

AEO contact point

## **INSTRUCTIONS FOR FILLING IN THE APPLICATION FOR AEO CERTIFICATE AND ANNEXES**

AEO certificates are applied for with customs forms 689s-07 (in Finnish) or 689r-07 (in Swedish). The form can be filled in, saved and printed on the Finnish Customs website at the address [www.tulli.fi](http://www.tulli.fi) Yrityksille > Sähköinen asiointi > Lomakkeet > AEO-lomakkeet.

There are three different types of certificates:

1. AEOC Customs Simplifications
2. AEOs Security and Safety
3. AEOF both of the above

### **Application**

The application contains the application form and the explanatory notes, as well as seven mandatory annexes.

The annexes are:

- |          |  |
|----------|--|
| Annex 1. | Owners of the company  |
| Annex 2. | Person responsible for customs matters                       |
| Annex 3. | Economic activities  |
| Annex 4. | Applicant's sites  |
| Annex 5. | Group structure and affiliates                               |
| Annex 6. | Description of the organisation                              |
| Annex 7. | Agreement with publication of information in AEO certificate |

### **Providing information by other means than annex form**

If the information required in the annexes can be found in other material produced by the company, for example annual report, it is not necessary to copy this information to the form; the material can be sent to Customs as such. The number and names of the appendices, and instructions on where in the appendix the information can be found, however, must be provided in the annex form.

### **Submitting the application**

The application can be submitted in writing or electronically.

Written applications should be sent to the address:

**Authorisation Centre  
PO Box 56  
90401 Oulu**

If a written application is submitted, the annexes must also be in written format.

Electronic applications should be sent to the address:

[lupakeskus@tulli.fi](mailto:lupakeskus@tulli.fi)

If an electronic application is submitted, the annexes must also be in electronic format, and they must be attached to the same e-mail message as the application form.

The number of annexes must be specified in the e-mail message. The application and the annexes can be sent in the following formats: doc, xls, rtf, pdf and jpeg.

### **Signatures**

- the application form and
  - Annex 7
- must be signed.

Signing the application form also means approving the information provided in the annexes. The person signing the form must be an authorised signatory according to the extract from the Trade Register. If the application has been submitted electronically, the documents requiring signatures must be scanned in order to verify the signature.

### **Acknowledgement of receipt of application**

The applicant is informed of the receipt of the application via e-mail. The acknowledgement is sent to the contact person indicated in the application form.

The authority issuing certificates has 30 days to ask the applicant to supplement the information in the application. The request is made to the person specified in box 6 of the application form.

### **Processing the application**

All EU Member States and the Commission are notified of the application via the AEO communication system.

The authority issuing certificates has 120 calendar days (+ further period of 60 calendar days if needed) to issue the certificate.

### **Granting the certificates**

In Finland, AEO certificates are issued by the AEO contact point of the Authorisation. The AEO contact point also provides customer guidance in all matters relating to AEO certificates and applications.

Contact information:

**AEO contact point**  
[aeo@tulli.fi](mailto:aeo@tulli.fi)

