

1. Who is a Clearing & Forwarding Agent (Customs & Excise Agent)?

A clearing agent is a person or entity that is license by the Commissioner General in accordance with the Customs and Excise Regulation to clear goods on behalf of an importer within the customs areas.

2. What is a clearing agent License?

A clearing agent license is a document issued by the Commissioner General to a person who is entitled to clear goods on behalf of an importer.

3. When can a person apply for clearing Agent License?

The Commissioner General shall invite applications for a license by publication in such manner as deem fit by the Commissioner General.

4. What are the Requirements for Customs and Excise Agent license?

An applicant must meet the following requirements before his or her application is considered for approval:

- (a) The applicant must be of Gambian.
- (b) A copy of the national document must be attached.
- (c) Be conversant with the Customs law.
- (d) Have registered place of business.
- (e) Provide a Tax Clearance issued by GRA.
- (f) Be a good standing with no conviction. (A certificate of character is required)

- (g) Provide a security in the form of a Bank guarantee of one million or a landed property worth of one million within the Greater Banjul Area.

5. What are the fees for clearing agent license?

The fees of a clearing agent license are as follows;

- (1) D5, 000 (Five thousand Dalasis) in respect of new application.
- (2) D2, 000 (Two Thousand Dalasis) in respect of a renewal of expiring license.
- (3) D15, 000 (Fifteen thousand dalasi) Licence fee upon approval
- (4) D 5,000 (Five Thousand Dalasis) for Late payment submission

In case a license holder does not renew his or her license for a period of two years, it will be deemed as a new application.

6. Submission of Applications

All applications must be submitted to the Proper Officer for onward transmission to the **Clearing & Forwarding Agent Committee**.

Any applicant involved in any Customs offence may/shall not be issued a license.

Where an application is rejected by the Committee, the applicant may do the following;

- (a) Appeal against the decision of the Committee to the Commissioner General
- (b) The applicant must pay a prescribed fee of D7, 500.00.

7. Duration of the License.

A clearing agent license shall expire on the 31st December of each year but shall be subject to renewal at the discretion of the Commissioner General on payment of license fees as determined by the Regulations.

8. Suspension of License

The Commissioner General has the power to suspend, revoke, refuse or renew license.

A notice of refusal or revoke of a clearing agent license shall be displayed to the usual place of abode or business of the agent.

9. Right to Appeal

In circumstances where the Commissioner General revoke or refuse to renew a license to an agent, the agent may appeal to the Minister within the 30 days upon receiving the notice.

In case an appeal is not lodge within the 30 days period, it will be deemed as the license is void.

10. Non-transferable of License

A license shall not be transfer or assign to any person during the period of the license.

11. Offences

A person who gives false information in the application commits an offence and shall be liable to a fine of D120, 000 (one hundred and twenty thousand dalasi)

CUSTOMS OFFICES:

Banjul Sea Port
Airport
Amdalai
Farafenni
Bansang
Soma
Basse
Jiboro
Mandinary

This brochure is not intended as an exhaustive explanation or replacement of the laws in relation to Clearing & Forwarding Agents (Customs & Excise Agents). If you require detailed information about Clearing & Forwarding Agents (Customs & Excise Agents), you should contact the nearest GRA Customs Office.



Gambia Revenue Authority

**CLEARING & FORWARDING AGENTS
(CUSTOMS & EXCISE AGENTS)**

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