

## FREQUENTLY ASKED QUESTIONS – EUR1s

### 1. WHERE DO I OBTAIN 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	10.00am - 4.00pm Monday to Fridays	C/Os - 3.45pm  Carnets regular - 3.55pm  Carnet express - 3.00pm  Other - 3.45pm	C/Os: T:+44 (0)20 7203 1850/ 1886/ 1853  <a href="mailto:edocuments@londonchamber.co.uk">edocuments@londonchamber.co.uk</a>  Carnets: T:+44 (0)20 7203 1843/ 1846/ 1847  <a href="mailto:atacarnet@londonchamber.co.uk">atacarnet@londonchamber.co.uk</a>
<b>Barking Branch Office</b> 12 Town Quay Wharf Abbey Road Barking Essex IG11 7BZ	10.00am - 12.30pm 1.30pm - 4.00pm	Times vary - please contact Barking Branch Office	T:+44 (0)20 7556 2397
<b>Hounslow Branch Office</b> Unit 20 Belville Court 183 Hanworth Road Hounslow TW3 3TQ	10.00am - 12.30pm 1.30pm - 4.00pm	Times vary - please contact Hounslow Branch Office	T:+44 (0)20 7556 2396 F:+44 (0)20 8814 1563

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

- Obtain a Blank Original EUR1 Certificate from the London Chamber of Commerce by emailing [edocuments@londonchamber.co.uk](mailto:edocuments@londonchamber.co.uk) or over the counter at one of our branch offices
- Complete your application online: [www.tradecert.com/london](http://www.tradecert.com/london)
- The system will provide you with processing instructions
  - For EUR1 Certificates, the system will either give you a choice to print in your own office (DIY) or for the document to be issued at the LCCI branch office (Chamber Printed service). For certain countries, the system will provide you with a cover letter that will need to be printed off and sent to the branch office that is issuing your document together with a pre-signed EUR1 Certificate.

Handwritten documents are not allowed.

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

A Commercial Invoice must always be submitted with EUR1 Movement Certificate applications.

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

**Please note that all information stated on 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](#)

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

### 5. HOW LONG WILL IT TAKE?

EUR1 Movement Certificates are processed while you wait when submitted over the counter (please note that documents completed by hand will not be accepted). 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 EUR1 CERTIFICATES

EUR1 Certificate only applies to exports from the United Kingdom and the goods must be of preferential UK 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 UK 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 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 SPECIFIC REQUIREMENTS FOR EXPORTS INVOLVING EUR1 CERTIFICATE?

- Goods must be exported from the United Kingdom (we cannot issue EUR1 Certificate if the goods are exported from another country)
- Direct Transport Rules apply –The purpose of direct transport is to ensure that the goods arriving in the country of import are the same as those which left the country of export. However, if for any reason the goods pass through or stop-over in, the territory of a third country provided that they stay under customs supervision, the conditions of direct transport are considered to have been fulfilled.
- Proof of compliance with the direct transport rule may be given by a single transport document covering the passage of the goods through the country of transit or, for example, a "non-manipulation certificate" issued by the authorities of that country.

**9. CAN I HAVE AN 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 COUNTRY. CAN I APPLY FOR AN EUR1 IN THE UK?**

No, UK Issuing Bodies are only allowed to facilitate preferential exports out of the UK.

**11. DOES THE EUR1 CERTIFICATE HAVE TO BE SIGNED?**

Yes. 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 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 link on our webpage).

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

Yes it can be net or gross or both (we will require documentary backup to verify the accuracy of this information).

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

Use the UK Trade Tariff Database: <https://www.gov.uk/trade-tariff>

**14. CAN THE LONDON CHAMBER HELP ME TO LODGE CUSTOMS DECLARATIONS FOR MY EXPORTS AND IMPORTS?**

We have a dedicated team of Customs Declaration Specialists who can take care of your Customs entries. You may find further information on this service here: <https://www.londonchamber.co.uk/export-documents/customs-declarations/>