

Appointing a Declaring Agent for Permit Application

Here's what you need to know



Step 01. Activate Your Customs Account

All businesses need an active Customs Account before applying for any permit.

[Activate Account](#) →

Step 03. Classify & Verify Your Goods

Work with your DA to determine the HS Code for your goods, check if they are controlled or prohibited, and obtain any necessary licences from the relevant Competent Authorities (CAs).

[Find My HS Code](#) →

[Controlled Goods List](#) →

[CA Requirements](#) →

Step 05. Furnish Security (where applicable)

Certain permit types or goods require a security deposit (in the form of eGuarantees) before approval. You can use your DA's existing security or authorise them to use yours.

[Lodge Security](#) →

[eGuarantee@Gov](#) →

[Authorise DA to Use Your Security](#) →

Step 02. Liaise With Your Declaring Agent

Your Declaring Agent (DA) will submit permits electronically via TradeNet or an approved Commercial Front End (CFE).

[View Approved Providers](#) →

Step 04. Arrange Payment of Duties & GST

Your DA may use their own Inter-Bank GIRO (IBG), or you can apply for one and authorise its use.

[Apply for GIRO](#) →

[Authorise DA to Use Your GIRO](#) →

Step 06. Prepare for Cargo Clearance

Once your permit is approved, coordinate with your DA or freight forwarder to clear your goods. Keep a copy of the approved permit for your records.