



APPLICATION FORM

Authorised **Economic** Operator

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.
- c. That the Commissioner of Customs Services may at any time cancel my participation in the AEO programme under the contingencies of the Customs.
- d. 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 ▶

Company Stamp

Corporate Name:

Legal Status:

PIN:

Postal address:

Physical address:

Physical address (please state) Town:

Building:

Phone Fax

Email

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)

Contact Person

Surname

Other Names

Title

Direct phone line

Mobile

Email

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

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LEGAL STATUS please tick the regions you import from

REGION		REGION	
Africa		Europe	
Asia excluding Japan		Japan	
Australia and Oceania		Mexico and South America	
Canada and USA		Arctic and Antarctica	

Please state the 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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Compliance Record

What customs procedures does your company and directors comply with?

PROCEDURE		PROCEDURE	
Imports duty paid		Europe	
Transit		Japan	
Exports		Mexico and South America	
TREO		Arctic and Antarctica	
Bonded Warehouse		CFS/Transit Shed/ICD	
Transit Go-down		Customs Agent Licensing	

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

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What other tax procedures does your company comply with?

PROCEDURE		PROCEDURE	
PAYE		VAT	
Withholding tax		Other	

if the procedure is not listed above, please state procedures 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	
Agriculture	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>
Petroleum and petroleum products	<input type="checkbox"/>
Leather, paper and textile	<input type="checkbox"/>
Stone, glass, precious metals, base metals, articles of metals, machinery and electrical equipment	<input type="checkbox"/>
Railways, vehicles, planes, other transport equipment, optical and medical apparatus, clocks, watches and miscellaneous manufactured articles	<input type="checkbox"/>

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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Accounting and logistical Systems

Does your accounting system conform to International Accounting Standards? Yes No
If yes, briefly describe the accounting system followed

Do you have any internal control system procedures put in place? Yes No
If yes, briefly describe those procedures

Do you annually apply for any Customs License? Yes No
If yes, briefly describe licenses applied for

Do you have any stock control procedures? Yes No
if yes, briefly describe those procedures

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

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

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Who are your transporters?

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Any other relevant information?

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

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Has your company ever been involved in any form of Insolvency / Bankruptcy case? If yes, briefly describe the causes and how you settled the case Yes No

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Safety and Security

Does your business/company have a code of conduct?

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

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Have you documented your safety and security measures? Yes No

If yes, briefly describe those measures

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

if yes, briefly describe those procedures

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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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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)

1. Approved

2. Not approved

Reasons

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Signed Date

**Commissioner
Customs and Border Control Department**

