



Customs Authority

Customs Brokers Licensing Program - 2023

Road Map

1. MoF determines the timing of the Brokers Admission Course	<ul style="list-style-type: none"> • Customs Code Article 33 (4) - Admission • The CA Commissioner announces intended dates and calls for applications. • The CA Commissioner issues Broker application forms. • Announcement published on the website of the MoF and Customs Trade Portal.
2. Announcement of Broker Admission Course by MoF	<ul style="list-style-type: none"> • Customs Code Article 33 (2) - Admission • Call for applications 30 days preceding the start of the training course. • Ministry of Finance issues Despacho announcing the training course. • Published on the website of the MoF and Customs Trade Portal.
3. MoF issues Diploma with Rules for Candidate Selection and Training	<ul style="list-style-type: none"> • Customs Code Article 33 (3) - Admission • MoF issues Decree Law regulation for selection examination course.
4. List of Accepted Candidates published.	<ul style="list-style-type: none"> • Customs Code Article 34 (2) – Application • Ministry of Finance issues Despacho with a list of accepted candidates and training course details. • Published on the website of the MoF and Customs Trade Portal.
5. Brokers training course.	<ul style="list-style-type: none"> • Customs Code Article 35 – Training Course • The training shall be a minimum duration of 70 hours. • The dates of the course will be included in the list of candidates for the first phase. • Candidates shall be assessed and classified individually. • Approved list of candidates who pass shall be published.
6. Final Admission Examination for Official Broker	<ul style="list-style-type: none"> • Customs Code Article 36 (1), (2), (3) & (4) – Final Admission Examination • Candidates who passed the training course eligible for the final examination. • The examination will be in Dili within 30 days of publication. • The examination panel shall have 3 members and chaired by the Commissioner of the CA. • The final classification of the successful candidates shall be published in the Journal of the Republic as approved by an order of the Minister.
7. Bond	<ul style="list-style-type: none"> • Customs Code Article 38 – Bond • Before starting to operate as an official Broker the successful candidates must provide a bond to the Customs Authority between the minimum sum of USD \$10,000 and the maximum sum of USD \$150,000.
8. Approval as Broker	<ul style="list-style-type: none"> • Customs Code Article 37 – Approval • Successful candidates who have provided the bond are considered approved and can receive the associated Professional Identity Document.
9. Issuance of License and Professional Identity	<ul style="list-style-type: none"> • Customs Code Article 40 (1) – Identity Card • Upon application by an authorized official Broker, the Commissioner of the Customs Authority shall issue an Identity Document.