

**List of Responsibilities of Authorized Economic Operator (AEO)**

1. Company is required to conform to and comply with any conditions that have been and will be charged by the Royal Malaysian Customs Department (RMCD).
2. AEO approval will be suspended or revoked if the AEO Compliance Audit conducted find that companies do not meet the conditions and requirements of the RMCD.
3. The approved company can enjoy the AEO facilities which are not permitted to their subsidiaries.
4. Company and/or Directors of the Company will be jointly and severally liable for any negligent act, omission, misconduct of agents/employees of the company and any third party representing the company.
5. Company is requested to inform RMCD if there are any changes in organizational structure and administrative affairs of the company.
6. Company is required to immediately notify RMCD of any error occurred and take appropriate action to prevent re-occurrence of similar mistakes.
7. Company is required to provide and declare the correct and accurate information relating to the importation, exportation and movement of goods.
8. Company is required to keep and maintain/update the records/documents on the importation, exportation, movement, payment of duties/taxes and other related documents systematically.
9. Company is required to provide General Bond (**Attachment 5-1**) equivalent to the amount of 10% of the total duties/taxes paid in the previous year to RMCD and which is signed by the person in charge of financial division/administration (Board of Directors).
10. Company is required to open an account with a nominated bank (**RHB Islamic Bank**) for the purpose of duties/taxes payment and give the account details to AEO Secretariat.
11. Company is required to submit AEO smart card application to AEO Secretariat by using format as per Attachment 6.
12. Company is required to declare the Consolidated Statement (CS) within the specified period.
13. Company is required to pay duties/taxes at the time specified.
14. Company is required to use "appointed transport company" for the importation, exportation and movement of goods.
15. Company is required to identify and strengthen any areas of weakness in the trade supply chain.
16. Responsibilities of the AEO Unit (refer to para 5.3 of the Standing Instruction No.75) are:
  - 16.1. Proper implementation and supervision of AEO Programme in the company as well as dealing with RMCD in accordance with the requirements of the relevant laws and regulations.
  - 16.2. Communication with the AEO Secretariats of the Customs Headquarters and Account Managers of the State Customs on Customs matters.
17. Company should ensure compliance with the prevalent trade supply chain security by conducting internal audit annually, and subsequently undertake enhancement measures (if necessary).