

## Application and Self-assessment form for clearing agents

1 Applicant's Company Name	Only for Office Use Date: Ref,No:
2. Legal status of the applicant	3. Company Establishment Date
4. Address of establishment	
5. Location of main business	
6. Contact person (name, phone, fax, email)	7. Company Address (name, phone, fax, email)
8. VAT Registration Number	9. Taxpayer Identification Number (TIN)
11 Economic Sector of activity	12. AEO Simplifications or facilitations on  Customs procedure already granted. Yes..... No ..... If Yes, write Certificate No.....
13. Usual Taxpayers Tax Center	14. Typically 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	

### Annex 3

#### **c. Clearing Agents Criteria Check-List**

- 1) Simple offence for (the) last two consecutive years.....**25%**
- 2) The amount that additional Tax/duty on amended declaration ..... **20%**
- 3) The last two consecutive years declaration trade amount ..... **15%**
- 4) on documented declaration the amended difference  
(Interms of declaration quantity by hundred) .....**10%**
- 5) Agents who provide Service Sectors (i.e Manufacturing, Export, Import) ..... **10%**
- 6) Paid the tax obligation on due time.....**10%**
- 7) Risk level in Domestic Tax.....**10%**

No.	Points	Point
<b>1</b>	<b>Simple held recorded offences with last two consecutives years</b>	<b>25%</b>
A	No recorded offence	25
B	Only One Recorded Offence	23
C	Number recorded Offences upto 2-3 times	20
D	Number recorded Offences upto 2-5 times	18
<b>2</b>	<b>Additional fee on duty/tax with amended declaration for the last two years</b>	<b>20%</b>
A	No tax/duty payment obligation with adjustment/Amendment	20
B	paid upto 1.5% on tax/duty with amendment	19
C	Additional paid on amended tax/duty between 1.51-3%	18
D	Additional paid on amended tax/duty between 3.1% - 5%	17
E	Additional paid on amended tax/duty between 5.1% - 8%	15
<b>3</b>	<b>On amended declaration more than 5% tax/duty difference within two years (by hundred %)</b>	<b>10%</b>
A	No Tax/duty difference in goods declaration	10
B	Tax/duty difference in goods declaration (quantity) upto1.5%	9
C	Tax/duty difference in goods declaration (quantity) between 1.51% - 3%	8
D	Tax/duty difference in goods declaration (quantity) between 3.1% - 5%	7
E	Tax/duty difference in goods declaration (quantity) between 5.1% - 8%	6
<b>4</b>	<b>The amount trade volume declaration documents within two years</b>	<b>15%</b>
<b>4.1</b>	<b>The amount trade volume declaration (Interms of Money)</b>	<b>10%</b>
A	Average Trade volume over 800 Million Birr	10
B	Average Trade volume between 600 - 799.9 Million Birr	9
C	Average Trade volume between 400 - 599.9 Million Birr	8
D	Average Trade volume between 200 - 299.9 Million Birr	7
<b>4.2</b>	<b>Declaration (by quantity)</b>	<b>5%</b>
A	Declare 1000 documents & above	5

B	Declare documents between 800 - 999	4
C	Declare documents between 600 - 799	3
D	Declare documents between 400 - 599	2
<b>5</b>	<b>Agents-service provide by (Manufacturing, Export Sectors)</b>	<b>10%</b>
A	Declare AEO manufacturing or export documents over 90% other than non-AEO's	10
B	Declare AEO manufacturing or export documents between 75% - 89.9%	9
C	Declare AEO manufacturing or export documents between 50% - 74.9%	8
D	Declare AEO manufacturing or export documents below 50%	7
E	Declare all import goods	6
<b>6</b>	<b>Pay tax tax liability on time</b>	<b>10%</b>
A	Declare its tax liability /Annual / on time and voluntarily	10
B	Don't pay iis tax liability on time / paid by penalized /	8
<b>7</b>	<b>Risk level in domestic tax</b>	<b>10%</b>
A	If low risk level	10
B	Medium risk level	8