



# H. M. Customs Trader Registration Form

P.O. Box 898 George Town | Grand Cayman KY1-1103 | Cayman Islands  
Facsimile: (345) 945-1573 | Telephone: (345) 949-4579 | www.customs.gov.ky

The following information is required to issue an Importer/Exporter Identification Number

Company or Individual should check the appropriate **Categories** box which relates to their business with Customs

**Categories:**  **Importer** |  **Exporter** |  **Bonded Warehouse** |  **Shipping Company/Agent** |  **Customs Broker**

If your business is registered as company with Registrar of Companies Dept. please provide both names

**(A)**  **COMPANY / ORGANISATION** (complete this section)

1. **Trade / Business Name:** \_\_\_\_\_ | 2. **T/B License No:** \_\_\_\_\_  
(As Registered with Trade / Business License Board)

3. **Registered Name of Company:** \_\_\_\_\_ | 4. **Registrar No:** \_\_\_\_\_  
(As registered with Registrar of Companies)

5. **Business Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ | 6. **Type of Business:** \_\_\_\_\_  
dd mm yyyy

7. **Address Type:**  Business |  Branch |  Other: \_\_\_\_\_

**(B)**  **INDIVIDUAL** (complete this section) |  Male |  Female

1. **Title** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last Name** \_\_\_\_\_

2. **D.O.B.** \_\_\_\_/\_\_\_\_/\_\_\_\_ | 3. **Place of Birth** \_\_\_\_\_ | 4. **Nationality** \_\_\_\_\_  
dd mm yyyy

5. **Immigration Status:**  Caymanian |  Permanent Resident |  Work Permit Holder |  Visitor |  Other: \_\_\_\_\_

6. **ID Type:**  Driver's License |  Passport |  Birth Certificate |  Other: \_\_\_\_\_

7. **ID No:** \_\_\_\_\_ | 8. **Country of Issue:** \_\_\_\_\_

9. **ID Issue Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ | 10. **ID Expiry Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ | 11. **Place of Issue:** \_\_\_\_\_  
dd mm yyyy dd mm yyyy

12. **Address Type:**  Home |  Other: \_\_\_\_\_

**(C) Address & Contact Information:**  Business |  Home

1. **Bldg/House No:** \_\_\_\_\_ **Street Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

2. **P.O. Box:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

3. **Phone:** \_\_\_\_\_ | **Cell:** \_\_\_\_\_ | **Fax:** \_\_\_\_\_ | **E-Mail** \_\_\_\_\_

4. **Registration Submitted by:**  Individual |  Company |  Broker / Agent |  Other \_\_\_\_\_

5. **Name of Broker / Agent:** \_\_\_\_\_ | **Customs ID No:** \_\_\_\_\_  
(If submitted by Broker /Agent on behalf of a client)

**Broker/Agent Phone No:** \_\_\_\_\_

6. **Submitted By: Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
dd mm yyyy

## NOTES:

- All Traders / Importers will have to complete the Customs Registration Form to be registered in the new Customs Trader Registration System.**
- Customs Registration Forms are available on the Customs website and at all Customs Cargo Clearance Offices, Customs Administrative offices and all shipping companies.**
- All Registration forms should be completed no later than one week prior to importing and exporting of any shipment.**
- Companies must provide a copy of their Trade and Business License and/or their Registrar of Companies certificate as proof of being a legally registered company in the Cayman Islands.**
- Individuals must present an I.D. in one of the formats in section B (6) in order to be registered with Customs as an Importer/Exporter**
- Once Customs has issued a Trader Registration Certificate with your Trader Identification Number (TIN), this number must be used for all transactions with Customs.**

## Completing the Form

- Categories:** Companies and Individuals should mark the relevant box(s) to identify the type of business that will be conducted with Customs.
- Section (A) Companies:** should be completed by Traders / Companies only
- Section (B) Individual:** should be completed by Individuals that import on a regular basis for non commercial purposes
- Section (C) Address & Contact :** Both Companies and Individuals should complete this section