



**AEO TOKEN RENEWAL
(Audit Keselamatan Selepas Kelulusan)**

COMPANY NAME

AEO REFERENCE FILE NUMBER

AEO TOKEN RENEWAL
(Audit Keselamatan Selepas Kelulusan)

	CONDITION AND REQUIREMENTS	YES	NO	REMARKS	FOR OFFICIAL USE
A.	DEMONSTRATED COMPLIANCE WITH CUSTOMS REQUIREMENT				
1.	Infringement / offence committed under the Customs Act 1967 or any other national legislation.				
	a. Has your company been charged in court or compounded under the Customs Act 1967 or any other national legislation? If yes, please specify type of offence and action taken.				
	b. Has any of the directors of your company been charged in court or compounded under the Customs Act 1967 or any other national legislation? If yes, please specify type of offence and action taken.				
	c. Has any of your employees been charged in court or compounded under the Customs Act 1967 or any other national legislation? If yes, please specify type of offence and action taken.				
	d. Please specify names of appointed forwarding agents / shipping agents / forwarders / consultants. Please use attachment.				
	e. Has any of them been charged in court or compounded under the Customs Act 1967 or any other national legislation? If yes, please specify type of offence and action taken.				
2.	Does your company have any arrears with the Customs Department?				

	If yes, please indicate :-				
	a. the outstanding amount				
	b. expected date of settlement				
	c. reason for arrears (such as under declaration, wrong declaration, late submission, etc.)				
B.	SATISFACTORY SYSTEM FOR MANAGEMENT OF COMMERCIAL RECORDS				
3.	Compliance with Companies Act 2016 Does your company submit a copy of audited financial statement within 6 months from the end of financial year to Companies Commission of Malaysia (CCM)?				
4.	Does your company maintain a proper archive record system which permits Customs to conduct audit on cargo movements relating to: a. Import If yes please specify 1. Period of records maintain 2. Premise where the records is maintain				
	b. Export If yes please specify 1. Period of records maintain 2. Premise where the records is maintain				
	c. Transit If yes please specify 1. Period of records maintain 2. Premise where the records is maintain				
C.	INFORMATION EXCHANGE, ACCESS AND CONFIDENTIALITY				
5.	a. Is your company's mode of payment of customs duties via the electronic fund transfer (EFT)? b. Is your company able to make available				

	declarations and proof payment of duty as and when requested by Customs?				
D.	CARGO SECURITY				
6.	a. Does your company implement and maintain a security policy manual on the following :				
	i. For the movement of goods: <ul style="list-style-type: none"> • on importation • on exportation 				
	ii. Manufacturing of goods				
	iii. Warehousing of goods				
	iv. Loading and unloading of goods at the premises				
	v. Conveyance /carriers of goods				
	b. Does your company delegate any third parties to operate the following :				
	i. For the movement of goods: <ul style="list-style-type: none"> • on importation • on exportation 				
	ii. Manufacturing of goods				
	iii. Warehousing of goods				
	iv. Loading and unloading of goods at the premises				
	v. Conveyance / carriers of goods				
7.	Do your company and the third party have the following in place?				
	a. Reporting mechanism for employees to report cargo-related incidents.				
	b. Investigation procedures to investigate cargo-related incidents.				
	c. Corrective measures after these cargo- related incidents and reported and investigated.				

8.	Does your company maintain a management policy manual on checking the security policy of a business partner with sealing responsibilities in the supply chain is in place to ensure the integrity of cargo while in its custody? If yes, please provide details				
9.	Does your company have a drivers' guide to educate drivers on the following? a. Inspection of conveyance. Please provide details.				
	b. Policies on keys, parking area, refueling and unscheduled stops. Please provide details.				
	c. Reporting procedures for accident / emergencies Please provide details.				
	d. Reporting irregularities in loading, locking and sealing Please provide details.				
	e. Security of goods Please provide details.				
E.	CONVEYANCE SECURITY				
10.	Does your company have a drivers' guide to educate drivers on the following? a. Inspection of conveyance				
	b. Policies on keys, parking area, refueling and unscheduled stops.				
	d. Reporting procedures for accident / emergencies.				
	d. Reporting irregularities in loading, locking and sealing				
	e. Maintaining records of the above reports to be made available to Customs				

11.	Does your company inspect the physical integrity of the container structure, including the reliability of the locking mechanisms of the doors?				
12.	Does your company maintain regular inspection records on potential places of concealment of illegal goods on transport conveyances?				
13.	Does your company have procedures in place for employees or operators of conveyances to notify Customs or other relevant body of any unusual, suspicious or actual breach of transport conveyance security?				
14.	Does your company develop and maintain a security policy manual on which contains detailed guidelines on sealing responsibilities and other security related measures to be followed to preserve the integrity of cargo while in its custody?				
15.	Does your company have an established framework for Global Positioning System (GPS) to check the route and the mode of transportation, as well as to properly track the movement of the cargoes? Please state person in charge on GPS				
16.	Are loaded conveyances stored in a secured area to prevent unauthorized access and/or tampering?				
F.	TRADING PARTNER SECURITY				
17.	a. Does your company have security requirements for trading partners? b. Does the security requirements for trading partners includes under Strategic Trade Act 2010 (STA) and Goods which are under total prohibition or precursor chemicals which can be used in the manufacture of drugs or materials for weapons of mass destructions (WMD)?				
18.	Does your company review relevant commercial information relating to the other contracting party before entering into contractual relations?				

19.	Are you able to make available to Customs a copy of a contract with your trading partner?				
G.	IMPLEMENTATION OF CUSTOMS PROCEDURES				
20.	<p>Does your company or your appointed contracting party have the capability to ensure the following elements :</p> <p>a. Lodgment of the duty payment declaration by the deadline stipulated in the Customs Law.</p> <p>b. Preparing the correct duty payment declaration, i.e. preparing the duty payment declaration based on relevant documents including the import permission and import list.</p>				

I hereby declare that the above information provided are true and correct. I also undertake to inform Royal Malaysian Customs Department immediately of any changes in the particulars declared on this compliance checklist. I hereby agree that should any information be found false or incorrect, Royal Malaysian Customs Department has the right to reject my application or cancel my status.

Date :.....

.....
(Applicant's Signature)

Name of Applicant :
 Designation of Applicant :
 Company's Official Stamp :

Audited by:

.....
()

Customs Official Stamp

.....
()

Customs Official Stamp

Date:

Date:

A. MAKLUMAT AUDITAN

1. Zon / Negeri / Stesen :
2. Tarikh Terima Permohonan :
3. Tarikh Audit :

4. Pasukan Audit:

- i. Unit AEO / *Account Manager* Negeri:

BIL.	NAMA PEGAWAI	JAWATAN & GRED

- ii. Bahagian Pematuhan Negeri:

BIL.	NAMA PEGAWAI	JAWATAN & GRED

- iii. Unit / Cawangan / Bahagian / Stesen Yang Mengawal (Termasuk Cawangan):
Contoh: Unit Gudang, Kawalan Ejen dan lain-lain.

BIL.	NAMA PEGAWAI	JAWATAN & GRED	UNIT / CAWANGAN / BAHAGIAN / STESEN

- iv. Wakil Syarikat / Pegawai Auditi:

BIL.	NAMA PEGAWAI	JAWATAN & GRED	UNIT / BAHAGIAN

B. PENEMUAN AUDIT

C. ULASAN DAN CADANGAN UNIT AEO / ACCOUNT MANAGER NEGERI

Tandatangan :

Nama :

Jawatan :

Tarikh :

D. ULASAN DAN KEPUTUSAN KETUA CAWANGAN / BAHAGIAN:

Tandatangan :

Nama :

Jawatan :

Tarikh :