



Office of the Commissioner of Customs
Customs Department
Richard Stoutt Building
Wickhams Cay I
Road Town, Tortola, British Virgin Islands
Tel: 1-284-494-3475 Fax: 1-284-494-6906 Email: caps@gov.vg

CAPS Trader Registration Form

Complete the form below to apply for a CAPS Trader Identification Number, which must be used on all correspondence, including the HM Customs Declaration.

1. Trader Details:

* Name / Company:	
* P.O. Box:	
* House/Street:	
* Village/Town:	
* Island:	
Fax:	
* Email (max 3):	

Note: (1) You must supply an email address for correspondence purposes. Applications without a valid email address will be rejected.
(2) Provide any email addresses that you would like to receive email notifications from Customs regarding decalaration processing and status updates.

Contacts (if different from above):

* Main Contact

* Name:	
* Position:	
* Phone:	
* Email:	

3rd Contact

Name:	
Position:	
Phone:	
Email:	

2nd Contact

Name:	
Position:	
Phone:	
Email:	

4th Contact

Name:	
Position:	
Phone:	
Email:	

2. Nature of Business

* Please select all that apply to your company :

- Customs Broker
- Courier
- Commercial Importer
- Occasional Importer
- Government Importer

Please give a brief explanation of the nature of your business

(e.g. supermarket, hardware store, department store, etc.)

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3. Customs Clearance

Do you manage your own Customs Clearance? Yes No

If NO, who manages your Customs Clearance?

Company	
Contact	
Phone	
Email	

Please list any concessions to which you are eligible:

(e.g. pioneer status, hotel aid, etc)

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Do you wish to submit declarations electronically? Yes No

If Yes, which method(s)? via website form entry via FTP file submission

4. Further Information

Please list any further questions you may have with regard to CAPS.

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or you may email us at caps@gov.vg

FOR OFFICIAL USE ONLY

Approved by: _____ Rejected by: _____ Date: _____

Issued Trader ID No: _____ Issued by: _____