

## **Memo to customs import/export stations**

This document was last updated April 2017

The following is suggested as the template of a general enquiry that might be sent to Other Revenue Offices who might have information that would assist in processing applications for AEO certificates

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### **AEO application – Enquiry form**

***Regulation 1875/2006 - Article 14h: ‘The record of compliance with customs requirements shall be considered as appropriate if over the last three years preceding the submission of the application no serious infringement or repeated infringements of customs rules have been committed by any of the following persons:***

- ***The applicant;***
- ***The persons in charge of the applicant company or exercising control over its management;***
- ***If applicable, the applicant’s legal representative in customs matters;***
- ***The person responsible, in the applicant company, for customs matters’.***

#### **From:**

Region	
District	
Unit	
Address	
Phone	
Contact	

#### **To:**

Region	
District	
Unit	
Address	
Phone	
Contact	

Your assistance is requested in processing the application for AEO approval by the trader shown below. You should also consider the names of the relevant persons listed below, who may have come to notice in the same 3-year period.

The application was submitted on: \_\_\_\_\_

Applicant	
VAT No.	
Address	
Type of Trader: * delete as appropriate)	Manufacturer Exporter Freight Forwarder Warehouse keeper Customs Agent Carrier Importer Other (specify)

Relevant persons: Art 14(h)	The Applicant The person in Charge Applicant's Legal Representative The Customs Manager	<i>*here insert names from the application form.</i>
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Part of the AEO criteria requires that a trader be Customs compliant. We are obliged to consider his/her Revenue record for a **three-year period** prior to the application being submitted.

Is there information recorded on your station that would assist in the process of determining the level of compliance displayed by this applicant.

In considering this request the following station records should be consulted:

- Detention Register,
- Seizures Register,
- Refunds Register;
- NCTS (Transit Register),
- Register of goods removed for examination elsewhere,
- Register of containers sealed for transfer elsewhere.
- Record of Manifest Audits.
- Register of CAP Transactions
- CAP DTI record?

Does the trader import /export goods that are the subject of import/export licence controls. Are all the appropriate licences being produced as required /

Do you have any record of the trader's having featured in any CAP/Internal audit Unit /C&E Audit/ Aspect enquiries or special investigation?

Is there a valuation order(s) or long-term valuation declaration(s) in place in respect of the trader? Are they being complied with?

Does the trader benefit from specific approvals in your station?

- Regular Shipping Service – Simplified Transit Manifest
- Airline Company – Simplified Transit Manifest
- Special Clearance procedures
- Simplified Declaration Procedures
- Approval of Quays/Wharf/Transit Sheds/ACP/ACR

Is there any record of non-compliance with any of the conditions of approval in force?

### **Procedures with Economic Impact (PWEI)**

The applicant has the following approvals in place;  
(delete as appropriate)

Inward Processing

Outward Processing

Processing Under Customs Control

Customs Warehousing

End Use Authorisation

CAP Exporter

Excise Trader

- Tax Warehouse
- Registered Excise Trader
- Approval to use Duty Free Alcohol (APT)

Do your records indicate any infringements in relation to those specific approvals?

For example:

- Late PWEI returns;
- Incorrect classifications;
- Incorrect Origin/Preference/Valuation declarations;
- Exceeding quantities and values on PWEI entries;
- Any irregularities

In addition to the specific items mentioned above, you are requested to advise any other relevant information available to you, that may inform the decision making process in relation to this application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date stamp

## **Reply to enquiry**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_