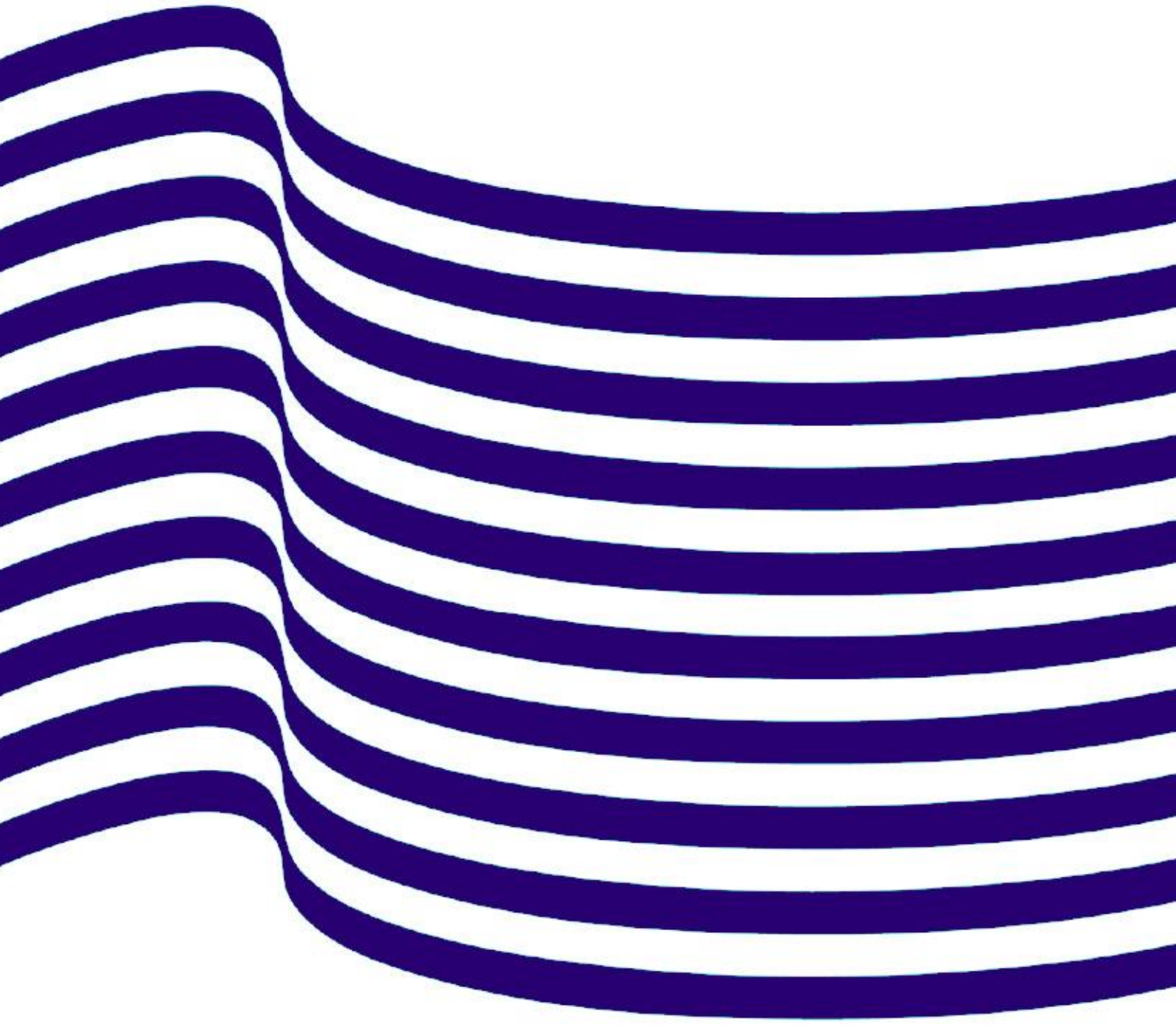




North East England  
Chamber of Commerce

# Certification - Export Documents





North East England Chamber of Commerce is the government appointed issuer of export documents in the North East of England. Situated in Durham, and responsible for the provision of certified export documents across the region, issuing 1700+ documents each month used in exports to countries worldwide.

The most common documents processed are:-

### **EC Certificate of Origin**

A4 three part document required for export shipments for goods being exported by companies in the United Kingdom (although the goods can be physically moved from anywhere). They can be requested for exports to any country, but are rarely required for shipments to other EC Member States or North America. The 3 parts of a standard document are:-

Original	Sent overseas to the importer/clearing agent
Copy	Retained by the exporter
Application Commerce)	Retained by the authorizing body (North East England Chamber of

Additional copies may be requested by the importer.

Documents can be required for commercial reasons, such as when stipulated as part of a letter of credit transaction, or when goods are to be shipped onwards, and the subsequent exporter requires corroboration as part of their own application for a certificate of origin. This is common in mainland Europe, where the document is issued in accordance with the same European Community law, interpreted by the relevant authorities in each of the member states.

The most common reason the documents are requested is to facilitate customs clearance, with overseas customs officers stipulating a Chamber of Commerce issued certificate forms part of the bundle of documents required to release goods.

In some countries, most commonly Middle Eastern, invoices require certification along with the certificate.



## Certification of Invoices

Shipments to Arab-States often require invoices are certified by the Chamber of Commerce. This is actually authentication of the signature on the invoice, so documents requiring this process must be signed by someone listed on the signature sheet of the Formal Undertaking document, which is renewed with North East England Chamber of Commerce each year, in line with guidelines dictated to issuing bodies, who certify appropriate documentation on behalf of UK Government.

North East of England Chamber of Commerce requires one signed copy of each invoice certified to retain for its records. These are processed in sets of four as standard.

## EUR1

A4 two part document used to reduce the rate of import duty paid by the importer. Main qualifying criteria is the goods are of EC origin. They can be requested for a large number of countries, some of the more common of which are Algeria, Chile, Egypt, Israel, Jordan, Lebanon, Mexico, Norway, South Africa and Switzerland.

Further info: HM Customs Notices  
827, 828 and;  
830 (GSP Countries), 832 (Mexico)

## ATR

A4 two part document very similar to an EUR, except an A TR is only used for exports to Turkey. Unlike an EUR, goods going to Turkey requiring an A TR can be of any origin, but must be cleared and in free circulation in the United Kingdom.

Further Info: HM Customs Notice:  
812

## General Requirements

When issuing any of the above documents, North East of England Chamber of Commerce require a **commercial or shipping invoice** as corroborating evidence of the export. This document must substantiate the information shown on the **Certificate of Origin/EUR1/ATR**. In the case of a simple invoice, such as those used for domestic purposes, a packing list may be used to corroborate the information declared on the application. Ideally, the majority of information shown on the document applied for should be corroborated



## **Governance**

Certification services are provided in the UK by 'issuing bodies', all of whom are Chambers of Commerce. The British Chambers of Commerce maintain and develop the standards on behalf of UK Government (Department of Business, Innovation and Skills).

Documents can only be certified by Chamber employees who have reached a level of competence, demonstrated in assessments to British Chambers Assessors, and acceptable completion of the certification assessment course.

Inspections take place at each issuing body on a two year cycle, with a minimum of three randomly selected months of documents checked to ensure service is delivered in accordance with standards set.

The British Chambers administer the provision of A TRs/EURs on behalf of HMRC, with staff undertaking separate training and assessment. HMRC documents are also inspected on a two year cycle.

## **Working Practices**

Documentation is provided from North East of England Chamber of Commerce's head office in Durham:

International Trade Department  
North East England Chamber of Commerce  
Aykley Heads Business Centre  
Aykley Heads  
Durham  
DH1 5TS

Postal documents (and e-zCert applications sent 'Standard') are returned via first class, with either special delivery or courier service available at an extra cost, on request. Electronically certified documents (sent via e-zCert express) are usually processed within four working hours.



### Contact Details:

Please send any documentation queries to [ecert@neechamber.co.uk](mailto:ecert@neechamber.co.uk) in the first instance. This is a folder accessed by whoever is processing documents.

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Documents are processed between 8.30am – 4.30pm Monday to Friday