



Assessment Form-Client Accreditation

Client Information & Background

Company Name		
Customs Code		
Trade license number		
Trade license expiry date		
Trading Subsidiaries: (if applicable)		
Group Name (if applicable)		
Company Owner & Partners		
Company contact details (This should be the person to whom issues related to the Client accreditation Program can be directed)	Name	
	Office Phone	
	Fax	
	Mobile	
	PO Box	
	Email	



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Head Office Location & Address	
States / regions of active trading	
Nature of business	
Commodities / Products	
Operating since	
Freight Forwarder / Broker details: (if applicable)	
Customs Broker details: (if applicable)	
ISO standards	
Other certifications	
Ownership and Management Structure	
Business Objectives	
Operations (e.g., stages and methods of production, and delivery of products and services)	



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Finance (e.g., cash management and investment policies)	
Accounting Policies	
Special Committees (e.g., Audit and other Steering Committees)	
Company Bankers	
Attorneys	
Other Issues	

Details Related to Imports & Exports

Imports	
Volume of imports (number of entries): Per month: Per year: (For service providers, this should be volume of client's imports)	
Value of imports (customs value): Per month: Per year: (For service providers, this should be value of client's imports)	
Source countries/trading routes:	



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Exports	
Volume of exports Per month: Per year: (For service providers, this should be volume of client's exports)	
Value of exports (FOB value in AED): Per month: Per year: (For service providers, this should be value of client's exports)	
Destination countries/trading routes:	

Key Staff Details

Key Client Personnel			
Name	Function	Qualifications and Experience	Contact Details
Accounting Staff			
Name	Function	Qualifications and Experience	Contact Details
Computer Processing Staff			
Name	Function	Qualifications and Experience	Contact Details



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Kindly fill up the following questionnaire

Q. No.	Questions	Response plus relevant details or attachments	Plan to implement or improve (if required) plus relevant details or attachments	Target Date
1.	How does your company update and maintain your tariff list file and other general processes and manuals			
2.	What standards does your company use for checking internal controls? How often are they checked?			
3.	Does your company maintain an audit trail from accounting records and payments to Customs entry records?			
4.	Has your company identified Customs risks in relation to your import/export operations? What risks have you identified?			
5.	Have the Customs risks been incorporated into the company control framework or are there separate controls specifically for Customs risks?			
6.	Does your company have procedures to monitor and correct compliance deficiencies?			



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7.	Does your company perform periodic testing of significant risk areas? If yes, how often?			
8.	Are systems tests and internal control processes documented and retained by your company?			
9.	How does your company coordinate changes to your internal control system when tests or other information show a need for compliance improvement?			
10.	How does your company ensure that appropriate disclosures are made to Customs when indicated through systems testing?			
11.	Is your company's internal control documentation, including tests and test results, maintained for three years and available for review by Customs?			
12.	Does your company require import or export permits? If so, how do you ensure that these are correctly obtained and maintained?			