

# How to Register and Appoint an Agent in the Customs Online System (“COLS”)

Cayman Islands Customs & Border Control (“CBC”) has updated the process to appoint and authorize couriers to act on your behalf in the clearance of packages. To appoint FedEx as your agent, please see the steps below.

**Note:**

- a) If a Trader/Importer has already been registered with an Agent, there is no need to go through this process, the account is valid.
- b) There is also no need to re-appoint the agent

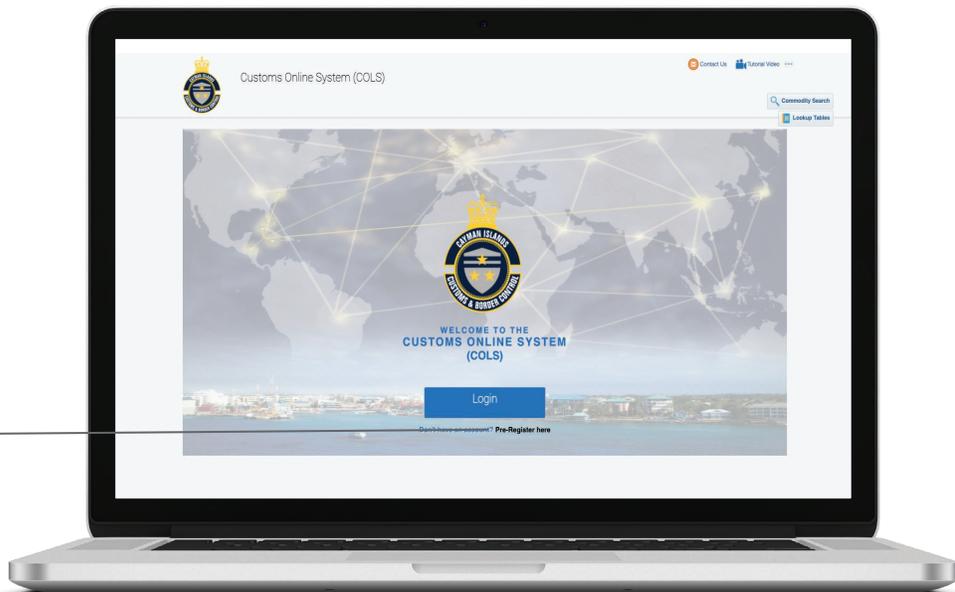
1. Go to <https://online.gov.ky/cols/faces/pages/login.jsf>

2. Click “Pre-register here” which appears below the Login button

3. Select the type of trader/importer and complete the corresponding required fields

- a. Individual
- b. Company/Business

4. Once you complete the required fields and upload the documents according to your trader/importer type, CBC will review the request. If all the information is correct and complete, you will receive an email from CBC with your Trader ID Number (“TIN”).



Pre-Registration

Type

- Company / Business / Agent
- Organisation Employee
- Individual
- Shipping Agent
- Shipping Agent Employee

Personal Details

First Name:  Last Name:

Initials:  Phone No:  (441) 999-9999

Email Address:  (This will be used as your username)

Street Address:  (Building name or number and street name)

Second line of address (optional):

P.O. Box (optional):  Postal Code:

District:  Island:

Company / Business / Agent Details

Name:

Phone No:  (441) 999-9999 Fax No:  (441) 999-9999 (optional)

Email Address:  (Any notifications will be sent here)

Street Address:  (Building name or number and street name)

Second line of address (optional):

P.O. Box:  Postal Code:

District:  Island:

Documents to Support Your Identity

Driver's Licence  No file chosen  
Clear Document

Passport Page  No file chosen  
Clear Document

Birth Certificate  No file chosen  
Clear Document

DECLARATION: I hereby declare the information given by me is true and correct. I understand that making a false declaration is a criminal offence and can result in fines and/or imprisonment.

Pre-Registration

Type

- Company / Business / Agent
- Organisation Employee
- Individual
- Shipping Agent
- Shipping Agent Employee

Personal Details

First Name:  Last Name:

Initials:  Phone No:  (441) 999-9999

Email Address:  (This will be used as your username)

Street Address:  (Building name or number and street name)

Second line of address (optional):

P.O. Box (optional):  Postal Code:

District:  Island:

Company / Business / Agent Details

Name:

Phone No:  (441) 999-9999 Fax No:  (441) 999-9999 (optional)

Email Address:  (Any notifications will be sent here)

Street Address:  (Building name or number and street name)

Second line of address (optional):

P.O. Box:  Postal Code:

District:  Island:

Documents to Support Your Identity

Driver's Licence  No file chosen  
Clear Document

Passport Page  No file chosen  
Clear Document

Trade & Business Licence  No file chosen  
Clear Document

Birth Certificate  No file chosen  
Clear Document

Register of Directors  No file chosen  
Clear Document

Authorisation Letter  No file chosen  
Clear Document

DECLARATION: I hereby declare the information given by me is true and correct. I understand that making a false declaration is a criminal offence and can result in fines and/or imprisonment.

# How to Register and Appoint an Agent in the Customs Online System (“COLS”)

5. Once you receive your TIN, you may log in to COLS and submit an Appointment of Agent as follows:
  - a. Click “Declarations”
  - b. In the left menu options click “Agent Authorization”
  - c. Select the Agent of interest in the “Available Agents” box then click the arrow button pointing to the right to move the Agent to the “Authorized Agent” box. If you wish to have FedEx as your Authorized Agent, please select “FedEx Express Cayman Limited”.
  - d. Click “Submit” to submit the application to the Agent. You will now receive a notification that “Your Agent Authorization has been saved successfully”

After successfully completing the above steps, your “Trader Name” and “TIN” will populate the Agent List thereby allowing the agent that you appointed via COLS to clear on your behalf.

## How to de-select an Agent previously appointed

1. Select the Agent of interest in the “Authorized Agents” box then click the arrow button pointing to the left to move the Agent to the “Available Agent” box.
2. Click “Submit”, you will now receive a notification that “Your Agent Authorization has been saved successfully”.

At this point, the De-selected Agent will no longer see your “Trader Name” and “TIN” available to be used.