

# HOW TO APPLY FOR EC CERTIFICATES OF ORIGIN AND TRADE DOCUMENTATION

## STEP 1: COMPLETE A FORMAL UNDERTAKING AND READ THE STANDARD RULES

- To obtain certified documents (Certificates of Origin), there is a requirement for your signature to be held on file by us – the Issuing Body. Formal Undertaking must be completed and signed by a Proprietor, Director, Partner or Company Secretary and emailed to the London Chamber of Commerce and Industry (LCCI) as per instructions on the form. **The form will also allow you to register for our online service.**
- In the Formal Undertaking the applicant (exporter) agrees to take responsibility for ensuring the correctness and accuracy of the information on the Certificate of Origin. This also includes providing the Issuing Body with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

**LCCI is not able to issue a Certificate of Origin without a current Formal Undertaking, or if the signature of the person who signed the Certificate of Origin (or any other document to be certified or authenticated) is not on the Formal Undertaking.**

Formal Undertaking must be renewed annually i.e. you do not need to provide a new Formal Undertaking with each application as long as the one held by the Chamber is current and contains relevant signatures.

Download Formal Undertaking here [FILE 6](#)

## STEP 2: DECIDE HOW YOU WISH TO APPLY FOR YOUR DOCUMENTS

Certificates of Origin and other trade documentation (invoices, packing lists etc) can be processed electronically, by post and over the counter at one of LCCI issuing offices.

### ELECTRONICALLY

Existing and new customers can log in via: [www.tradecert.com/london](http://www.tradecert.com/london)

There are two methods of applying for documents online:

#### DIY:

This is the quickest way of processing documents online. Documents are certified electronically by us and the client prints the document in their own office (please note that you will need to purchase a Blank Certificate of Origin from one of LCCI's issuing offices below, either by posting a cheque or over the counter).

Documents processed using this method will contain electronic stamps and signatures.

#### Chamber Printed:

Documents are printed by us and will contain original stamps and signatures. Documents are posted to the applicant, unless we have been advised that they will be collected, from the issuing office, instead.

## IN PERSON / BY COURIER / POST

If you are applying manually, you would have to purchase a blank EC Certificate of Origin from one of the issuing offices below (by sending cheque, payable to LCCI, or over the counter) and use the excel template on our EC Certificates or Origin webpage to complete the Certificate. The completed document can be either posted to our issuing offices or processed over the counter.

Please ensure that you refer to **Guidance Notes** [FILE 22](#) and **Frequently Asked Questions** [FILE 21](#) for instructions on how to complete the Certificate of Origin application.

Any documents submitted to us for processing will need to be accompanied by cover letter specifying what needs to be done, payment (if applicable) and contact details in case of a query.

**Handwritten documents are not allowed.**

Office address	Counter and telephone service times	Cut-off time for document processing	Contact details
<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  <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	9.00am - 12.30pm 1.30pm - 4.00pm	Times vary - please contact Barking Branch Office	T:+44 (0)20 75562397
<b>Hounslow Branch Office</b> Unit 20 Belville Court 183 Hanworth Road Hounslow TW3 3TQ	9.00am - 12.30pm 1.30pm - 5.00pm	Times vary - please contact Hounslow Branch Office	T:+44 (0)20 7556 2396  F:+44 (0)20 8814 1563

### STEP 3: WHAT PROCESSING OPTIONS ARE AVAILABLE?

You can choose to have your documents certified only (LCCI) or legalised (LCCI + Embassy). You must tell us which option you are applying for at the time of submitting your documents.

#### **Certification:**

Documents are processed by LCCI usually within 24 hours (electronic or post) or while you wait (counter).

#### **Legalization:**

Once the documents have been certified by LCCI, they can be taken to the embassy for legalization. LCCI can take care of the whole process or, alternatively, the applicant can take documents to the embassy in person. Please note that any documents requiring Egyptian legalization need to be handled by LCCI.

#### **We can only legalize original documents (processing options are as follows):**

Certificates of Origin: Electronic (Chamber Printed only), Counter, Post

Invoices and other documents: Manual only (Counter or Post)

Other services available are Notarisation (by Notary Public) and Foreign & Commonwealth Office Apostil.

