

## FREQUENTLY ASKED QUESTIONS – ATRs / EUR1s

### 1. WHERE DO I OBTAIN ATR or EUR1 MOVEMENT CERTIFICATES?

Office address	Counter and telephone service times	Cut-off time for document processing	Telephone and fax numbers
<b>London Chamber of Commerce and Industry</b> 33 Queen Street London EC4R 1AP	9.00am - 5.00pm Monday to Fridays Office closes at 4.30pm on the last Friday of every month	C/Os - 4.45pm  Carnets regular - 4.55pm  Carnet express - 3.00pm  Other - 4.45pm	C/Os: T:+44 (0)20 7203 1850/1886/1853  Carnets: T:+44 (0)20 7203 1843/1846/1847
<b>Barking Branch Office</b> 4 Cambridge House Cambridge Road Barking Essex IG11 8NR	10.00am - 12.30pm 1.30pm - 4.00pm	Times vary - please contact Barking Branch Office	T:+44 (0)20 8594 3195 F:+44 (0)20 8591 5682
<b>Hounslow Branch Office</b> Unit 20 Belville Court 183 Hanworth Road Hounslow TW3 3TQ	10.00am - 12.30pm 1.30pm - 5.00pm	Times vary - please contact Hounslow Branch Office	T:+44 (0)20 8577 4148 F:+44 (0)20 8814 1563

### 2. HOW DO I APPLY FOR AN ATR OR EUR1 CERTIFICATE?

The easiest way to apply is online: [www.tradecert.com/london](http://www.tradecert.com/london)

If you are applying manually, you would have to obtain a blank ATR / EUR1 Certificate from one of the above-mentioned offices and use the excel template on our ATR or EUR1 Movement Certificate webpages to complete the Certificate. Completed document can be either posted to our issuing offices or processed over the counter.

Handwritten documents are not allowed.

### 3. WHEN APPLYING TO THE CHAMBER FOR ATR OR EUR1 CERTIFICATES, CAN YOU PLEASE ADVISE WHAT DOCUMENTS I NEED TO INCLUDE AS BACK UP?

A Commercial Invoice must always be submitted with ATR or EUR1 Movement Certificate applications. In case of ATR Certificates you will also need to provide LCCI with a copy of the Export Declaration (or if this is not available at the time of applying for the document, an Exporter Statement stating the CPC Code and the Tariff Code).

If you have authorised an agent to sign the ATR / EUR1 on your behalf, then you also need to submit a Letter of Authorisation.

**Please note that all information stated on ATR and EUR1 Certificates must be backed up by suitable documentation (i.e. packing list or shipping document for weight & packaging etc).**

#### 4. HOW MUCH WILL IT COST?

Click here for a Price List [www.londonchamber.co.uk/lcc\\_public/article.asp?aid=3951](http://www.londonchamber.co.uk/lcc_public/article.asp?aid=3951)

London Chamber of Commerce and Industry (LCCI) Members receive up to 50% discount on standard prices.

#### 5. HOW LONG WILL IT TAKE?

The ATR and EUR1 Movement Certificates are processed while you wait when submitted over the counter. Electronically we will usually process them within 24 hours (DIY service). Postal applications are usually processed and posted out on the same day as received.

#### 6. IMPORTANT INFORMATION ON ATR / EUR1 CERTIFICATES

ATRs can only be used for Exports to Turkey

With ATR Certificates the goods do not have to be of EU origin to attract a zero rate of duty, only in free circulation in the EU (i.e. all duties and taxes paid into the EU).

EUR1 Certificate only applies to exports from the United Kingdom and the goods must be of preferential EU origin (if you are the manufacturer of the goods shipped, then you must ensure that the rules specified in HMRC Notice 828 and 832 are met.

If you bought the goods and are re-exporting them, then the supplier must provide you with a signed declaration confirming that the goods are of preferential EU origin (any statements that do not mention preferential origin are insufficient i.e. "goods were manufactured in the UK" would be inadequate for the purposes of preferential origin).

#### 7. CAN I APPLY FOR ATR OR EUR1 CERTIFICATES RETROSPECTIVELY?

Yes. You will, however, have to provide LCCI with proof of Export (i.e. copy of Bill of Lading, Export declaration etc).

#### 8. ARE THERE ANY LIMITATIONS CONCERNING PRODUCTS THAT CAN BE EXPORTED ON AN ATR CERTIFICATE?

Yes. ATRs CANNOT be used for the agricultural goods, minerals and steel as per following tariff numbers:

1	0406	0702	12	1703
2	0407	0703	ex 1302 20	1801
3	0408	0704	1501	1802
0401	0409	0705	1502	1902 20 10
0402	0410	0706	1503	1902 20 30
From 0403 10 11 To 0403 10 39	0504	0707	1504	2001 10 00
From 0403 90 11 To 0403 90 69	ex 0511	0708	1507	2001 90 10
0404	6	0709	1508	2001 90 20
ex 0405	0701	ex 0710	1509	2001 90 50
2001 90 65	2002	2007	2206	2401

2001 90 70	2003	ex 2008	ex 2207	3502
2001 90 91	ex 2004	2009	ex 2208	4501
2001 90 93	ex 2005	From 2106 90 30 To 2106 90 59	2209	5301
2001 90 99	2006	2204	23	5302

Any goods falling under above classification will require an EUR1 Movement Certificate.

**9. CAN I HAVE AN ATR or EUR1 CERTIFICATE LEGALISED BY AN EMBASSY?**

No, these Certificates can only be certified by the authorized Chambers of Commerce or HMRC.

**10. MY GOODS ARE BEING EXPORTED FROM ANOTHER MEMBER STATE. CAN I APPLY FOR AN ATR or EUR1 IN THE UK?**

No, UK Issuing Bodies are only allowed to facilitate preferential exports out of the UK. ATR or EUR1 will have to be issued in the relevant Member State by the exporter's Agent.

**11. DO THE ATR or EUR1 CERTIFICATES HAVE TO BE SIGNED?**

Yes. On the ATR Certificate sign the Box 13 on pages 1 and 2. On the EUR1 sign the Box 12 on pages 1 and 3 and complete relevant declarations and sign the bottom part of the page 4.

You may also authorize an agent to apply and sign the ATR / EUR1 Certificate on your behalf. In such cases you must authorize the agent in writing and confirm that the goods qualify for preference (please refer to Letter of Authorization on our ATR / EUR1 webpages).

**12. DO I HAVE TO INCLUDE WEIGHTS ON MY ATR or EUR1 CERTIFICATES?**

Yes it can be net or gross or both.

**13. I WOULD LIKE TO BE ABLE TO CHECK IMPORT DUTY RATES APPLICABLE TO MY CUSTOMERS OVERSEAS. IS THERE ANYWHERE I COULD TRY?**

There are two websites that you can use:

EU Market Access Database: <http://mkaccdb.eu.int/mkaccdb2/indexPubli.htm>

The World Customs Organisation (WCO) website: [www.wcoomd.org](http://www.wcoomd.org) (On the home page, select "About us" from the left hand side and then "National Customs Website". Select your country and it will take you into the tariff pages.

Please note that we cannot guarantee the accuracy of the data or that the relevant websites will work.