

**Company Details and
Contact Persons**

**Managing Director and
Alternative Contact Person**

**Human Resources Policy
Document**

Organizational Structure

Code of Conduct

Company Contracts

**Between the Service provider and
Contractors**

**Import/export Section
Employees list**

**Customs Agents License (where
applicable)**

Certificate of Incorporation

Company Pin Certificate

**Memorandum and Article of
Association**

**Financial Statement of the
Company over the Last 3years**

Documented procedure

- Safety and Security measures
- Procedures for Recording and reporting incidents
- Procedure for dealing with staff, visitors and deliverers

Internal control system procedures

**Fully filled, stamped and signed
APPLICATION FORM**