



Suffolk
Chamber of
Commerce

INTERNATIONAL TRADE

EUR1 - CHAMBER CHECKLIST 2022

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Box 1	Box 2	Box 3	Box 4	Box 5
<p>Insert UK exporters address. If the UK company is exporting on behalf of an overseas company insert the overseas company's details C/O the UK exporter.</p> <p>Goods must be shipped from the UK for an EUR1 to be issued.</p> <p>We can only issue EUR1 Certificates for the goods of UK preferential origin.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Insert the specific name of the country of destination. Check that this country is a member of the preferential agreement.</p> <p>https://www.gov.uk/guidance/uk-trade-agreements-with-non-eu-countries</p> <p>N.B for Palestine, this box should read "West Bank and Gaza Strip".</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Insert name of Consignee (optional so may be left blank)</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>This box is pre-printed as UK.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>The individual country of destination must be inserted.</p> <p><input type="checkbox"/> (Tick when checked)</p>
Box 6	Box 7	Box 8	Box 8 - Continued	
<p>Leave this blank.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Should be blank unless we are endorsing a duplicate, retrospective or replacement certificate. (See HMRC notice for full instructions). No other details or marks to be included in this box other than detailed. For Duplicate certificates all boxes must be completed as the original certificate which includes dates and places. When Issued Retrospectively exporters must provide shipping evidence i.e. bills of lading etc and point 1 on Page 4 of the EUR must be completed.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Identifying marks and numbers should be inserted. If goods are unmarked - "NO MARKS AND NUMBERS" should be inserted. If no shipping marks the invoice number should be shown in box 10. 4 Figure Tariff Code should also be included for Mexico & Chile</p> <p>Numbers and kinds of packages should be inserted (e.g. 10 cartons).</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Description of goods should be commercial description or if invoice number is included then a general description will suffice.</p> <p><input type="checkbox"/> (Tick when checked)</p>	

<p>Box 8 – Continued</p> <p>Should be "Z-ed" off by ruling off any unused space.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Box 9</p> <p>Gross weight is needed in metric.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Box 10</p> <p>Invoice numbers can be inserted - optional. If no shipping marks invoice must be shown</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Box 11 (Page 1)</p> <p>Stamp with customs stamp only no other stamps should be used sign, name stamp and date the form.</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Box 12</p> <p>Should be signed, dated with the place of signature by the exporter.</p> <p><input type="checkbox"/> (Tick when checked)</p>
<p>Page 4</p> <p>Check the correct declaration is inserted as shown HMRC guidance (see below and below right). Do not allow mixed up declarations. There are three declarations according to the guidance two of which are shown below,</p> <p>Declaration (a)</p> <p>Exporters who have manufactured/produced the exported goods</p> <p>‘The goods shown on the movement certificate were **manufactured/produced by the exporter and are classified under</p> <p>(4 figure tariff heading)</p> <p>They satisfy the appropriate qualifying process in the preferential agreement.’</p> <p>**Delete where appropriate</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Page 4 – Continued</p> <p>Declaration (bi)</p> <p>Exporters who have bought in goods for export in the same state (goods manufactured/produced in the UK)</p> <p>‘The goods shown on the movement certificate were **manufactured/produced in the UK and are classified under</p> <p>(4 figure tariff heading)</p> <p>Evidence of their originating status in one of the forms specified on GOV.UK is held by **me/us.’</p> <p>** Delete where appropriate</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Page 4 – Continued</p> <p>If an exporter wishes to use the third declaration it only applies in specific circumstances regarding goods re-exported from a customs warehouse to Israel. If an exporter insists on trying to use this declaration, then please refer them to the BCC.</p> <p>Check the classification code is included in the declaration</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Page 4 – Continued</p> <p>Check form is signed correctly with place and date and status of signatory along with company name.</p> <p>Signatures on page 1 and 4 MUST be originals, carbon copies not acceptable</p> <p><input type="checkbox"/> (Tick when checked)</p>	<p>Points to be Noted:</p> <p>Return page 1 & 2 to exporter, chamber to file page 3 & 4</p> <p>Box 8 – Mixed Consignments Goods marked with an asterisk are Non EU and are not covered by this EUR1 Movement Certificate</p> <p>A Letter of authority is required from the exporter in the specified format with every EUR1 completed and signed by an Agent.</p> <p>Documents to be retained for 3 years for Audit purposes, no amendments at all to be made to certificate – where Consignor has amended document, stamp changes with Customs stamp, customer to initial on application copy.</p> <p>Only the customs stamp to be used on EUR1 document.</p>