

1 Applicant

Enter the full name of the business applying for AEO status.

2 Legal Status

Enter the legal status, for example, sole proprietor, partnership, limited company.

3 Date of establishment

Enter the date you commenced trading, or in the case of a company, the date of your Certificate of Incorporation.

4 Address of establishment

To be completed by companies only. Enter the full address of your registered office, including the country.

5 Location of main place of business

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

6 Contact person

Indicate the full name, phone and e-mail address of the person designated within your business for HMRC to contact when considering your application.

7 Correspondence address

Indicate whether your correspondence address is the same as that at question 4 or 5, or give a different address where you wish correspondence regarding your application to be sent.

8 VAT Identification Number

Enter your UK VAT number.

9 Trader Identification Number

Enter your Trader Unique Reference Number (TURN) if you have one.

10 Legal Registration Number

If you are a company, enter your Certificate of Incorporation number. If you are not, leave blank.

11 Requested type of certificate

Tick only one of the boxes as appropriate.

12 Economic sector of activity

Describe your activity from the following list: Manufacturer, exporter, forwarder, warehouse keeper, customs agent, carrier, importer.

You may include more than one activity if you wish to be authorised for AEO in each category.

13 Member States where customs-related activities are carried out

Enter the 2-digit code for the EU member states in which you carry out customs activities. Choose from the following list:

AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LV, LU, MT, NL, PL, PT, RO, SK, SI, ES, SE.

You may include more than one code if appropriate.

14 Border crossing information

Indicate the names of the EU (air)ports or customs offices you regularly use to import, export or transit your goods, for example, Heathrow, Rotterdam, Frankfurt, Northampton ICD and so on (do not enter more than 5).

15 Simplifications or facilitations already granted, certificates mentioned in Article 14k (4)

Indicate the type of simplification, the relevant customs procedure and the authorisation number of any authorisations you currently hold, for example Customs Warehouse, CFSP and so on. If you are authorised to use a simplified or incomplete declaration at import or export you should identify this using the codes in the second or third subdivision of Box 1 of the Single Administrative Document.

Under Article 14k (4), enter the details, including type and number, of any internationally recognised security and/or safety certificate you currently hold for example, ISO certificate or Regulated Agent status.

**16, 17 and 18
Offices for customs documentation/main accounts**

Enter the full addresses of the relevant offices. If the offices have the same address, only complete question 16.

19 Name, date and signature of the applicant

The application must be signed by a responsible person of the business, for example, sole proprietor, partner, or director. Their position within the business, their printed name and date must also be included.