

TRADER REGISTRATION GUIDE

Once the trader has created their Eservices Account, they will be brought to the COLS Registration Page.

Customs Online System (COLS)

Registration

Type

- ☐ Company / Business / Agent
- ☐ Organisation Employee
- ☒ Individual

Personal Details

First Name:

Last Name:

Initials (optional):

Phone No:

Email Address:

Street Address:

Second line of address (optional):

P.O. Box (optional):

Postal Code:

District:

Island:

Company / Business / Agent Details

Name:

Phone No:

Fax No:

Email Address:

Street Address:

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.

Please notice that there are Three (3) different types of Registrations. Choose the appropriate one.

- Type**
- ☐ Company / Business / Agent
 - ☐ Organisation Employee
 - ☒ Individual

Company/Business/Agent

This type of registration ask for the Personal Details of a Person on the Register of Directors and also ask for the Company/Business/Agent Details. (It is encouraged that email for both are the same) The “Document to Support your Identity” shows a few option.

Please note that Mandatory documents are:

1. Trade and Business License.
2. Register of Directors.
3. Driver’s License OR Passport Page OR Birth Certificate. (It is not necessary for all three)

The Authorization letter is supporting documents for authorization of an Individual not on the Register of Directors.



Customs Online System (COLS)

 [Contact Us](#)  [Tutorial Video](#)  [Commodity Search](#)  [Lookup Tables](#)

Registration

Type

☒ Company / Business / Agent
☐ Organisation Employee
☐ Individual

Personal Details

First Name

Last Name

Initials

(optional)

Email Address

This will be used as your username

Street Address

P.O. Box

Postal Code

District

Island

Company / Business / Agent Details

Name

Phone No

(345) 999-9999

Fax No

(345) 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

(optional)

Postal Code

District

Island

Documents to Support Your Identity

Driver's Licence

Choose File

No file chosen

Clear Document

Passport Page

Choose File

No file chosen

Clear Document

Trade & Business Licence

Choose File

No file chosen

Clear Document

Birth Certificate

Choose File

No file chosen

Clear Document

Register of Directors

Choose File

No file chosen

Clear Document

Authorisation Letter

Choose File

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.

Send Request

Cancel

Organization Employee

This ask for the personal information of the Employee of the Organization. (It is encouraged that the work email is used) The “Document to Support your Identity” shows a few option.

Please note that Mandatory document is Driver’s License OR Passport Page OR Birth Certificate. (It is not necessary for all three)

Please note for this type of registration it is required for the Company/Business/Agent to add the employee to their account in order for access to be granted.



Customs Online System (COLS)

[Contact Us](#) [Tutorial Video](#)

[Commodity Search](#) [Lookup Tables](#)

Registration

Type

☐ Company / Business / Agent

☒ Organisation Employee

☐ Individual

Personal Details

First Name

Last Name

Initials
(optional)

Phone No
(345) 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

Fax No

Email Address

Street Address

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.

Individual

This type of registration ask for the trader's personal information. (Personal email is recommended) The Document to Support your Identity shows a few option.

Please note that Mandatory document is Driver's License OR Passport Page OR Birth Certificate. (It is not necessary for all three)



Customs Online System (COLS)

 [Contact Us](#)  [Tutorial Video](#) 

 [Commodity Search](#)  [Lookup Tables](#)

Registration

Type

☐ Company / Business / Agent

☐ Organisation Employee

☒ Individual

Personal Details

First Name

Last Name

Initials

Phone No

Email Address

Street Address

P.O. Box

Postal Code

District

Island

Company / Business / Agent Details

Name

Phone No

Fax No

Email Address

Street Address

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.

Once all the information has been filled out, the “Declaration” check box must be checked, then the “Send Request” button will become available.

Customs Online System (COLS)

Registration

Type

☐ Company / Business / Agent

☐ Organisation Employee

☒ Individual

Personal Details

First Name: JT

Last Name: TJ

Initials: (optional)

Phone No: 34532589621

Email Address: johann.taylor@gov.ky

Street Address: OWEN ROBERTS DRIVEQ

Second line of address (optional):

P.O. Box (optional):

Postal Code: KY1-1001

District: George Town

Island: Grand Cayman

Company / Business / Agent Details

Name:

Phone No:

Fax No:

Email Address:

Street Address:

P.O. Box:

Postal Code:

District:

Island:

Documents to Support Your Identity

Driver's Licence: aaDOC02.pdf [Update...](#)

[Clear Document](#)

Passport Page: [Choose File](#) No file chosen

[Clear Document](#)

Birth Certificate: [Choose File](#) 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.

[Send Request](#) [Cancel](#)

Once “Send Request” button has been pressed, the “Registration Successful” page will appear.

Customs Online System (COLS)

Registration Successful

Thank you for registering for your account in Customs Online System (COLS). Please allow 1 to 2 days for the Customs and Border Control (CBC) Officer to complete your verification and COLS user verification process.

To help prevent any emails from CBC getting marked as SPAM, please add CBC.OnlineSupport@gov.ky to your contacts.

If you have any further questions or concerns, please contact CBC at [COLS Support Team](#).

Thank you,
COLS Support Team

[Return to main screen](#)

Trader must now wait for an email from CBC.