

Document governance, purpose and scope

This AOIC describes the administrative organisation and measures of internal control of the customs and excise aspects of the terminal operations of VTTI Terminals II B.V.

The AOIC describes:

- The terminal operations;
- The customs and excise concepts relevant in the context of these operations;
- The processes implemented for properly determining and maintaining customs data elements;
- Safety and security aspects;
- The customer governance setup (i.e., customer screening, onboarding, monitoring);
- The control framework, consisting of the combination of procedures, systems and measures implemented to keep the terminal operations up with AEO-standards;
- Internal control (i.e., the controls implemented to monitor compliance).

The CGT team is responsible for the content and maintenance of this document. Any updates to the document are reviewed and processed by CGT. CGT applies the four-eyes principle to all document updates, meaning that any proposed changes are reviewed by another member of the CGT team before a new version is released.

CGT monitors business and legal developments that may require updates to the AOIC and implements such updates where appropriate. In addition, CGT conducts a comprehensive review of the AOIC on an annual basis to ensure that it remains accurate and up to date.

This AOIC serves as the overarching document and refers to supporting procedures and work instructions that describe specific topics in greater detail and provide practical guidance where applicable.

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