

To  
Kind Attn: Mr. MD/Director Name  
M/s. company name  
company address

**Subject: AEO / DPD Registration - Ease of Doing Business for Importers&Exporters**

Respected Sir / Madam,

Greetings of the season.....

We **Sweta Enterprises** have great pleasure in introducing ourselves as one of the leading Exim Consultancy Service Providers operating from Mumbai and having associate representatives throughout India. We offer full-fledged services such as Import/Export Consultancy, Customs Clearance at Airport/Seaport & FTWZ, Freight Forwarding, Transportation, SVB Finalization, AEO Certification & DPD Registration etc.

a) **AEO Certification**: Authorized Economic Operator popularly known as an AEO enrollment with Zonal Customs' Office. It's a National & International recognition of the firm who enrolled themselves. This helps the importers and exporters in Ease of Doing Business at all Custom Stations in India as well as Internationally. The major benefits are as below: -

- Direct Port Delivery of import containers.
- Direct Port Entry for export containers.
- Reduction of CFS-Container Freight Station charges
- Shipment clearance time for import containers.
- Saving of Buffer Yard Cost & reduction of clearance time of export Containers.

b) **DPD Registration**: Direct Port Delivery popularly known as DPD registration is being introduced to improve the Ease of Doing Business at registered port and save on time & cost of the importers. The major benefits are as below: -

- Reduction in transit time.
- Reduction in CFS-Container Freight Station cost.
- Direct Port Delivery from preferred CFS.

We are attaching herewith a brief PPT on AEO / DPD for your kind information. For further detailed discussions we request you to grant us an appointment so that we can come over to your place / office for a presentation on the same and take it further.

Waiting for your earliest positive response.

Thanks and Best Regards,

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Authorized Economic Operator

- **What is AEO.**

AEO is Authorized Economic Operator programme under World Customs Organization (WCO) to recognize international trade in SAFE framework.

- **Why AEO.**

To Promote Ease of Doing Business and exchange seamless import / export trade across borders experience, with benefits.

# Aims & Objectives

- Ease of Doing Business.
- Secure and Reliable Trade.
- International Recognition.
- Facilitations to Business.
- Control Base To Trust Base Operations.

# Benefits for Importer Tier-wise

Status Holders	T-1	T-2	T-3
High level of Facilitation	✓	✓	✓
Direct Port Delivery ( DPD)	✓	✓	✓
ID cards to Authorized personnel for hassle free entry to Custom Houses, CFSs and ICDs.	✓	✓	✓
Separate space earmarked in Custodian's premises	✓	✓	✓
Reduction on Bank Guarantee	<b>50% reduction</b>	<b>75% reduction</b>	<b>100% reduction</b>
Investigations/ Disput , if any, would be completed, in six to nine months	✓	✓	✓
Advance E-mail regarding status of the vessel carrying their consignments.	✓	✓	✓
24/7 clearances on request at all Sea Ports and Airports	✓	✓	✓

# Benefits for Importer Tier-wise

Status Holders	T-1	T-2	T-3
Deferred Payment of Duty ( Bio-Monthly)	X	✓	✓
Bill of Entry will be processed on Priority	✓	✓	✓
Faster completion of Special Valuation Branch ('SVB')	X	✓	✓
Shorter Cargo Release Time	✓	✓	✓
Facility to Paste MRP Stickers	X	✓	✓
Access to consolidate Import Data	✓	✓	✓
Paperless declarations with no supporting documents in physical form EDI (Electronic Data Interchnage)	X	✓	✓
Client Relationship Manager	X	✓	✓

# Benefits for Exporter-Tier wise

Status Holders	T-1	T-2	T-3
High level of Facilitation	✓	✓	✓
Direct Port Entry ( DPE ) will be provided for Factory stuff, on Preference for Completion of Gate-in formalites.	✓	✓	✓
ID cards to Authorized personnel for hassle free entry to Custom Houses, CFSs and ICDs.	✓	✓	✓
Investigations/ Disput , if any, would be completed, in six to nine months	✓	✓	✓
Advance E-mail regarding status of the vessel carrying their consignments.	✓	✓	✓
24/7 clearances on request at all Sea Ports and Airports	✓	✓	✓
Self Sealing Permission is Permitted without scrutiny of Documents after AEO Certification, on Application.	✓	✓	✓

# Benefits for Exporter-Tier wise

Status Holders	T-1	T-2	T-3
Shipping Bill will be processed on Priority	✓	✓	✓
LCL & Dockstuff Containers will be passed in RMS	✓	✓	✓
Access to consolidate Export Data	✓	✓	✓
Paperless declarations with no supporting documents in physical form EDI (Electronic Data Interchnage)	X	✓	✓
Client Relationship Manager	X	✓	✓
Expedite Refund of IGST	X	<b>45 Days</b>	<b>30 Days</b>
No Merchant Overtime Fee (MOT)	✓	✓	✓
Faster disbursal of drawback within 72 hours post submission of Export General Manifest (EGM)	X	✓	✓
International recognition with countries India has entered MRA	X	✓	✓



# Types of Status & Certification

Types of Certificate	Applicability	Validity	Renewal application before lapse of validity
<b>AEO-T1</b>	Verified on the basis of document submission only.	<b>3 Year</b>	<b>30 Days</b>
<b>AEO-T2</b>	In Addition to document verification, onsite verification is also done.	<b>3 Year</b>	<b>60 Days</b>
<b>AEO-T3</b>	Applicant must have continuously enjoyed the status of AEO-T2 for at-least a period of two years preceding the date of application for grant of AEO-T3 status.	<b>5 Year</b>	<b>90 Days</b>

# Eligibility & Criteria

- Any Legal Entity undertakes customs related activities can apply for the AEO programme, if they fulfill below conditions in INDIA
- Minimum handled 25 Import or Export document in last Financial Year.  
*(This condition can be waived of by the AEO Programme Manager)*
- Applicant should have business activity for last 3 Financial Years.
- The applicant must have been Financially Solvent for the last 3 Financial Years.

## Documents Required for T1-Certification

1	Company AEO application covering letter addressed to Customs enclosing below documents
2	AEO Declaration on company letter head, stamp and signature
3	Company IEC / PAN / GSTN Copy with stamp and signature
4	List of premises / offices / branches / sites / under control of the entity where import & export goods are handled.
5	Provide Site Plan for all the above sites / SOP
6	If Manufacturer License with main or Bitems of manufacturing permit
7	If Trader License with items traded
8	Industry specific Trade Association membership certificates like RCMC etc
9	Visiting Card / Name Details of the nominated person as Principal Contact Person for AEO Program in the company
10	In case of a registered company a written authorization / board resolution for appointment as Principal Contact Person for AEO
11	Company Registration Certificate under Companies Act or Partnership Act etc
12	List of major items of import and from which countries in descending order of volume
13	List of major items of export and to which countries in descending order of volume
14	List of number of BOEs / SBs handled in last three financial year
15	Provide business process map viz raw material purchase requisitions, floating of quotations, analysis, purchase order generation, procurement, goods receipt, purchase registers, stores, production, advertisement, sales promotion, supplies, logistics & transportation, sales registers, payments and receipts, customer feedback, repeat orders etc

## Documents Required for T1–Certification

16	Role of Principal Contact Person in the above process and other business partners / directors in the import – export supply chain
17	Provide the list of contingent liability with break up in last three Financial Years
18	Provide handling and usage of any license / authorization issued by customs
19	Provide separate list of goods in details if falling under Anti Dumping Duties / Safeguard Duties / Countervailing Duties
20	Provide the process followed for customs tariff classification / verifying declarations / value declarations etc
21	Provide the IT policy with authorized access permitted or restriction to unauthorized access
22	Provide the business records maintenance procedure and number of years data retention policy for any statutory reference in future
25	Provide Solvency Certificate from CA or Statutory Auditor stating list of Net Worth figures and Net Current Asset figures for last three Financial Years
26	Provide Audited Financial Reports of the company for last three Financial Years
27	Provide declaration under company letter head stating its solvent, not declared bankrupt and no liquidation proceedings been initiated against company in last three Financial Years
28	Articles and Memorandum of Association
29	Declaration under company letter head stating No SCN / Cases pending with Customs, Excise, GST and Any Govt Depts
30	Original cancelled cheques of all the banks owned by company
31	All above documents self attested (stamped and signed) by the authorized signatory of the company

## All T1 Documents & Additional below required for T2 certification

1	Provide the process followed for customs tariff classification / verifying declarations / value declarations etc
2	Provide SOP for maintenance of Accounting Standards / Principles. (GAAP)
3	Provide the Procedure to identify & disclose any irregularities or errors to the Customs authorities & taken appropriate remedial action against when such irregularities or errors identified.
4	Provide the SOP in respect of employee training & awareness to tackle compliance difficulties & make contacts with Customs Authorities.
5	Provide the business records maintenance procedure and number of year's data retention policy for any statutory reference in future.
6	Provide the SOP for Maintenance & Archiving of the Company's Records & Information.
7	Provide the SOP in respect of IT security measures to protect from unauthorized intrusion & to secure the applicant's documentation & computer systems.
8	Provide the business records maintenance procedure and number of year's data retention policy for any statutory reference in future.
9	Provide the SOP for Maintenance & Archiving of the Company's Records & Information
10	Provide SOP for handling of licenses & authorizations connected to import/export.

## All T1 & T2 Documents & Additional below required for T3 Certification

List of all Business Partners involved in International supply

Provide AEO Certificate or any other equivalent AEO certificate granted by Foreign Customs to Business Partners, namely Importers Exporters. Logistics provider, Terminal Operator, Custom Brokers & Warehouse Operators.

# Not Eligible

- Businesses that are not involved in Customs related work / activities are not entitled.
- The applicant must not be issued a Show Cause Notice involving 'fraud, forgery, outright smuggling, clandestine removal of excisable goods or cases where Service Tax has been collected from customers but not deposited to the Government' during last 3 Financial Years.

# SWETA ENTERPRISES – Scope of business

- Will guide & support in compliance of application
- On receipt of filled application & documents, will verify and process with AEO cell of Customs
- Will support in resolving online queries raised by authority till certification is obtain.



# Thank You



**\*\*\* Please connect with us for any further clarifications:-**

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