

Calling all international traders – export documents update

LCCI is maintaining its contingency documentation service as follows.

1. LCCI offices

The Chamber's City HQ is closed until further notice. Barking and Hounslow offices are operating a postal service only. Note that for safety reasons the offices are closed to general public. The office postal addresses on the reverse of the document pricelist: <https://www.londonchamber.co.uk/LCCI/media/media/Export-Documents-January-2020.pdf>
It is advised that an_SAE is enclosed with your documents wherever possible to avoid delays or documents being returned to an incorrect address.

2. EC Certificates of Origin, A.TR and EUR1 movement certificates

The quickest way to obtain these documents is online using www.essdocs.com. We are operating both the DIY and Chamber Printed service. Any certificates printed by us will be posted out by 1st class post – please ensure that the correct posting address is stated in the special comments box. For the sake of expediency and simplicity, we would strongly advise that applicants use the DIY method wherever possible. The system will allow you to select a DIY service for those countries that accept electronic stamps and signatures. Recently Chile, Qatar and Switzerland have agreed to accept electronic stamps and Saudi Arabia and Turkey are expected to provide their consent shortly. Email edocuments@londonchamber.co.uk to obtain supply of blank Certificates.

3. Certificates of Origin for Arab League countries

Please refer to the Arab Embassy Matrix for information on various embassies:
<https://www.londonchamber.co.uk/getattachment/Export-Documents/Arab-Certificates-of-Origin/ARAB-EMBASSY-FEES-15-APR-2020.xlsx?lang=en-GB>

The Embassies of Bahrain, Iraq, Jordan, Qatar and Saudi Arabia are currently closed. We are, therefore, only able to provide certification service (LCCI + ABCC) for those countries. Customers will need to submit applications to the Barking office via postal service - please ensure that you enclose three photocopies of each original document that needs certifying before sending to us (photocopies are not required for COs).

Bahrain and Saudi Arabia - CO and Invoice online for clients registered for online Arab service. Clients not registered for the online Arab service will need to send completed documents to Barking office via post or courier (enclosing 3 photocopies of each original document requiring certification)

Please email us on edocuments@londonchamber.co.uk for a quote and further information

4. Situation with Egyptian Consulate, other Consulates and the Foreign Office

Foreign Office has now resumed its apostille service and original documents (+ 2 photocopies of each) can be sent to our Barking office via post or courier service only. Egyptian consulate and the Egyptian Chamber are running a reduced service (twice a week) – documents requiring Egyptian legalisation can be submitted online or posted to the Barking office.

Email us on edocuments@londonchamber.co.uk for a quote or if you require legalisation by any other non-Arab embassy.

5. EURs and A.TRs

Applications for EUR1 and ATR Certificates must be made online. Some countries will require original signatures on the Certificates, in which case the system will provide instructions on

how to proceed. The BCC has managed to secure agreement from Chilean and Swiss governments to exceptionally accept digital signatures during the COVID19 crisis and Turkey is expected to relax its restrictions soon.

6. Force majeure and special certificates

Our webpage contains information on how to apply for these documents: <https://www.londonchamber.co.uk/export-documents/special-certificates-page>

7. ATA Carnets and Carnets for Taiwan

Carnets have been and still are heavily affected by cancellation of events and passenger flights worldwide. There have been seen signs that certain markets could be on the rebound – especially in Asia. We are still issuing Carnets in the normal way using our eCarnet online application <https://www.ecarnet.co.uk/Lccicarnet/Index>

Documents will be posted out once issued as the offices are closed to public.

Returning Carnets – Carnets can still be posted to our head office as usual. However we may not be able to discharge them until the office reopens. We strongly advise that you keep photocopies or scanned copies of any pages within the Carnet that were endorsed by Customs.

Carnets stuck abroad – if your goods are currently abroad and unable to move the likelihood is that the host Customs will extend the period of temporary importation until flights and shipments resume. For Carnets that are about to expire, you should apply for a Replacement (extension) Carnet thru our online eCarnet system (note that Japan and USA do not allow replacements – for these countries gather any evidence that proves that your flights were cancelled and ensure that the Carnet is stamped out of those countries and back into the UK even if the document has expired). Replacement Carnets must be validated by the National Carnet Unit

LCCI would like to reassure customers that it is our aim to maintain our provision of export documentation services to all our customers during these difficult times. We will also be there for you when everything returns to normality and volumes increase.