

বরাবর,

সভাপতি, লাইসেন্সিং কর্তৃপক্ষ  
কাস্টম হাউস, ঢাকা।

বিষয়ঃ Password/User Id প্রদানের জন্য আবেদন।

জনাব,

যথাবিহীত সম্মানপূর্বক বিনীত নিবেদন এই যে,  
মেসার্স.....  
মালিক.....  
ঠিকানা..... ঢাকা। এর  
লাইসেন্স নং..... AIN NO- 101-  
..... TIN.....  
.....ও ভ্যাট রেজিঃ  
নং..... (বিভাগ), মোবাইল নং  
(owner)..... এর কার্যক্রম পরিচালনার জন্য প্রতিষ্ঠানটির  
অনুকূলে Password/User Id প্রদানের জন্য অনুরোধ করা হলো।

অতএব, বিনীত প্রার্থনা এইযে, আমার/আমাদের প্রতিষ্ঠানটির অনুকূলে Password/User Id প্রদান করে উক্ত মোবাইল নাম্বারে  
OTP থেরণের প্রয়োজনীয় ব্যবস্থা গ্রহনে আপনার সদয় মর্জি হয়।

বিনীত নিবেদক

তারিখ.....

সংযুক্তিঃ

০১। ফরম

## APPLICATION FOR ACCESS TO CUSTOMS ASYCUDA WORLD SYSTEM

Fill all in capital letters

1. Name Of Company:
2. Company Address:
3. Zip Code :
4. City :
5. Country :
6. Office Phone :
7. Cell Number (Owner):
8. Cell Number (OTP) : NID: .....
9. E-Mail (Owner) :
10. Fax :
11. User Job Title :
12. AIN :
13. TIN :
14. BIN :

Licensing Section /Supervisor Approval	Approved /Not Approved
Signature.....Name.....Date..... .. (Supervisor)	
System Administrator Approval	User Id :

(I promise that I never submit any bill of entry AW system without valid BIN (beneficiary) Identification number).

Recipient Name & Signature



Government of the People's Republic of Bangladesh  
National Board of Revenue  
Bangladesh Customs-ASYCUDA World System



### APPLICATION FOR REGISTRATION & USER AUTHORISATION

**[IMPORTANT INSTRUCTIONS: All applicable fields of this application form must be filled in and signed by the Managing Director/ Partner/ CEO/Owner/Authorized Personnel only and the official company stamp/seal must be appended in the designated space. Regardless of individual responsibilities, the person signing this form on behalf of an organization shall also be responsible for the requirements/ conditions set out for each individual listed in this application. Applicant shall be responsible for any untrue/incorrect information, which may be subject to penal action under Customs Act of 1969 and/or any other legislations. PLEASE TYPE ONLY IN THE DESIGNATED COLOURED BOXES. ANYTHING OUTSIDE THE BOX WILL INVALIDATE THE APPLICATION]**

Pursuant to the Customs Act of 1969 and related Regulations, I, on behalf of my organization, hereby apply for registration to become an authorized user of the ASYCUDA World Automated System and in this regard hereby provide the following information:

#### PART 1

<b>Ownership Category:</b> <i>[type "X" in appropriate box]</i>	Private Individual	Limited Company	Sole Proprietor	Partnership	Other
			✓		

<b>Business Type:</b> <i>[type "X" in appropriate box]</i>	Shipping Agents	C&F Agents	Freight Forwarders	Government Agency	Port Authority
		✓			

*[if you own more than one type of business please use separate application form]*

Off-Docks	Banks	Trade Association

#### INFORMATION ON ORGANIZATIONS/AGENCIES/GOVERNMENT ENTITIES APPLYING FOR REGISTRATION

Organization Name:	
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Taxpayer's Identification Number (TIN):		<i>[as applicable]</i>
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VAT Registration Number (BIN):		<i>[as applicable]</i>
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Agent Identification Number (AIN):		<i>[as applicable]</i>
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Business Address:	

Telephone:		Mobile:	
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Company Email:	
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[this e-mail address be used by Customs for correspondence with Applicant]

PART 2

[NOTE: All entities applying for registration must provide the names of each individual who requires access to the ASYCUDA WORLD system and include them in the following section. All fields are mandatory. **MUST PROVIDE A VALID MOBILE PHONE NUMBER & EMAIL ADDRESS. EMAIL ADDRESS SHALL BE USED AS USER ID & FOR SENDING PASSWORD INSTRUCTIONS.** Maximum authorized users shall be limited to **SIX** for ensuring appropriate systems security ]

USER 1

Name:			
Designation:	PROPRIETOR		
National ID Number:			
AND/OR			
Passport Number:		Exp. Date:	
			[mm/dd/yyyy]
Email:			
[to be used as USER ID]			
TIN:			
Mobile:			

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BY SUBMITTING/SIGNING THIS FORM, THE APPLICANT AGREES TO COMPLY WITH THE CONDITIONS LISTED BELOW:

1. Ensure proper use and security of the ASYCUDA World Systems (hereinafter referred to as Systems) and be responsible for any offences committed by the persons authorized by the Applicant to operate the Systems (hereinafter referred to as "Authorized User");
2. Notify Customs Authority immediately (maximum within 24 hours) if any of the following circumstances occur:
  - a. cease to employ all or any Authorized User in this application form
  - b. change the name and address of your company or individual users
  - c. applicant/registered users cease to conduct business or suspended by Customs
  - d. applicant/registered users become bankrupt
  - e. applicant/registered users are convicted of any offence punishable under the Customs Act of 1969 and/or Criminal Code
  - f. security of the unique identifier has in any way been compromised or even suspicion of any such event
  - g. gain access to or otherwise receive data that do not relate to your lawful access to the system
  - h. changes in circumstances related to its businesses and Systems
3. Not provide copies of the ASYCUDA World software (any binary files), which is provided by Customs for exclusive use of the applicant/registered users, to any third Parties, whether registered or not.
4. Keep secure and not disclose to another person or reset the unique user identifier allocated - without the express permission of Customs.
5. Use the unique user identifier only to access the data in the system that is available to all registered users.
6. Input data to the ASYCUDA World system that pertains only to your transactions.

7. Not 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 attached/installed to the system.
8. Ensure that Customs Agents License be renewed regularly in accordance with relevant Rules and regulations;
9. Ensure that all Authorized Employees are fully compliant with the provision of Licensing Rules and Customs Act of 1969;
10. Inform the Customs Authority in writing of any transfers, termination of service or any fraudulent activity of the Authorized User immediately, in order to suspend access to the Systems;
11. Not copy or distribute the given access information to any other persons, company or another Party that is not covered under this MOU;
12. Use the Systems purely for transacting business for its clients in preparing and submitting of import export declaration/cargo manifest in compliance with the Customs Act 1969 and all other related laws;
13. Conform to all security requirements set by the First Party in respect to the use of user-names and passwords to have access to the Systems;
14. Not attempt to or interfere with the Systems in any manner whatsoever that may cause the Systems to become dysfunctional whether with or without the intent of committing any fraud or due to negligence;
15. Ensure that the computer systems of the Applicant meets the requirements of Bangladesh Customs by having appropriate virus protection and other security protection from unauthorized access;
16. Comply with any future conditions which may be imposed by Customs in relation to the security of the unique identifier allocated to the persons listed in the application or to any other matters related to the access to and use of the system.

**DECLARATION: I hereby affirm that all information provided above are true and correct. I, as the authorized personnel for the Applicant, take full responsibility of the organization and the persons listed above for any breach of the aforementioned conditions.**

**Information of the Applicant's Authorized Person:**

**USER**

Name:	
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Designation:	
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National ID Number:	
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**AND/OR**

Passport Number:		Exp. Date:	
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*[mm/dd/yyyy]*

Email:	
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*[to be used as USER ID]*

TIN:	
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Mobile:	
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Signature:			কোম্পানীর সীল
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