



# Customs & Border Control Service

## Trader Registration Form

P.O. Box 898 George Town | Grand Cayman KY1-1103 | Cayman Islands  
Facsimile: (345) 945-1573 | Telephone: (345) 949-4579 | www.cbc.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: Cayman Islands Customs Agency | Customs ID No: \_\_\_\_\_  
(If submitted by Broker /Agent on behalf of a client)

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

6. Submitted By: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**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 & Border Control website and at all Customs & Border Control Cargo Clearance Offices, Customs & Border Control 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 and Border Control has issued a Trader Registration Certificate with your Trader Identification Number (TIN), this number must be used for all transactions with Customs & Border Control.**

**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