



EUROPEAN COMMUNITY

Application for AEO Certificate

This document was last updated April 2017

NB: please refer to the explanatory notes when filling out the form

(1) Applicant

(2) Legal Status of applicant

(3) Date of establishment

(4) Address of establishment

(5) Location of main place of business

(6) Contact person (name, phone, fax, e-mail)

(7) Correspondence address

(8) VAT ID number(s)

(9) Trader Identification number(s)

(10) Legal registration number

(11) Requested type of certificate

- ☐ AEO certificate – Customs simplifications
- ☐ AEO certificate – Security and safety
- ☐ AEO certificate – Customs simplifications/Security and safety

(12) Economic sector of activity

(13) Member State(s), where customs related activities are carried out

(14) Border crossing information

(15) Simplifications or facilitations already granted.

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(16) Office where customs documentation is kept:

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(17) Office responsible for providing all customs documentation:

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(18) Office where main accounts are kept:

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(19)

Signed:.....	Dated:.....
Name:.....	Number of annexes:.....

Explanatory Notes

1. Applicant:

Enter the full name of the applicant economic operator.

2. Legal status:

Enter the legal status as mentioned in the document of establishment.

3. Date of establishment:

Enter – with numbers – the day, month and year of establishment.

4. Address of establishment:

Enter the full address of the place where your entity was established, including the country.

5. Location of main place of business:

Enter the full address of the place of your business where the main activities are carried out.

6. Contact person:

Indicate the full name, phone and fax numbers, and e-mail address of the contact person designated by you within your company to be contacted by the customs authorities when examining the application.

7. Correspondence address:

Fill in only in case it differs from your address of establishment.

8, 9 and 10. VAT, Trader Identification and Legal registration numbers:

Enter the required numbers.

The Trader Identification Number(s) is (are) the identification number(s) registered by the customs authority(ies).

The Legal registration number is the registration number given by the company registration office.

If these numbers are the same, enter only the VAT ID number.

If the applicant has no Trader Identification Number because e.g. in the applicant's Member State this number does not exist, leave the box blank.

11. **Requested type of certificate:**

Make a cross in the relevant box.

12. **Economic sector of activity:**

Describe your activity.

13. **Member States, where customs related activities are carried out:**

Enter the relevant ISO alpha-2 country code(s).

14. **Border crossing information:**

Indicate the names of customs offices regularly used for border crossing.

15. **Simplifications or facilitations already granted:**

In case of simplifications already granted, indicate the type of simplification, the relevant customs procedure, and the authorisation number. The relevant customs procedures shall be entered in the form of the letters used as column headings (A to K) to identify customs procedures in the matrix in the Annex to Commission Delegated Regulation (EU) 2015/2446.

In case of facilitations already granted, indicate the number of the certificate.

In case the applicant is the holder of one or more certificates, indicate the type and the number of the certificate(s).

16, 17 and 18. **Offices for documentations/main accounts:**

Enter the full addresses of the relevant offices. If the offices have the same address, fill in only Box 16.

19. **Name, date and signature of the applicant:**

Signature: the signatory should add his capacity. The signatory should always be the person who represents the applicant as a whole.

Name: name of the applicant and the stamp of the applicant.

Number of annexes: the applicant shall give the following general information:

1. Overview of the principal owners/shareholders, stating names and addresses and their proportional interests. Overview of the members of the board of directors. Are owners known by the customs authorities for previous non-compliant behaviour?
2. The person responsible in the applicant's administration for customs matters.
3. The name and address of the applicant's legal representative in customs matters.
4. Description of the economic activities of the applicant.
5. Specification of the location details of the various sites of the applicant and brief description of the activities in each site. Specification of whether the applicant and each site acts within the supply chain in its own name and its own behalf, or acts in its own name and on behalf of another person, or acts in name of and on behalf of another person.
6. Specification of whether the goods are bought from and/or supplied to companies, which are affiliated with the applicant.
7. Description of the internal structure of the organisation of the applicant.
Please attach, if it exists, documentation on the functions/competencies for each department and/or function.
8. The number of the employees in total and for each division.
9. The names of the key office-holders (managing directors, divisional heads, accounting managers, head of customs division etc.). Description of the adopted routines in situations when the competent employee is not present, temporarily or permanently.
10. The names and the position within the organisation of the applicant who have specific customs expertise. Assessment of the level of knowledge of these persons in regards of the use of IT technology in customs and commercial processes and general commercial matters.

11. Agreement or disagreement with the publication of the information in the AEO certificate in the list of authorised economic operators.