



Australian Government
Australian Customs Service

Establishment of branches

Refer to the *Preparing for CMR imports* booklet for assistance when completing this form. Customs will initially provide each licensed brokerage with one branch. This may not be sufficient for individual business requirements and this form can be used to establish additional branches.

The following businesses must establish at least one branch themselves:

- Holders of box numbers
- Self-reporting importers who operate under an AQIS Compliance Agreement

Any client may choose to establish a branch, or additional branches, to better manage their dealings with Customs.

A separate *Establishment of branches* form must be completed for each branch required within a business.

Direct communicator details

Company name:	ABN or Customs Client ID (CCID):

Branch details

Branch name (<i>unique name – maximum 200 characters</i>):		
Business address (<i>unique address – maximum 200 characters</i>):		City:
State/Territory:	Country:	Postcode:
Postal address (<i>if different from above</i>):		City:
State/Territory:	Country:	Postcode:
Current Box Number to be linked to this branch (<i>if applicable</i>):		

Contact Details

Name:		
Phone (<i>business</i>):	Fax:	Email:
Signature:		Date: / /

Additional contacts for the above branch (*if applicable*)

Contact name:	Position / title:	Business phone number:	Email:

Licensed brokerages only (the following fields to include nominee brokers to be linked to the above branch)

Nominee broker name: (Note: Nominee brokers may be linked to more than one branch.)	Licence number:

Note: Only original *Establishment of branches* forms will be accepted (no photocopies).

Please send completed form to:

Postal Address

Attention: Cargo Support
Australian Customs Service
Customs House
Locked Bag 3000
Sydney International Airport NSW 2020

Courier Address

Attention: Cargo Support
Australian Customs Service
Ground Floor, Customs House
10 Cooks River Drive
Sydney International Airport NSW 2020