs broker; the periods during which you were employed by each employer; your roles and responsibilities while you were employed there; the names and contact details of the persons who supervised you in each period of employment; <p>an explanation of any significant breaks in your work history.</p>	
9	<p>A Statement detailing your Acquired Experience which demonstrates the breadth and depth of your experience and responsibility in performing broker-like functions and how you applied due diligence in doing so.</p> <p>There is no prescribed format that you must use for your <i>Statement of Acquired Experience</i> – it simply needs to describe in sufficient detail your experience in performing broker-like activities. However, your <i>Statement of Acquired Experience</i> is likely to be more convincing if it includes examples of work you have undertaken. You may find it useful to use the STAR model outlined below to clearly outline your role in an example.</p> <p>Using this model, think about the following steps to write a description of each of your examples:</p> <ul style="list-style-type: none"> Situation – Set the context by describing the circumstance where you used the skills or qualities and gained the experience you wish to claim. Task – Describe what your role was in dealing with the situation. Actions – Explain what you did and how you did it. Results – State what you achieved and what was the end result. Focus on examples where you: <ul style="list-style-type: none"> applied detailed technical knowledge; demonstrated honest and ethical behaviour; researched a complex issue; applied multiple layers of assessment and advice; had to make a judgement call. <p>In the examples, you provide, you need to make sure that you explain what role you played in the task and what you achieved.</p> <p>Please note that we are not asking that you attach pages of emails, commercial documents and entries as examples. Rather, your examples should be written descriptions of tasks you have undertaken.</p> <p>It is very important that you put thought and effort into preparing your <i>Statement of Acquired Experience</i>.</p>	
10	A short statement explaining your understanding of the Licence Conditions that apply to licensed nominee customs brokers.	

Item No.	Document	Attached
11	<p>Two written professional references. These references will be used to support your claims. Wherever possible you need to obtain references from customs brokers who have directly supervised you in your performance of duties relevant to the functions of a nominee customs broker. Your referees need to attest to your integrity, and the breadth and depth of experience. Your referees will be asked to confirm that they have read your <i>Statement of Acquired Experience</i> and that it is a fair and accurate representation of your grounds for the grant of a licence.</p>	
	<p>More information about what is required of your referees can be found in the Referee guideline for nominee broker licence applications. You need to provide your referees with a copy of the Referee Guideline, to assist them in the preparation of the references.</p>	
12	<p>Any other documents or information you believe should be considered in assessing your application.</p>	