



**RWANDAREVENUE AUTHORITY**  
**TAXES FOR GROWTH AND DEVELOPMENT**

KG 4 Ave 8, Kimihurura, P.O. Box 3987 Kigali, Rwanda

**GOLD CARD SCHEME APPLICATION FORM**

**Section 1: Company details**

Name of applicant.....TIN.....

Business Address<sup>1</sup>.....Street/Road.....Plot No.....

P.O Box.....

Company Contact Name<sup>2</sup>.....

Tel.N° (Office .....: Mobile:.....)

Fax.....Email address.....

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**Section 2: Agent Details (if space insufficient attach list)**

Customs Agent (s)<sup>3</sup>

Name (1).....Email

Address.....

TIN.....Tel No.....Connected to A. WORLD: Yes/No

Name (2).....Email Address.....

TIN.....Tel No.....Connected to A. WORLD: Yes/No

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<sup>1</sup> Must be address at which Applicant's Customs Records are kept

<sup>2</sup> Company contact for Gold Card Scheme matters

<sup>3</sup> Customs Agent/Declarant must be connected to ASYCUDA WORLD

**Section 3: Nature of Business applied for (tick appropriate)**

Importer/Exporter  Licensed Customs Clearing & Forwarders  Transporter   
Bonded Warehouse Operator  Courier Service  Other (specify .....)

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**Section 4: Applicant Activities<sup>4</sup>**

State whether your business is a: \*Sole proprietorship: Yes/No; Partnership: Yes/No; Limited Company: Yes/No

Exemptions Claimant? : Yes/No

Require permits?: Yes/No

Drawback Claimant?: Yes/No

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**Section 5: Applicant Present Record Keeping Arrangements<sup>5</sup>**

Documents & Records kept? : Yes/No      Hard copy? : Yes/No      Soft copy? Yes/No  
Accounting System /Ledger used?: Yes/No      Hard copy?: Yes/No      Computerised? Yes/No

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**Section 6: Overseas Purchasing/Sales & Bank Arrangements**

**(If space insufficient attach list)**

Are all overseas Purchases/Sales made through the Rwanda Banking System? Yes/No

Bank (1).....Branch.....

Bank (2).....Branch.....

Bank (3).....Branch.....

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**Section 7: Importer/ Bonded Warehouse Operator –Major Overseas Suppliers’ details**

**(If space insufficient attach list)**

Name (1).....Country.....

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<sup>4</sup> Circle that which applies

<sup>5</sup> Circle that which applies

Name (2).....Country.....  
Name (3).....Country.....  
Name (4).....Country.....

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**Section 8: Licensee<sup>6</sup> - license Details (if space insufficient attach further details)**

Type of licence.....  
Approved operations.....

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**Section 9: Drawback Claimant- Detail (if space insufficient, attach further details)**

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**Section 10: Goods for which Exemptions claimed (if space insufficient attach list)**

Description.....CPC Code.....  
Description.....CPC Code.....  
Description.....CPC Code.....

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**Section 11: Declaration**

I have read and understood the Guidelines for the operation of Gold Card Scheme and I am fully aware of responsibilities of a selected company under the scheme.

I am further aware that:

- Customs staff will perform a check of the company's record-keeping arrangements and thereafter make a recommendation to the Commissioner for Customs Services in relation to this application; and
- The Commissioner for Customs Services has the sole power to reject or approve this application.

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<sup>6</sup> That is: Licensed Bonded Warehouse, Manufactured Under Bond, EPZ etc

I hereby apply for membership of Gold Card Scheme and declare that the particulars and statements provided above are true and correct.

Applicant Name.....Capacity<sup>7</sup>.....

Signed/stamped .....Date.....

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<sup>7</sup> Applicant should be the Owner, CEO or a Director of the Applicant Company

### GOLD CARD SCHEME SELF – ASSESSMENT FORM

This form is used to gain an understanding of the business engaged by an organization to be vetted and to ensure that relevant information is provided.

		<b>Response</b>	<b>Observation</b>
1	<b>COMPANY INFORMATION</b>		
1.1	Company's full name and TIN		
1.2	Provide the contact details of the personnel responsible for Customs matters in your organization.		
1.3	Description of business activities		
1.4	Physical, Postal Address, Telephone/Mobile number/ Fax and Email address (s)/website (s)		
1.5	Directors and their Nationality		
1.6	Does your company have any relationship with your trading partners? If yes, please explain.		

1.7	List all other business locations including but not limited to manufacturing and warehousing facilities		
1.8	Attach Organizational structure and indicate whether policy, procedures and assignment of responsibilities are in place		
2	<b>COMPLIANCE RECORD</b>		
	<b>Compliance History</b>		
2.1	Has any action been taken against your company on any offence committed under the laws, rules and regulations pertaining to Customs, Domestic Taxes and all relevant Government Agencies in the last 2 years? If yes, please specify type of offence and action taken?		
2.2	Does your company owe any unpaid duties and taxes to the Customs Services Department or Domestic Taxes Department? If yes, please specify.		
2.3	Provide brief details of any Customs authorization held or sought by your business which has been withdrawn, suspended or denied in the last 2 years.		
2.4	Provide brief details of any compliance errors or irregularities you have discovered in your business in the last 2 years.		
2.5	Have you taken any remedial action as a result of the above? ( <b>Yes or No</b> ). If yes, please provide details of what you have done.		
2.6	Do you have a documented personnel code of conduct? ( <b>Yes or No</b> )		

3	<b>MAINTENANCE OF RECORDS</b>		
3.1	Do you maintain a full audit trail of your customs activities? <b>(Yes or No)</b> . If yes, please give details.		
	<b>Accounting and logistical system</b>		
3.2	What accounting package/logistical application system (e. g sun system, sage e. t. c) do you use for your commercial management?		
3.3	Where is your computer servers located?		
3.4	If the accounting system is automated, is it possible for Customs to interrogate and extract the data from the system? <b>(Yes or No)</b>		
	<b>Internal control system</b>		
3.5	Have you documented procedures by which employees within the different units in your business operate? (E.g. depending on the business activity - sales, production, etc.) <b>(Yes or No)</b> . If Yes, please provide details.		
3.6	Have your internal control processes been subject to any internal/external audit? <b>(Yes or No)</b>		
3.7	Have you documented procedures to regulate and control the use and access to key and confidential business information?		
4	<b>VOLUME OF BUSINESS</b>		
	<b>Fiscal statistics on Customs matters</b>		
4.1.	Do you perform customs formalities in your own name and for your own account?		
4.2	Are you being represented by someone regarding customs formalities, if yes by whom?		
4.3	Do you represent other persons in		

	customs formalities? If yes, whom? (Name the most significant clients)		
4.4	What is the number of Customs declarations (imports, exports and/or re-exports, transit) made by your company in the last 2 years?		
4.5	What is the total amount of Customs value (CIF) and duties and taxes paid by your company in the last 2 years?		
4.6	Has your company dealt in duty exempted goods in the last 2 years? ( <b>Yes or No</b> )		
4.7	Please indicate the location of the storage facilities used, but not owned by you?		
5	<b>NATURE AND FLOW OF GOODS TRADED IN</b>		
	<b>Nature of goods</b>		
5.1	Provide a list of the main countries with which you trade.		
5.2	Do you deal in goods which are subject to preferential rate of duty? ( <b>Yes or No</b> ). If yes, please give an overview of the preferential schemes you are using.		
5.3	Do you deal in goods subject to licenses, permits, certificates or restrictions? If yes, please provide details.		
	<b>Flow of goods</b>		
5.4	Have you documented procedures to control stock movement? ( <b>Yes or No</b> ) Briefly describe the procedures in place for checking stock levels, including the frequency of those checks and how are discrepancies handled (e.g. stocktaking and inventory)?		
5.5	Have you documented procedures to control your manufacturing processes?		



	<b>(Yes or No)</b>		
5.6	Have you documented procedures to control the delivery of goods to your customers? <b>(Yes or No)</b>		

**NB:**

**In case the space provided is not sufficient you may write in a separate sheet and attach to this form.**