

## Guidance on completing EUR 1 Certificate

The applicant should have completed a Formal Undertaking and read a copy of the HM Customs and Excise Notices 827, 828 and 829 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.

EUR1 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 EUR1 Certificate
2. Copy Invoice (with original signature)

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

### Page 1

#### **Box 1: Consignor**

This box must indicate the name and address of the UK exporter.

#### **Box 2:**

Insert the name of the country of destination

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

You are recommended to insert the name of the consignee however this is not mandatory.

#### **Box 4: Country, group of countries or territory in which the products are considered as originating**

**N.B. for exports to Iceland, Norway, and Liechtenstein, you should normally insert "EEA" instead of "EC" in this box. One possible exception to this, is if the rate of duty in Norway or Iceland for EC goods is lower than the EEA rate. This would happen where an EC preferential rate was already in existence when the EEA came into force, and will usually only apply to chapters 1 – 24**

**products. Check with your customer prior to export. In such cases Box 4 should be left as it is.**

***Box 5: Country of destination***

Put in the name of the individual country of destination.

***Box 6: Transport details***

Leave this blank

***Box 7: Remarks***

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

**“Duplicate”**

Insert this if you are applying for a duplicate movement certificate EUR1 for example because the original has been lost. You must explain the reason (see paragraph 3.10 of Notice 827).

**“Issued retrospectively”**

Insert these words if the goods have left the country before application for a movement certificate EUR1 is made. Also, add on page 4 under paragraph 1 of the application, “and that no movement certificate EUR1 for these goods has previously been issued” (see paragraph 3.11. of Notice 827).

**“Replacement of movement certificate EUR1 issued in.....”**

Put this if paragraph 6.1 of Notice 827 applies and insert the country concerned.

***Box: 8***

Put items numbers and identifying marks and numbers in the space on the left-hand side of the box. (But see also “Description of goods” below).

**Item Numbers**

If different types of goods are shown separately on the invoice(s) show each type separately on the movement certificate EUR1 and itemise them (1, 2, 3 etc). Leave no space between different items.

**Identifying marks and numbers**

Give identifying marks and numbers on the packages here. If the packages are addressed to the consignee, state the address. If they are not marked in any way, put “No marks and numbers”. If both originating and non-originating goods are packed together, add “part contents only” at the end. (The insertions should be made in the space on the left-hand side of the box). (But see also “Description of goods” below).

## **Number and kinds of packages for example bales, cartons, drums**

For goods in bulk which are not packed insert “in bulk”. The quantity shown must be the same as or relatable to the quantity stated on the invoice for the goods. For example, if the invoice merely shows 100 cartons and these are loaded on to 10 pallets, specify “100 cartons” not “10 pallets”.

## **Description of goods**

Identify the goods by giving a reasonable full commercial description, for example “photocopiers” or “typewriters” instead of “office machinery”. However, if the invoices give full identifying details (which need not necessarily include details of the marks and numbers of the packages) only a general description is necessary. In such cases, you must fill in **Box 10** showing the numbers and dates of the invoices (or dates only, if there are no numbers). If instead of invoices other evidence is given (see paragraph 3.5 of Notice 827), then this way of filling in Box 8 cannot be used.

## **Mixed Consignments**

For consignments of both originating and non-originating goods, describe only the originating goods.

You may be unable to avoid showing non-originating goods on the invoices. If so, mark the invoice (for example, with an asterisk) to show which are non-originating goods. Then put an appropriate statement in **Box 8** immediately below the description of the goods, for example:

**Goods marked \* on the invoice are non-originating and are not covered by this movement certificate EUR1.**

## **Unused space**

Draw a horizontal line under the only or final item in this box, and rule through the unused space with a “Z-shaped” line.

### ***Box 9: Gross weight or other measure***

Imperial measure (for example tons, gallons) will be accepted but exporters are recommended whenever possible to give quantities in metric measure.

### ***Box 10: Invoices***

Whenever possible, state the number(s), if any, and date(s) of the invoice(s) relating to the goods and produced with the movement certificate EUR1.

See also **Box 8** – Description of Goods.

### ***Box 11: Customs endorsement***

Leave this blank.

### ***Box 12: 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 as originating products under the provisions of the relevant preference agreements. If this declaration is incorrect, an offence under the Customs and Excise Management Act 1979, section 167 has been committed. Forwarding agents acting simply as forwarding agents are not exporters and must not sign this box unless prior authorisation has been given (see paragraph 3.2 Notice 827).

#### **Page 2**

Leave this blank.

#### **Page 3**

Provide a complete copy of **Page 1**. It need not however be signed in manuscript (a "Carbon" signature is acceptable).

#### **Page 4 (Application form)**

#### ***Paragraph 2***

You must:

- Use the declaration at (a) or b(i) or b(ii); and
- State what the 4-figure tariff classification of the goods is.

You must also declare that:

- The goods are originating products as defined by the rules Notice 828 or 829; and:
- You hold the evidence in one of the forms shown in the appropriate Notice.
- Declarations, which must bear an original signature, may be in the forms shown below. The signatory should be the same as in Box 12 on Page 1.

#### ***(a) Exporters who have manufactured/produced the exported goods***

"The goods shown on the movement certificate EUR1 were manufactured/produced by the exporter and are classified under .....  
(4 figure tariff heading)

They satisfy the appropriate qualifying process in Notice \*828/829".

\*Delete where appropriate

***(b) Exporters who have bought in goods for export in the same state***

Goods manufactured/produced in the EC.

“The goods shown on the movement certificate EUR1 were

\*manufactured/produced in the EC and are classified under .....  
(4 figure tariff heading).

Evidence of their originating status in one of the forms specified in Notice 827 is held by \*me/us”.

\*Delete where appropriate

Goods \*manufactured/produced in any other country:

“The goods were imported from ..... (Name of Country)

Under cover of a \*movement certificate EUR1/invoice declaration and are being re-exported in the same state”. The goods are classified under .....  
(4 figure tariff heading)

\*Delete where appropriate.

**See Paragraphs 6.1 and 6.4 of Notice 827 for possible applications of this declaration.**

**Pages 5 and 6**

Page 5 is a copy of page 3. It need not be signed. Page 6 is a copy of page 4.

These pages form the duplicate application form. You may find it useful to keep it as an office copy.