



APPLICATION FORM

I would like to apply for accreditation to the Authorised Economic Operator (AEO) Programme that you offer.

I take cognisance of all the conditions listed below so as to be part of this programme, and hereby confirm my unreserved adherence to the said conditions, namely:

- a) Submission of this form completed does not mean acceptance to this programme
- b) As an AEO I shall comply with all laws and regulations under the East African Community Customs Management Act, 2004.
- b) That the Commissioner of Customs Services may at any time cancel my participation in the AEO programme under the contingencies of the Customs.
- c) Any other conditions as may be imposed by the Commissioner of Customs & Border Control under this programme.

Date

« Name of the Signatory »

« Title »

« Signature and Company stamp »

I. Company Information

Corporate Name.....

Legal status.....

PIN.....

Postal address.....

Physical address(please state) Town.....Street.....

Building.....Floor.....

Phone:.....Fax:.....

E-mail :.....

Names of Directors/Partners	ID/ Passport No.	Signature
a).....
b).....
c).....
d).....

Type of Client (tick appropriate)

Importer/Exporter Licensed Clearing Agent Transporter Other (specify)
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CONTACT PERSON

Surname	<input type="text"/>
Other Names	<input type="text"/>
Title	<input type="text"/>
Direct phone line	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>

AUTHORISED ECONOMIC OPERATOR

LEVEL OF ACTIVITY(average number of imports/exports/transit consignments processed per month)

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REGION OF SUPPLY Please tick (√) the region/s you import from

	Region	√		Region	√
1	Africa		5	Europe	
2	Asia excluding Japan		6	Japan	
3	Australia and Oceania		7	Mexico and South America	
4	Canada and USA		8	Arctic and Antarctic	

Please state the main nature of your business?

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What was the average gross turnover of your business per annum over the last three years?

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What was the actual amount paid as tax to Customs during the last three years?

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What is the value of your total imports/exports and transit consignments per month?

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How many employees does your company have?

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Briefly describe the organization structure of your business (You may attach an organization chart).

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II. Compliance Record

What customs procedures does your company and directors comply with?

	Procedure	√		Procedure	√
1	Imports duty paid		7	Imports duty free	
2	Transit		8	Warehousing	
3	Exports		9	EPPO	
4	TREO		10	EPZ	
5	Bonded Warehouse		11	CFS/ Transit Shed/ ICD	
6	Transit Go-down		12	Customs Agent Licensing	

If the procedure is not listed above, please state procedure/s that you comply with.

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What other tax procedures does your company comply with?

	Procedure	√		Procedure	√
1	PAYE		3	VAT	
2	Withholding tax		4	Other	

If the procedure is not listed above, please state procedure/s that you comply with.....

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Have you ever been investigated for fraud and/ or tax evasion? Yes No

If yes, briefly state the investigation and by whom

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Do you have any outstanding queries/ issues with KRA? Yes No

If yes, briefly state the query / issue and by whom (i.e.with which department/section of KRA)

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From the list below please tick (√) the sector of goods that you import, export, manufacture or generally handle.

	Sector	√
1	Agriculture	
2	Chemicals	
3	Petroleum and petroleum products	
4	Leather, paper and textile	
5	Stone, glass, precious metals, base metals, articles of metals, machinery and electrical equipment	
6	Railways, vehicles, planes, other transport equipment, optical and medical apparatus, clocks, watches and miscellaneous manufactured articles	

If the goods are not listed above, please state goods that you deal with.

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Does your company prepare regular reports? Yes No

If yes, briefly describe those reports

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III. Accounting and Logistical Systems

Does your accounting system conform to International Accounting Standards? Yes No

If yes, briefly describe the accounting system followed

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Do you have any internal control system procedures put in place? Yes No

If yes, briefly describe those procedures

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Do you have any stock control procedures? Yes No

If yes, briefly describe those procedures

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Do you annually apply for any Customs License? Yes No

If yes, briefly describe licenses applied for

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Are you registered to use the Simba 2005 System or the ORBUS system? Yes No

Have you any type of information systems security? Yes No

If yes, briefly describe your systems security

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Who are your clearing agents? (Fill only if applicable)

Who are your transporters?

Any other relevant information?

IV. Financial Solvency

Is your ratio of debt to assets within industry standards? Yes No

If no, briefly describe the ratio and whether it is viable

Has your company ever been involved in any form of Insolvency / Bankruptcy case? Yes No

If yes, briefly describe the causes and how you settled the case

V. Safety and Security

Does your business/company have a code of conduct?

Who in your business is responsible for security and safety measures?

Have you documented your safety and security measures? Yes No

If yes, briefly describe those measures

Have you documented procedures for recording and reporting incidents? Yes No

If yes, briefly describe those procedures

Does your insurance company, suppliers, and/ or customers impose any security requirements of you?

Yes No

If yes, briefly describe those requirements

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Briefly describe the physical security of your business.

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How do you ensure the security of goods from the port/airport to its intended destination?

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Briefly describe the security of goods stored in your licensed warehouse (if any)

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Have you a documented procedure for dealing with staff, visitors and deliverers? Yes No

If yes, briefly describe those procedures

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AUTHORISED ECONOMIC OPERATOR

Declaration:

I..... (Name),

Of..... (Company)

Do hereby declare that the information given above is true to the best of my knowledge.

Signed.....

Rank.....

Date

Company

Attachments

- 1) Copy of Registration Certificate
- 2) Copy of clearing agent's license (*where applicable*)
- 3) Memorandum of Association
- 4) Audited Company Accounts (*last 3 years*)

For official use only: (tick appropriate)

- a) Approved _____
- b) Not approved _____

Reasons.....
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Signed..... Date

Commissioner

Customs & Border Control Department
