

## AUTHORISED ECONOMIC OPERATOR (AEO) PROGRAMME

### APPLICATION FORM REQUIREMENTS CHECK LIST

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#### 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 and Current CR12

Company Pin Certificate

Tax Compliance certificate (Directors & Company)

Directors Certificate of good conduct

Memorandum and Article of Association

Financial Statement of the Company over the last 3years audited& signed

#### Documented procedure

- Safety and Security measures
- Procedures for Recording and reporting incidents
- Procedure for dealing with staff, visitors and deliverers
- ICT policy and SOPs
- Risk Management Policy

Internal control system procedures

Fully filled, stamped and signed APPLICATION FORM