

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Pre-Qualification Questionnaire		
Are you a registered business in existence for at least 3 years?		Yes
Do you have an established and verifiable business location?		

The following answers were given by the participant:

On average, how do you import your goods per year?	Six (6) full container loads or more. [A1]
On average, how do you export your goods per year?	One (1) full container loads or more. [A1]
Have you continued the maintenance and application of procedures for the following?	
Selection of your business partners?	Yes [A1]
Container Security?	Yes [A1]
Conveyance Security?	Yes [A1]
Seal Security?	Yes [A1]
Audit of security procedures/processes/systems?	Yes [A1]
Recruitment of personnel?	Yes [A1]
Termination of personnel?	Yes [A1]

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Employee conduct?	Yes [A1]
Customs processes?	Yes [A1]
Shipping processes?	Yes [A1]
Cargo handling processes?	Yes [A1]
Treatment of visitors?	Yes [A1]
Physical security?	Yes [A1]
Export processes?	Yes [A1]

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Application	
Name of Company	xxxxxxxxxxx
Tax Registration Number (TRN)	xxxxxxxxxxxxxxxxxxx
Legal status of the company as given in the certificate of incorporation.	limited liability [A1]
Other	
Date of incorporation	15.10.2013
Date Company began trading.	12/09/2019
Registered address of company	xxxxxxxxxxx
Mailing address if different from registered address of company	xxxxxxxxxxxxxxxxxxx

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Company's website (if applicable)	
How many branches/locations of the company exist?	1 branch [A1]
Other	
Full address of all locations/branches	XXXXXXXXXXXXXXXX
Nature of the economic activity carried out by the company	XXXXXXXXXXXXXXXXXXXX
Full address of the office where the Customs documentation is kept.	XXXXXX
Full address of the office responsible for providing all Customs documentation.	
Full address of the office where the full accounts are kept.	
Designated PRIMARY contact within the company.	
Name	XXX
Job title of applicant	XX
Phone/Fax	XX
Email	XX
Signature of designated contact (e sign)	map.png (17.548KB) -

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Designated SECONDARY contact within the company.	
Name	
Job title of applicant	
Phone/Fax	
Email	
Signature of designated contact (e sign)	
Date of application	File count [1] 15.10.2013

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Self Assessment - Section 1 - 1.1 General Company Information

Are there any additions to the categories of products imported, manufactured or exported

Imports

What category of goods are these

Manufacturing

What Category of goods are these

Exportation

What category of goods are these

Has the organization sold any portion of its business division

If Yes to the above question, please indicate the division of the business that was sold and to whom

Has there been any name change of the business

If Yes to the above question, please state the name here

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Has the business merged activities with any other business? (manufacturing of goods, storage facilities, other activities)	Yes, No
If Yes to the above question, please indicate the type of activity	xx
Are there any additional shareholders to the company	xx
Full details of shareholders	xx
Name	xxx
TRN	xx
Address	xx
Do you have any new/additional board members?	No [N]
Indicate the details of the person responsible for Customs matters in the applicant's administration	
Name	xxx

RECERTIFICATION APPLICATION

This application is for importers and Exporters

TRN	xxx
Address	xx
Indicate your positions in the international supply chain in the following list. If you have more than one position indicate the ones that apply	
Manufacturer of goods	Yes [Y], No
Exporter	
Freight forwarder	
Warehouse keeper	
Customs Broker	
Carrier	
Importer	
Consolidator	
Terminal operator	
Other	
Specify the name, the address, the phone number and the email of the contact persons in all locations /branches if these have changes since your last application	xxxx

RECERTIFICATION APPLICATION

This application is for importers and Exporters

The individual locations of your company	xx
The locations where a third party executes outsourced activities for your company	xx
How many employees are in each location?	50 [opt1]
Other	
Give the names and the position of persons within your company who have specific customs expertise (incl. In-house brokers)	xx / N/A
Briefly detail the level of knowledge of these persons regarding customs processes (for example, use of ASYCUDA; tariff classification; WTO valuation issues; etc.)	xx
I hereby consent to the publication of my AEO status on the JCA website	No [N]
I also give consent for the exchange of the information in the AEO authorized on in order to ensure the implementation of international agreements with other countries on mutual recognition of the status of authorized economic operators and measures related to security	No [N]
Capacity of Signatory (The completed questionnaire should be signed by a director/managing partner/sole proprietor, as appropriate)	xxx
Do you import & export in your Companies name?	
Are you are being represented by someone regarding Customs Processes	
If Yes, by whom	
Name	
Address	
Broker Number	
Phone Number	
Do you import/export on behalf of other companies	
If Yes, which company(ies)	

Self Assessment - 1.2 Volume of business

Has there been any change in the volume of business activities

RECERTIFICATION APPLICATION

This application is for importers and Exporters

If Yes to the above question, please indicate	343
Do you use storage facilities that are not owned by you?	No [N]
Do you foresee any structural changes in your company in the next two (2) years?	No [N]
Give the annual turnover figure for the last 2 years	
Provide the annual net profit and loss	

Self Assessment - 1.3 Information & Statistics on Customs matters

Do you perform customs formalities in your own name and for your own account?	No [N]
Are you being represented by someone regarding customs formalities?	No [N]
Do you represent other persons in customs formalities?	No [N]
How, and by whom, is the tariff classification of goods decided?	xxxx
What quality assurance measures do you take to ensure that tariff classifications are Correct (for example, checks, plausibility checks, internal working instruction regular training, other means, none)?	xxxxxx
Do you keep notes on these quality assurance measures?	Yes [Y]
Do you regularly monitor the effectiveness of your quality assurance measures?	Yes [Y]
What resources do you use for tariff classification (for example, database of goods frequently imported)?	xxx
How and by whom is the customs value established?	xxxx
What quality assurance measures do you take to ensure that the customs value is correctly established (for example, checks, plausibility checks, internal working instruction, regular training, other means, none)?	xxxx
Do you regularly monitor the effectiveness of your quality assurance measures?	Yes [Y]
Do you keep notes on these quality assurance measures?	Yes [Y]
State the preferential or non-preferential origin of the imported goods (for example, Caricom, EU, etc.)	xxxx
What internal actions have you implemented to verify that the country of origin of the imported goods is declared correctly?	xxxx
Do you deal in goods subject to anti-dumping or countervailing duties?	No [N]

Self Assessment - Section 2 Compliance Record

Have breaches of customs rules been detected within your company or by the customs authorities in the last two (2) years?	No [N]
Have any applications for AEO certification been refused, or existing authorisations been suspended or revoked because of breaches of customs rules in the last two (2) years?	No [N]

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Do you foresee any major changes in your supply chain for your company in the next two (2) years?	
Have breaches of customs rules been detected within your company or by the customs authorities in the last two (2) years?	
If YES describe the type of breach?	
Have any applications for AEO certification been refused, or existing authorizations been suspended or revoked because of breaches of customs rules	

Self Assessment - Section 3 - Accounting and logistical system - 3.1 Audit Trail

Does your accounting system still facilitate a full audit trail of your customs activities or tax relevant movement of goods or accounting entries?	Yes [Y]
If 'Yes', which of the following reports are generated? (select all that apply)	
Financial statements (balance sheets; profit or loss accounts/income statement; cash flow statements)	Yes [Y]
Trial balances	
General ledgers	Yes [Y]
Accounts payable (with related suppliers' statements). This includes payables directly to the supplier, his agent and any other party in relation to the imported goods	Yes [Y]
Bank statements and encashed cheques	Yes [Y]
Sales	Yes [Y]
Accounts receivable (schedules)	Yes [Y]
Inventory accounts	
Schedules of all foreign purchases	
Schedules of all payments made to foreign suppliers, freight forwarders, and any other party in relation to imported goods	
Bank reconciliation statements	
Contracts giving importers exclusive agency rights for specific product(s) or service(s)	
Contracts relating to royalties and license fees	
Contracts and agreements between importer and freight forwarder/ consolidators in relation to the movement, packaging, consolidation and storage of imported goods	
Other contracts and agreements between importer and suppliers related to imports	

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Credit card statements (relating to overseas purchases for the business)	
Wire transfers	
Suppliers/commercial invoices	
Freight forwarders files	
Purchase orders	
Delivery notes	
Journals & Ledgers	Yes [Y]
Self Assessment - Section 3 - Accounting and logistical system - 3.2 Accounting system	
What computer system (software) do you use for your business in general, and for customs matters in particular?	xxxxxx
Based on your response to the previous question, provide information on the following.	
Separation of functions between users	xx
Access controls (which ones/to whom)	xx
Traceability between business system and declaration system	xx
Are your accounting systems capable of distinguishing between Caricom and non-Caricom goods?	No [N]
Have your accounting services been outsourced?	No [N]
Self Assessment - Section 3 - Accounting and logistical system - 3.3 Internal control system	
Do you have in-house guidelines for the internal control system in the following?:	
Accounts Department	Yes [A1]
Buying Department	Yes [A1]
Sales Department	Yes [A1]
Logistics Department	Yes [A1]
Production Department	Yes [A1]
If 'Yes', describe them briefly and how they are updated. For example, actions like job instructions, employee training, instructions for checking faults.	xx
Have your internal control processes been subject to any internal/external audit?	Yes [Y]
If yes, does this include audit of your customs routines?	No [N]
Briefly describe your procedures for maintaining your computer system.	xx
Based on your response to the previous question, from your perspective, how do these procedures cover the following risks?	
Incorrect and/or incomplete recording of transactions in the accounting system	xx

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Use of incorrect or outdated data (for example, relating to tariff codes)	xx
Inadequate control of the company processes within the business	xx
Self Assessment - Section 3 - Accounting and logistical system - 3.4 Flow of goods	
Briefly describe the flow of goods from the purchase order stage to the arrival of goods if this has changed	xx
Briefly describe the procedure for the flow of raw materials starting with their arrival, the storage up to manufacture and shipment. Who keeps records and where are they kept?	xx
Briefly describe the procedures in place for checking stock levels, including the frequency of those checks and how are discrepancies handled, for example, stocktaking and inventory?	xx
Self Assessment - Section 3 - Accounting and logistical system - 3.5 Customs Routine	
Do you have documented procedures for verifying the accuracy of customs declarations, including those submitted on your behalf, for example, by a customs agent or a freight forwarder?	Yes [Y]
If 'Yes' briefly describe the procedures	xx
Does your company have instructions or guidelines on the notification of irregularities to the competent authorities (for example, suspicion of theft, burglary or smuggling in connection with customs-related goods)?	Yes [Y]
If yes, are these instructions documented, for example, work instructions, manuals, other guidance documents?	Yes [Y]
Over the last two (2) years have you detected any irregularities (or presumed irregularities) and notified the relevant authorities?	No [N]
Do you trade in goods that are subjected to economic trade licences or permits, for example, pharmaceuticals, agricultural goods?	Yes [Y]
If yes, select all that apply:	
Ministry of Health	Yes [Y]
Coconut Industry Board	Yes [Y]
JAMPRO	
Ministry of Agriculture	Yes [Y]
Pesticide Control Authority	
Trade Board Limited	
Ministry of National Security	
Other	

RECERTIFICATION APPLICATION

This application is for importers and Exporters

	No [N]
Self Assessment - Section 4 - Security and safety requirements	
Have you carried out a risk assessment for your business?	Yes [Y]
Is there a security plan in place for each location, where applicable?	Yes [Y]
How often are those documents reviewed and updated?	zz
Based on the security requirements, have you identified any risks within your organization or in your business dealings?	Yes [Y]
If so, please state	zz
How are security measures implemented and coordinated in your company and who is responsible for them?	zz
If your company has several premises, is the implementation of the security measures harmonized in all of these locations?	Yes [Y]
Do you have any security policies?	Yes [Y]
If yes, how are they communicated to your staff and people visiting the company premises?	zz
How are they documented (manual, work guidelines, information sheet etc.)?	zz
Have you had any security incidents over the last year or since your last application?	No [N]
Name, if applicable, other companies that are also located at the premises of each location	xxx
Self Assessment - Section 4.1 Containers	
Is access to containers subject to rules/restrictions?	Yes [Y]
If 'Yes', how are such restrictions enforced?	xx
Briefly describe what measures are in place to prevent unauthorized access to and tampering with containers, particularly in open storage areas (for example constant supervision, training staff and making them aware of risk, seals, instructions and procedures to follow in case of unauthorized entry)	xx
Do you use seals which meet or exceed the ISO 17712 standard for high security seals?	Yes [Y]
Tick which of the following container inspection process(es) is followed	
Seven Point	Yes [Y]
Ten Point	
None	
Other	

RECERTIFICATION APPLICATION

This application is for importers and Exporters

Self Assessment - Section 4.2 Incoming Goods	
Briefly describe the procedure for ensuring the security and safety of incoming goods	xx or N/A if N/A go to next section
Briefly describe how the compliance with these procedures is checked	xx
Briefly describe how checks on the integrity of the seals on incoming goods are conducted	xx
Are finished goods which are imported for export under the bonded facility stored separately from goods imported for consumption on the domestic market?	Yes [Y]
If 'Yes', how are they marked, where are they stored?	xx
Briefly describe how, when and by whom incoming goods are checked against the accompanying documents and entered in your records	xx
Is there segregation of duties as it relates to the purchase of goods, the receipt of goods and general administration?	Yes [Y]
Self Assessment - Section 4.3 Storage of Goods	
State the location(s) where imported goods are stored	xx
Do you have documented procedures for stocktaking and dealing with irregularities detected during stocktaking?	Yes [Y]
If 'Yes', describe your arrangements in brief.	xx
Are goods of different risk levels stored separately?	Yes [Y]
Describe the criteria for any separate storage, for example, hazardous goods, high-value goods, chemicals, weapons	xx
Briefly describe how goods are protected against unauthorised access to the warehousing premises	xx
Briefly describe how compliance with these procedures is checked	xx
If goods are stored in a rented/leased facility, briefly describe the control measures you use to supervise the handling of goods	xx
Self Assessment - Section 4.4 Production of goods	
Are you a manufacturer?	Yes [Y]
Briefly describe what locations/areas are designated for the production of goods.	xx
If production is carried out by an external partner (for example, job processing, drop shipments), briefly describe how the integrity of the goods is ensured (for example, contractual agreements)	xx
Are there any security measures protecting goods against unauthorised access to the production zone?	Yes [Y]

RECERTIFICATION APPLICATION

This application is for importers and Exporters

If 'Yes', describe briefly what these measures are and whether they are written. Briefly describe how compliance with these procedures is checked?	xx
Briefly describe the procedures for packing products and whether they exist in a written format	x
If final product packaging is outsourced to a third party, briefly describe how the integrity of the goods is guaranteed.	xx
Self Assessment - Section 4.5 Loading of Goods	
Are you an exporter?	Yes [Y]
Briefly describe how loading of goods is managed in your company (for example, allocation of responsibilities, checks on goods, and means of transport, recording of results, provision of information, etc.)	xx N/A <i>if N/A go to next section</i>
Are there documented procedures governing the loading of goods?	Yes [Y]
Are outgoing containers sealed?	Yes [Y]
If 'Yes', how and by whom?	xx
Are any seal numbers mentioned in the documents accompanying the goods?	Yes [Y]
How do you keep a record of your seals?	xx
Briefly describe how compliance with customers' security requirements for loading is guaranteed	xx
Briefly describe the arrangements that are in place which ensures that goods to be loaded and the loading process are not left unsupervised	xx
Are the outgoing goods checked for completeness (for example, counted, weighed)?	Yes [Y]
If 'Yes', how and by whom?	xx
Briefly describe how, when and by whom departing goods are checked against orders and loading lists and recorded out of the stock records	xx
Briefly describe what control mechanisms you have in place for detecting irregularities concerning the loading of goods	xx