



## **Guidance on completing ATR Goods Movement Certificates**

The applicant should have completed a Formal Undertaking and read a copy of the HM Customs and Excise Notices 812 before submitting documents for certification. These Rules are available from HM Customs and Excise <http://www.hmrc.gov.uk> or by telephoning the National Advice Service Helpline 0845 010 9000 between 8.00 a.m. and 8.00 p.m. Monday to Friday.

The Certificate should be completed in typescript whenever possible. In exceptional circumstances where certificates are completed by hand, they will only be accepted by the certification staff if they are clearly written using BLOCK letters.

ATR Certificates should always be provided with the exporter's invoice plus other relevant back-up information as required.

The documents submitted must not contain erasures or superimposed corrections. Alterations may only be made by crossing out entries as necessary. Any such alterations must be initialled by the person making them.

### Submission of Documents

When documents are submitted to the Chamber for Certification, the minimum requirements are (a letter of credit or customer may request certification of additional copies).

1. Original ATR Certificate
2. Copy Invoice (with original signature)
3. Proof of Free Circulation (NES printout or Exporter Statement)

The appropriate boxes on the Certificate should be completed as follows:

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#### ***Box 1: Exporter***

Enter the full name and address of the person or company concerned.

#### ***Box 2: Transport Document***

Where appropriate, enter the number of the transport document (optional).

#### ***Box 3: Consignee***

You are recommended to insert the name of the consignee but this is optional.

#### ***Box 4: Countries Associated with the Agreement***

**This Box is pre-printed.**

#### ***Box 5: Country of exportation***

Insert the name of the individual country of destination.

***Box 6: Country of Destination (1)***

Enter the name of the individual country of destination.

***Box 7: Transport Details***

Enter the transport details (optional).

***Box 8: Remarks***

Enter one of the following endorsements, where necessary. Otherwise leave it blank.

**“Duplicate”**

Insert this if you are applying for a duplicate movement certificate ATR for example because the original has been lost. You must explain the reason (see paragraph 4.8 of Notice 812).

**“Issued retrospectively”**

Insert these words if the goods have left the country before application for a movement certificate ATR1 is made.

***Box 9: Item Numbers***

Enter the number of the item in question in relation to the total number of articles on the certificate.

***Box 10: Description of goods***

Enter the marks, numbers, quantity, kind of packages and the normal trade description of the goods.

***Box 11: Gross Weight***

Enter the gross mass of the goods described in the corresponding Box 10 expressed in kilograms.

***Box 12: Customs endorsement***

Leave this blank.

***Box 13: Declaration by the exporter***

The signature must not be mechanically reproduced or made with a rubber stamp. By signing the form you declare that the goods qualify for the preference claimed under the provisions of the relevant preference agreement. If this declaration is incorrect you may be committing an offence under the Customs and Excise Management 1979, section 167. Forwarding agents acting simply as forwarding agents are not exporters and must not sign this box unless prior authorisation has been given (see Notice 812 paragraph 4.3)