**Annex 3(а)**

**AEO Authorisation Application**

(Article 10-i )

Note: Please refer to the Explanatory notes when completing the form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Applicant** | | | Reserved for customs purposes | | |
| 1. **Legal status of applicant** | | | 1. **Date of establishment** | | |
| 1. **Address of establishment** | | | | | |
| 1. **Location of main place of business** | | | | | |
| 1. **Contact person (Name, phone, fax, e-mail)** | | | | 1. **Correspondence address** | |
| 1. **VAT ID number** | 1. **Trader Identification number** | | | | 1. **Legal registration number** |
| 1. **Requested type of authorization**  * AEO Authorisation– Customs Simplifications * AEO Authorisation– Security and Safety * AEO Authorisation– Customs Simplifications/ Security and Safety | | | | | |
| 1. **Economic sector of activity** | | 1. **State(s), where customs related activities are carried out** | | | |
| 1. **Border crossing information** | | 1. **Simplifications or facilitations already granted, and/or status of regulated agent or known consignor obtained** | | | |
| 1. **Office where customs documentation is kept:** | | | | | |
| 1. **Office responsible for providing all customs documentations** | | | | | |
| 1. **Office where main accounts are kept** | | | | | |
| **Signature: .................................................... Dated:........................................................**  **Name and Surname:..................................... Number of annexes:** | | | | | |

**Explanatory Notes for the AEO Authorisation Application**

1. **Applicant:**

Enter the full name of the applicant economic operator.

1. **Legal status:**

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

1. **Date of establishment:**

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

1. **Address of establishment:**

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

1. **Location of main place of business:**

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

1. **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.

1. **Correspondence address:**

Fill in only if this 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(es).

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

If the numbers are the same, enter only the VAT ID Number.

If the applicant has no Trader Identification Number, leave the box blank.

**11. Requested type of authorisation:**

Put “х“ in the relevant box.

**12. Economic sector of activity:**

Describe your activity.

**13. Sate(s) where customs related activities are carried out:**

Enter the relevant ISO alpha-2 country code.

**14. Border crossing information:**

The names of the customs offices that are regularly used as border crossings are registered.

1. **Simplifications or facilitations already granted, and/or status of regulated agent or known consignor obtained, authorizations from Article 10 (e) (2):**

In case of simplifications already granted, indicate the type of simplification, the relevant customs procedure and the authorization number. The relevant customs procedure shall be entered in the form of the codes used in the second or third subdivision of Box 1 of the single administrative document.

In case the applicant is the holder of one or more authorizations/certificates mentioned above indicate the type and the number of the authorization/certificate(s).

**16., 17. and 18. Offices of 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 always be the person who represents the applicant as a whole.

Name: Enter the name and the surname of the signatory and his/her official position.

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

1. Overview of 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 behaviours?
2. Information about the person responsible in the applicant’s administration for customs matters.
3. Description of the economic activities of the applicant.
4. 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 mae and behalf of another person.
5. Specification of whether the goods are brought from and/or supplied to companies which are affiliated with the applicant.
6. Description of the internal structure of the organization of the applicant. Attach, if it exists, documentation on the functions/competences for each department and/or function.
7. The number of the employees (in total and for each division).
8. The names of key office holders (managing directors, divisional heads, accounting managers, head of customs division etc.) Description of the adopted routines in situation when the competent employee is not present, temporarily or permanently.
9. The manes and the position within the organization 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.
10. Agreement or disagreement with the publication of the information in the AEO authorization in the list of authorized economic operators.