

BOX 1 completion on EUR1 and ATR Movement Certificates and EC Certificates of Origin when agents are involved in the issuance of the document

There is occasionally some confusion over how Box 1 in EUR, A TR and CO needs to be completed when an agent signs a Certificate on behalf of the exporter i.e. the company selling the goods. This document outlines the correct procedure that applies to the following scenarios.

EUR1 Certificates

1. EUR1 Certificates for UK based exporters: UK agent is applying on behalf of UK company
2. EUR1 Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas seller
3. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch
4. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate but agent is signing the Certificate

ATR Certificates

5. ATR. Certificates for UK based exporters: UK agent is applying on behalf of UK company
6. ATR. Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company
7. ATR. Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch
8. ATR. Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but agent is signing the Certificate

European Certificates of Origin

9. European Community Certificates of Origin for UK based exporters: UK agent is applying on behalf of UK company
10. European Community Certificates of Origin for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company
11. European Community Certificates of Origin for overseas exporters: UK branch of the company is applying for a Certificate on behalf of its foreign branch
12. European Community Certificates of Origin for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but agent is signing the Certificate

1. EUR1 Certificates for UK based exporters: UK agent is applying for a Certificate on behalf of the UK company (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the UK exporter (seller), Letter of Authorisation (from exporter to UK agent) must confirm that the goods are of preferential EC origin. Individual letter will be required for each application.

Box 1 will state the UK exporter's name and address only.

UK agent will sign + date Box 12 on pages 1 and 3 and complete reverse of page 4.

2. EUR1 Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas seller (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the overseas exporter (seller), Letter of Authorisation (from overseas exporter to UK agent) must confirm that the goods are of preferential EC origin. Individual letter will be required for each application.

Box 1 will state the UK agent's name and address followed by "on behalf of" name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

UK agent will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

3. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch (goods must be shipped from the UK):

- If a UK company is signing the Certificate on behalf of their overseas branch (seller), Letter of Authorisation (from the overseas branch to UK branch) must confirm that the goods are of preferential EC origin. Individual letter will be required for each application.

Box 1 will state the UK branch (company) name and address followed by "on behalf of....." name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

UK branch will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

4. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate but agent is signing the Certificate (goods must be shipped from the UK):

- If a UK company is applying for the Certificate on behalf of their overseas branch but UK agent will be signing the Certificate then the Letter of Authorisation (from UK company to UK agent) must confirm that the goods are of preferential EC origin. Individual letter will be required for each application.

Box 1 will state the UK branch (company) name and address followed by “on behalf of.....” name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent or UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent / UK branch signature.

UK agent will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

5. ATR Certificates for UK based exporters: UK agent is applying on behalf of the UK company (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the UK exporter (seller), Letter of Authorisation (from exporter to UK agent) must confirm that the goods are in Free Circulation and will be shipped directly. Individual letter will be required for each application.

Box 1 will state the UK exporter’s name and address only.

Agent will sign Box 13 on pages 1 and 3 (as well as Exporter Statement if applicable)

6. ATR Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the overseas exporter (seller), Letter of Authorisation (from overseas exporter to UK agent) must confirm that the goods are in Free Circulation and will be shipped directly. Individual letter will be required for each application.

Box 1 will state the UK agent’s name and address followed by “on behalf of.....” name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature).

Agent will sign Box 13 on pages 1 and 3 (as well as Exporter Statement if applicable)

7. ATR Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch (goods must be shipped from the UK):

- If a UK company is signing the Certificate on behalf of their overseas branch (seller), Letter of Authorisation (from the overseas branch to UK branch) must confirm that the goods are in Free Circulation and will be shipped directly. Individual letter will be required for each application.
- **Box 1** will state the UK branch (company) name and address followed by “on behalf of.....” name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

UK branch will sign Box 13 on pages 1 and 3 (as well as Exporter Statement if applicable)

8. ATR Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but agent is signing the Certificate (goods must be shipped from the UK):

- If a UK company is applying for the Certificate on behalf of their overseas branch but UK agent will be signing the Certificate then the Letter of Authorisation (from UK company to UK agent) must confirm that the goods are in Free Circulation and will be shipped directly. Individual letter will be required for each application.
- **Box 1** will state the UK branch (company) name and address followed by “on behalf of.....” name of the foreign company only. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent or UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

Agent will sign Box 13 on pages 1 and 3 (as well as Exporter Statement if applicable)

9. European Community Certificates of Origin for UK based exporters: UK agent is applying on behalf of a UK company

- If a UK agent is raising a Certificate on behalf of the UK exporter (seller) the agent must hold a Letter of Authorisation from the exporter, however, this does not need to be submitted to the issuing Chamber. The letter can cover multiple applications (for the same Consignor) issued over period of time provided it states what period the authorisation is valid for.

Box 1 will state the state the UK exporter’s name and address only.

Agents must put their stamp/name and address in box 9 of the pink Application Form.

10. European Community Certificates of Origin for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company:

- If a UK Forwarding Agent is raising a Certificate on behalf of the overseas exporter (seller) the agent must supply a Letter of Authorisation to the Issuing Body (from the overseas company) authorising the agent to complete the Certificate of Origin on their behalf. The letter can cover multiple applications (for the same Consignor) issued over period of time provided the overseas company states what period the authorisation is valid for.

Box 1 will state the UK agent's name and address followed by "On behalf of" (name and address of the overseas company). The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

Agents must put their stamp/name and address in box 9 of the pink Application Form.

11. European Community Certificates of Origin for overseas exporters: UK branch of the company is applying for a Certificate on behalf of its foreign branch:

- If a UK company is raising and signing a Certificate on behalf of their overseas branch (seller) then there are two options:
 1. **Box 1** will state the UK company's name and address followed by "On behalf of" (name and address of the overseas company). The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the UK company unless it is required to be certified in which case the Issuing Body will authenticate the UK company's signature.
 2. **If the UK branch is responsible for all documentation raised for their overseas branches in the EU then we can use the Multinational Company rule and show the foreign branch as the consignor:**

Box 1 will state foreign company (branch) name and address (no UK details are required)

In both scenarios, UK branch must put their stamp/name and address in box 9 of the pink Application Form.

12. European Community Certificates of Origin for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but agent is signing the Certificate:

- If a UK company is raising a Certificate on behalf of their overseas branch (seller) but the UK agent is signing the Certificate then the UK company must supply a Letter of Authorisation to the Issuing Body authorising the UK agent to complete the Certificate of Origin on their behalf. The letter can cover multiple applications (for the same Consignor) issued over period of time provided the company states what period the authorisation is valid for.

Box 1 will state the UK company's name and address followed by "On behalf of" (name and address of the overseas company). The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the UK branch (company) or

agent unless it is required to be certified in which case the Issuing Body will authenticate the UK company / agent's signature.

Agents must put their stamp/name and address in box 9 of the pink Application Form.

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