



THE CUSTOMS AND EXCISE DEPARTMENT



BARBADOS CUSTOMS & EXCISE DEPARTMENT Trusted Trader Self Assessment Questionnaire

Form No:

Please complete every section of this form. Where a particular aspect does not apply to your business, please mark N/A.

I. Application

1. Name of Company/Organization

2. Company Registration Number

3. Address and Phone Number

II. Business information

A. Structure & Organisation of the Business

1. According to the legal status of your business, please provide the names and addresses of:

- (i) The sole proprietor; or
- (ii) All partners; or
- (iii) All directors and major shareholders

2. Briefly describe your main business activities:

3. Give the location of each site in Barbados where your business carries out international trade activities, and briefly describe the activities at each location:

4. Please provide details of all subsidiary or associated businesses operating outside Barbados or and, in each case, the relationship of that business to your main business:

5. Please specify which of the businesses listed at 4 above that you buy from or sell to:

6. What is your staff compliment?

7. Please give the names and responsibilities of each of your senior personnel involved in the international trade supply chain:

8. Please describe the fallback procedures to be used when any of these key staff are absent.

Are these fallback procedures documented?

No ☐ Yes ☐

B. Customs Information

9. Please describe the business' procedures for verifying the Customs classification of its imported/exported goods.

Are these procedures documented?

No ☐ Yes ☐

10. Does the business import or export goods subject to tariff preferences?

No ☐ Yes ☐

11. Please describe the business' procedures for claiming preferential rates of duty on imports and (where applicable) exports (e.g. CARICOM) and ensuring these are validly claimed.

Are these procedures documented?

No ☐ Yes ☐

12. Do you import/ (re-)export goods subject to licences, permits, certificates or restrictions?

No ☐ Yes ☐

Please describe the business' procedures for complying with the requirements of these schemes.

Are these procedures documented?

No ☐ Yes ☐

13. Please describe the business' procedures for determining the correct Customs value of its imported goods.

Are these procedures documented?

No ☐ Yes ☐

14. How does the business verify the accuracy of customs declarations - including those submitted on your behalf by a third party representative, for example agent, freight forwarder, broker, etc?

Are these procedures documented?

No ☐ Yes ☐

15. Please list all of the agents, forwarders, brokers etc. used by your business (include any outside Barbados):

16. Please list below any Customs duty exemptions applicable to your business? When do these expire?

III. Compliance Record

1. Please describe the business' procedures for identifying and disclosing irregularities/ errors to Customs?

Are these procedures documented?

No ☐ Yes ☐

2. Give brief details of all compliance errors or irregularities made by your company and highlight those discovered by you in the last three years:

3. Please describe any remedial action that was taken:

IV. Accounting and Internal Control Systems

A. Accounting System

1. Please describe the audit trail for your Customs activities along the supply chain.

2. What type of computer system(s) & software do you use for your commercial activity?

B. Internal Control Systems

3. Please describe the following procedures operated by the business:

- (i) Purchase;
- (ii) Receipt;
- (iii) Payment; and
- (iv) Sale.

How does the business segregate the responsibilities for these procedures?

Are these procedures documented?

No ☐ Yes ☐

4. Are your internal control processes subject to any internal/external audit?

No ☐

Yes ☐

If "yes", please attach copies of the latest audit report(s).

5. If your operating procedures conform to any recognised international standard(s), please specify which:

C. Movement of Goods

6. Please describe the following procedures operated by the business:

- (i) Goods receipt;
- (ii) Stock storage and movement; and
- (iii) Goods delivery.

Are these procedures documented?

No ☐ Yes ☐

D. Procedures for Back-up, Recovery, Fallback and Archiving

7. Describe your procedures for back-up, recovery, fallback, archiving and retrieval of your business records?

Are these procedures documented?

No ☐ Yes ☐

E. Information and Document Security

8. Have you documented procedures to protect your computer system against unauthorised access?

No ☐ Yes ☐

9. Have you documented procedures to control security of your documents?

No ☐ Yes ☐

F. Risk Management

10. Have you carried out a risk assessment on your Customs handling procedures?

No ☐ Yes ☐ If "yes", please attach copies.

11. Describe the business' procedures used to ensure all goods unloaded at the port are received at your commercial premises.

Are these procedures documented?

No ☐ Yes ☐

IV Supplementary Information

1. Please provide:-

- (i) A copy of your organisation/structural chart;
- (ii) A copy of your annual Financial Statement for the last three (3) years; and
- (iii) The name and address of your Accountant.

V. Declaration

I hereby declare that all of the information provided in this form is correct to the best of my knowledge and belief. I understand that the Barbados Customs Department will use the information in the course of assessing my application for approval as a Trusted Trader, and also that the information will form the starting point for discussions during any subsequent audit visit.

Signature

Full Name in Capital Letters

Status of signatory Sole proprietor, Partner, Director

Date yy/mm/dd