



*Customs Act 1901*  
**Section 77G Depot Licence  
Application Form**

**1. Contact Details for Application**

Name:

Designation:

Phone Number:

Mobile Number:

Email Address:

Postal Address:

**2. Client Name**

**3. Client ABN**

**4. Establishment (Depot) Name**

**5. Physical Site Address**

**6. Location of Proposed Depot Relative to the Department Offices**

Is the depot located further than 40kms from the nearest Department of Immigration and Border Protection (the Department) Office? *(Please tick)*

Yes

No

**7. After Hours Contact**

Name:

Phone Number:

**8. Head Office**

Street Address:

Postal Address:

**9. Integrated Cargo System (ICS) Client Registration**

Have you completed the ICS Client Registration Process using the ABN stated above?  
*(Please tick)*

Yes       No

**10. Communicating Electronically with the Department**

Indicate the method that you will use to communicate with the Department via the ICS:  
*(Please tick)*

Customs Interactive (CI)       Electronic Data Interchange (EDI)

If you will be accessing the ICS via EDI, you will need to provide details of the software that you will be using:

**11. Company Membership and Persons who participate in the Management or Control of the Depot**

Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:
Name:	Position:

*(If space is insufficient, please attach extra pages)*

**12. Prior Experience**

Does the applicant or any of the persons nominated in a position of management or control have any prior experience in the operation of a licensed depot? *(Please tick)*

Yes       No

If yes, please provide a brief outline:

*(If space is insufficient, please attach extra pages)*

### 13. Depot Activities

Indicate the activities you propose to undertake should the licence be approved:  
(Please tick)

- Holding of imported goods subject to customs control
- Unpacking of imported goods subject to customs control
- Holding of goods for export subject to customs control
- Packing of goods for export subject to customs control

**Note:** Examination of goods subject to customs control is conducted by authorised officers at all depots.

### 14. Depot Categories

(Please tick)

- Air - General
- Air - Cargo Terminal Operator (CTO)
- Air - Personal effects
- Sea - Containerised general cargo
- Sea - Non-containerised general cargo
- Sea - Personal effects
- Sea - FCL Container Park
- Postal articles

### 15. Use of Premises for Purposes other than Depot Activities

Do you propose to use the depot for any purposes other than outlined above.  
(Please tick)

- Yes       No

If yes, please provide a brief outline:

*(If space is insufficient, please attach extra pages)*

### 16. Section 79 Warehouse

Will any part of the premises where the depot will be located be licensed as a section 79 warehouse? (Please tick)

- Yes       No

### 17. Quality Management System

Do you have a certified Quality Management System? *(Please tick)*

Yes       No

If yes, please indicate what standard you are using:

### 18. Standard Operating Procedures (SOPs)

Do you have documented SOPs in place that may be made available upon request by the Department? *(Please tick)*

Yes       No

### ***Attachments - Tick when you have attached the required document***

- 19.** Constitutional Documents
- 20.** Management and Control
- 21.** Corporate Membership Structure
- 22.** Company Extract
- 23.** Financial Information
- 24.** Depot Site Plans
- 25.** Construction of Premises
- 26.** Physical Security of Premises
- 27.** Examination Facilities
- 28.** Physical Separation of Premises
- 29.** Ownership / Lease Verification
- 30.** Depot Procedures and Recording Systems

**I hereby declare that I have supplied all information in the application form and attachments as outlined above.**

**I also declare that all the information provided above and relevant attachments in relation to this section 77G depot licence application are true and correct.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_