

## Self-assessment form for importers, manufacturers and exporters

1.Applicant's Name:	Only for Office Use Date: ..... Ref.. No: .....
2. Applicant's Legal Status/Rank:	3. Company's Establishment Date:
4. Company's Establishment Place:	
5. Company's Main office	
6. Contact person (name, , , ..... Phone: ..... Fax ..... E-mail .....	7. Company's Address: Phone: ..... Fax Number ..... E-mail .....
8. VAT Registration Number	9. Taxpayer Identification Number (TIN)
11 Economic Sector of Activity	12. Is there any AEO certificate before? Yes..... No ..... If Yes, write Certificate No.....
13. Taxpayers Tax Center: .....	14. Customs clearance Branch Offices;
15. Number of annexes.....	
16. I hereby apply for the AEO and declare that the particulars and statements provided above are true and correct	
Signature.....	Date.....
Name.....	Position.....
Stamp	

No.	Main Criteria and Points	Given point
1	Economic Contribution to the Country for Last two years on average	15%
1.1	Accurately and voluntarily customs duty and tax amount	6%
A	over 150 Million Birr	6
B	100 – 149.9 Million Birr	5
C	75 – 99.9 Million Birr	4
D	50 – 74.99 Million	3
	Investment capital amount for Manufacturing Sectors or Duty Free Rights Privileges Incentives users	6%
A	over 400 Million Birr	6
B	250-399.99 Million Birr	5
C	100-249.99 Million Birr	4
D	50-99.99 Million Birr	3
1.2	Accurately and on due time Paid profit tax amount in domestic tax office	6%
A	over 50 Millon Birr	6
B	35 - 49.9 Million Birr	5
C	20 - 34.9 Million Birr	4
D	10 - 19.9 Million Birr	3
E	5 - 9.99 Million Birr	2
	Invrstmnt capital amount if applicant company is intax exemption period	
A	over 400 Million Birr	6
B	250-399.99 Million Birr	5
C	100-249.99 Million Birr	4
D	50-99.99 Million Birr	3
1.3	Job opportunity created for citizens (Number of Permanent and contract employees)	
1.3.1	Manufacturers	

<b>A</b>	250 and above	<b>3</b>
<b>B</b>	100-249	<b>2</b>
<b>C</b>	below 100	<b>1</b>
<b>1.3.2</b>	<b>Importers/ Exporters</b>	
<b>A</b>	100 and above	<b>3</b>
<b>B</b>	70 - 99	<b>2</b>
<b>C</b>	below 70	<b>1</b>
<b>2</b>	<b>Financial Viability</b>	<b>10%</b>
<b>2.1</b>	<b>Current ratio</b>	<b>4%</b>
<b>A</b>	over 1.3 & above	<b>4</b>
<b>B</b>	1.0 – 1.29	<b>3</b>
<b>2.2</b>	<b>Average Sales turnover of the last two years</b>	<b>3%</b>
Importes	800 Million Birr and above	<b>3</b>
	400 – 799 Milloin Birr	<b>2</b>
Exporters	10 millon US Dollar	<b>3</b>
	5- 9.9 millon US Dollar	<b>2</b>
Manufacturers	over 500 Million Birr	<b>3</b>
	300- 499.99 Million Birr	<b>2</b>
<b>2.3</b>	<b>Last Two Consecutive years Average Profit</b>	<b>3%</b>
<b>A</b>	over 150 Million Birr	<b>3</b>
<b>B</b>	100 -149.99 Million Birr	<b>2</b>
<b>C</b>	50 - 99.99 Million Birr	<b>1</b>
	<b>Amonu of capital if the applicant is in investment expansion</b>	
<b>A</b>	over 400 Million Birr	<b>3</b>
<b>B</b>	300 - 399.9 Million Birr	<b>2</b>
<b>C</b>	200-299.9 Million Birr	<b>1</b>

<b>3</b>	<b>Compliance history in customs and domestic tax office</b>	<b>35%</b>
<b>3.1</b>	<b>Compliance History in customs</b>	<b>20%</b>
<b>3.1.1</b>	<b>Post Clearance Audit Findings</b>	<b>8</b>
<b>A</b>	No Audit findings	<b>8</b>
<b>B</b>	Audit findings up to 1.5%	<b>7</b>
<b>C</b>	Not yet Auditted and low/ medium risk level during the AEO application program	<b>6</b>
<b>D</b>	Audit findings amount between 1.51% - 3%	<b>5</b>
<b>E</b>	Red risk level while apply for the AEO Program	<b>4</b>
<b>F</b>	Audit findings amount between 3.1% - 5%	<b>3</b>
<b>3.1.2</b>	<b>Additional duty/tax paid due to amendement</b>	<b>8</b>
<b>A</b>	No additional payment after amendement	<b>8</b>
<b>B</b>	Additional payment amount up to 1.5%	<b>7</b>
<b>C</b>	Additional payment amount up to 1.51% - 3%	<b>6</b>
<b>D</b>	Additional payment amount up to 3.1% - 5%	<b>5</b>
<b>3.1.3</b>	<b>Transitors/ Clearing Agents risk level</b>	<b>4%</b>
<b>A</b>	Low risk level (Green)	<b>4</b>
<b>B</b>	Midium risk level (Yellow)	<b>3</b>
<b>C</b>	Red risk level (Red)	<b>1</b>
<b>3.2</b>	<b>Domestic Tax Compliance history</b>	<b>15</b>
<b>3.2.1</b>	<b>Payment of tax obligation on due time</b>	<b>7</b>
<b>A</b>	Pay their tax obligation on due time	<b>7</b>
<b>B</b>	Do not Pay their tax obligation on due time and has panishment	<b>4</b>
<b>3.2.2</b>	<b>Amount of Audit findings</b>	<b>8</b>
<b>A</b>	No audit findings	<b>8</b>
<b>B</b>	Audit findings up to 1.5%	<b>7</b>
<b>C</b>	Not yet Auditted and low risk level during the AEO application program	<b>6</b>
<b>D</b>	Audit findings between 1.51% - 3%	<b>5</b>
<b>E</b>	Not yet audited and has high risk level in the year	<b>4</b>

<b>F</b>	Audit findings between 3.1% - 5%	<b>3</b>
<b>4</b>	<b>Logistics and internal management system</b>	<b>15%</b>
<b>4.1</b>	<b>Planning</b>	<b>3</b>
<b>A</b>	have Midium/ Strategic plan	<b>3</b>
<b>B</b>	Have operational plan	<b>2</b>
<b>4.2</b>	<b>Approved operational procedures</b>	<b>6</b>
<b>A</b>	All departments have operational procedures	<b>6</b>
<b>B</b>	Warehouse, finance and logistics departments have operational procedures	<b>5</b>
<b>4.3</b>	<b>Training (Number of employees who take logistics training from logistics department)</b>	<b>3</b>
<b>A</b>	up to 75% and above	<b>3</b>
<b>B</b>	50% - 74%	<b>2</b>
<b>C</b>	25% - 49%	<b>1</b>
<b>4.4</b>	<b>Personnel Security</b>	<b>3</b>
<b>A</b>	Have first aid kits, procedures that maintain assurance over the integrity of personnel and medical service	<b>3</b>
<b>B</b>	Have first aid kits, procedures that maintain assurance over the integrity of personnel.	<b>2</b>
<b>C</b>	Have first aid kits	<b>1</b>
<b>5</b>	<b>Information Technology infrastructure</b>	<b>15</b>
<b>5.1</b>	<b>Information Technology Security (IT)</b>	<b>5</b>
<b>A</b>	Has Firewall, anti-virus /protecting virus/, IT Center and Data Back-ups and Recovery Plans out of the primisses	<b>5</b>
<b>B</b>	Has Firewall, anti-virus /protecting virus/, IT Center and Data Back-ups	<b>4</b>
<b>C</b>	Has Firewall, anti-virus /protecting virus/, and use hard disk	<b>3</b>
<b>5.2</b>	<b>Integration of IT</b>	<b>5</b>
<b>A</b>	All departrments integrated	<b>5</b>
<b>B</b>	Warehouse, Finance and logistics integrated	<b>4</b>
<b>C</b>	Only Warehouse and Finance integrated	<b>3</b>
<b>5.3</b>	<b>Information Security Administration</b>	<b>5</b>
<b>A</b>	Has independent IT departments,and clear segregation power and responsibility	<b>5</b>

<b>B</b>	Has permanent/ contract IT professionals and clear segregation of power and responsibility	<b>3</b>
<b>6</b>	<b>Security Requirements</b>	<b>10</b>
<b>6.1</b>	<b>Data Security</b>	<b>4</b>
<b>A</b>	Data Back-ups and High Recovery Plans	<b>4</b>
<b>B</b>	Data Back-ups and Medium Recovery Plans	<b>3</b>
<b>C</b>	Weak IT Systems	<b>1</b>
<b>6.2</b>	<b>Premises and Warehouse Security</b>	<b>6</b>
<b>A</b>	The gates through which vehicles and/or personnel enter or exit manned, monitored, have surveillance Camera and also fire extinguisher	<b>6</b>
<b>B</b>	The gates are monitored, fire extinguisher and also has surveillance Camera	<b>4</b>

**B. Additional mark (Bonus)**

<b>No.</b>	<b>Criteria</b>	<b>የሚያስገኘው ንጥል</b>
<b>1</b>	Surely announce the unpaid tax obligation if he knows additional tax when the goods reached on his premises	<b>3</b>
<b>2</b>	Contribution for other economic & social activities / requires certificates, receipt etc./	<b>2</b>

**Total Result, out of Hundred = \_\_\_\_\_**

