
ARAMEX INTERNATIONAL
CORPORATE QUESTIONNAIRE

1. Introduction

We strive to build an organizational culture that guides our actions and decision-making in a way that is rooted in what we consider to be fair and honest, and what promotes a dignified life for all people.

This questionnaire will be used to evaluate your compliance program as a supplier and business partner to provide goods and services to Aramex International.

Please answer the yes/no questions below with "yes" or "no" only, and shall you need any assistance, please contact your respective station.

Required Documents:

- Copy of the registration certificate or trade license or VAT VIES validation for companies that operate and are registered under the EU/Ireland.
- License required to practice the activity.
- Official list of authorized signatories.
- *For companies who cannot provide us with English legal documents: a signed and stamped confirmation letter from the company stating their English name (or bank details confirmation).*

2. Confidentiality Statement

All information provided here will be used strictly for the purpose of this evaluation. No information will be shared with external entities of any type.

3. Know Your Supplier (KYS) Form - Corporates

Corporate Information	
Corporate Name:	
Legal Name:	
Registration No:	
Legal Form:	
Nationality:	
Location:	
Nature of Business:	
Number of Employees:	
Phone No:	
E-mail:	
Website:	
Authorized Signatory:	
Registration Certificate Expiry Date:	
Procurement	
Does your company trade electronically?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what kind of transaction(s) you perform electronically for your customers?	
Website Address for Electronic Trading:	
Customs Clearance & Brokerage	Services
Will your company provide Customs Clearance & Brokerage services	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please complete Annex 1)

(Tick the relevant answer)

4. Improper Gifts, Entertainment and Hospitality

Question	Answer	Justification / Comment
4.1. Does your company have gifts, entertainment, and hospitality policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.2. Does your company comply with Aramex Gifts and Entertainment Policy? (Aramex Code of Conduct, P.15)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

5. Anti-bribery, Corruption and AML

Question	Answer	Justification / Comment
5.1. Does your company have an anti-bribery and corruption policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.2. Does your company comply with Aramex Anti-Bribery Policy? (Aramex Code of Conduct, P.14)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.3. Does your company deal in Cash or Banks?	<input type="checkbox"/> Cash <input type="checkbox"/> Banks	

6. Conflict of Interest

Question	Answer	Justification / Comment
6.1. Does your company have a conflict-of-interest policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.2. Do any of the company's shareholders or employees have vested interest in Aramex? (Ex. A close relationship with Aramex officers) (If yes, please provide full justification)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.3. are any of your shareholders or employees a politically exposed person? (If yes, please provide with their full names, entities, and positions)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.4. Have you ever been an employee in Aramex? (Full time or part time)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Confidentiality

Question	Answer	Justification / Comment
7.1. provide a statement on how your company takes measures to maintain all classified, private, and sensitive information relating to the company's business, customers, suppliers, and employees?	Attach document	

8. Local Rules and Regulations

Question	Answer	Justification / Comment
8.1. Does your company comply with local laws and regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Procurement

Question	Answer	Justification / Comment
9.1. Does your company provide samples for inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.2. Will your company allow site visits in order for us to ensure acceptable quality level?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

10. Health and Safety

Question	Answer
10.1. Does your company comply with local laws and regulations that are related to the health & safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Trade (Import / Export Controls)

Question	Answer
11.1. Does your company export/import commodities?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please fill out Annex 2)

12. Acknowledgement

I hereby acknowledge receiving, reading, comprehending to [Aramex code of conduct](#) as well as the terms and conditions stated on Aramex official website. I further acknowledge that I will fully abide by its content and be held liable for any misrepresentation found including providing the sufficient valid legal documents and their contents.

Point of Contact (POC) Details	
POC Name:	
POC Position:	
POC E-mail:	
POC Phone No:	
Signature:	

Annex 1
Customs Clearance

Question	Answer Yes/No	Comments
1. Do you have a person in your organization that is responsible for customs compliance? State the name and position/department that the responsible person resides <i>(Provide details in the Comments section)</i>		
2. Is your company aware of and compliant with local customs laws and regulations?		
3. Does your company provide customs and import/export related training to your employees?		
4. Does your company have a policy to ensure all relevant customs records or documentation are retained in accordance with local regulations?		
5. Does your company handle cash payments, either directly or indirectly via other third party, to Customs or any other relevant government authority?		
6. Does your company have financial controls in place to avoid improper payments to government officials?		
7. Has your company terminated the services of any employee for reasons relating to improper payments or bribery of Government Officials in the last 5 years?		
8. Are there any persons in your company a Government Official or have family members that are Government Officials?		
9. Does your company engage any Government Official, including any former/retired Government Official as consultant?		
10. Is any Government Official involved in any way in your business?		
11. Is there anyone in your company able to influence a decision of a Government Official?		
12. Has your company ever been fined or penalized by Customs or any other relevant government authority in the last 5 years?		

Questions	Answer Yes/No	Comments
13. Has your company been subjected to any investigation or currently undergoing any investigation by Customs or any other government agency?		
14. Will your company agree to an audit by Aramex, including requests for any related financial information and import/export clearance that are related directly or indirectly to Aramex transactions?		
15. Provide 3 written business references from your existing customers. <i>Provide copies as separate attachment (pdf or GIF)</i>		

Annex 2
Export Controls

Question	Answer	Description
10.1. Do you have a person in your organization who has the responsibility for trade compliance? Where does this responsibility reside? (e.g., Legal, Operations, Finance)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.2. Does the company have a Trade Compliance Policy? Has it been communicated to the employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.3. Do you have training requirements for personnel involved in exports/imports? Are these requirements documented and reviewed on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.4. Do you screen your suppliers for denied parties lists?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.5. Do you have process in place to ensure that your documentation records are being maintained in accordance with legal requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No	