

Export Documents

Practical Guide and Price List

Prices valid as of 1st January 2024

Export documents are a set of paperwork and records required by governments, customs authorities, and other relevant parties when goods are being shipped from one country to another. These documents serve multiple purposes, including ensuring compliance with regulations, facilitating smooth customs clearance, and providing information about the exported goods for various purposes such as taxation, statistics, and security.

The Chamber is certified by the British Chambers of Commerce to issue a wide variety of documents required to facilitate international trade. Our team are on hand to provide invaluable expert advice and guidance on trade related issues.

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The specific export documents needed can vary depending on the destination country, the nature of the goods being exported, and any applicable trade agreements or regulations. It's important for exporters to understand the specific documentation requirements for each export transaction, as failure to provide accurate and complete documentation can lead to delays, fines, or even the rejection of the goods by the customs authorities of the importing country.

Here are the most common types of documents required for trade out of the UK:

Certificate of Origin

A Certificate of Origin is an official document that indicates the country where the goods being exported were produced, manufactured, or processed. It provides information about the origin of the goods and is often required by customs authorities and other relevant parties in the importing country.

Key points about a Certificate of Origin:

- Certificates of origin are **not** Preference documents and are simply used for customs clearance, no financial benefits are given when a cert of origin is issued (They are birth certificates for goods)
- **Content:** The Certificate of Origin typically includes information such as the exporter's and importer's names and addresses, a description of the goods, Weight of the consignment (in metric) and origin of the goods
- **Types:** There are two "types" of Certificate of Origin (the UK certificate of origin previously known as the European community certificate and the Arab certificate of origin) ; which certificate of origin to use is based on the requirements of the importing country. The goods do not have to be made within the UK to issue a UK cert of origin.
- **Issuance:** The certificate is issued by the Chamber of Commerce and can be issued regardless of which country the goods are being exported from. A commercial invoice must be provided when applying for a certificate of origin so the Chamber can ensure that the information provided is accurate. A certificate of origin can be issued for goods that have been manufactured outside of the UK documentary evidence from manufacturer/supplier may also be requested in addition to the commercial invoice. Once issued a copy of the cert of origin must be kept on file for a minimum of 2 years.

- **Authentication:** The Certificate of Origin can only be certified by a Chamber of Commerce, with a stamp or signature from the issuing Chamber.
- **Validity:** The certificates are issued on a per shipment basis once the goods have been cleared then the certificate of origin is no longer valid.
- **Importance:** Failing to provide a required Certificate of Origin or providing inaccurate information can result in delays at customs, additional charges, or even rejection of the goods.
- **Digitalization:** With advancements in technology and international trade practices, all countries are moving toward digital Certificates of Origin to streamline the process and reduce paperwork.
- Exporters should work closely with the Chamber to ensure that the correct Certificate of Origin is prepared and submitted in accordance with the regulations of the destination country.

Arab Certificate of Origin

An Arab Certificate of Origin is a document used in trade among member countries of the Arab League. It certifies the origin of goods being exported. Although you may be exporting to an Arab league country the importer may not necessarily require an Arab certificate of origin, so it is essential that you confirm directly with your customer as to what their requirements are. The Arab League consists of 21 member countries. These countries are:

Algeria	Bahrain	Comoros	Djibouti	Tunisia
Iraq	Kuwait	Lebanon	Yemen	Libya
Mauritania	Morocco	Oman	Palestine	Syria
Jordan	Qatar	Saudi Arabia	Somalia	Sudan

United Arab Emirates

The Arab certificate of origin is processed by the Arab Chamber of Commerce and sometimes if required by the Importer or depending on the importing country requirement legalised by the embassy. The North East Chamber of Commerce are agents for the Arab Chamber so all Arab certificates of origin or documents that require legalising by the Embassies are submitted to us initially and we then send down to the Arab Chamber on your behalf.

UK-EUR1

A UK- EUR1 certificate (formally known as EUR1) and also known as a "Movement Certificate," is an official customs document that facilitates trade between the UK and countries with which the UK has established preferential trade agreements. This certificate is used to claim reduced or zero customs duties when exporting goods from the UK directly to these partner countries. It's a form of proof that the goods being exported have been produced or obtained in the UK and meet the origin criteria outlined in the trade agreement.

Key points about an UK-EUR1 certificate:

- **Origin Criteria:** The goods must be of UK origin and be a direct shipment leaving from the UK
- **Issuance:** A UK-EUR1 certificate is typically issued by the customs authorities or an authorized organization in the exporting country, such as a Chamber of Commerce. The exporter submits an UK-EUR1 along with a copy of the invoice, the UK-EUR1 certificate is double checked and stamped. Copies of the UK-EUR1 must be kept on file for a minimum of 3 years.
- **Content:** The certificate includes information about the exporter, the country of import, description of the goods, and the applicable HS/Tariff code connected to the goods.
- **Presentation:** The certificate needs to be presented to the customs authorities of the importing country when clearing the goods through customs. It serves as evidence that the goods qualify for preferential treatment.
- Issued on a per shipment basis.
- **Digitalization:** Some countries have moved toward digitalizing the issuance and submission of certificates, streamlining the process and reducing paperwork.

UK-EUR.1 certificates are commonly used in trade agreements such as the Generalized System of Preferences (GSP) and Free Trade Agreements (FTAs) that the UK has established with various countries and regions around the world. The goal of these certificates is to promote trade by providing economic benefits to exporters and importers who meet the origin requirements outlined in the trade agreements.

ATA Carnet

An ATA Carnet, often referred to as simply "Carnet," is an international customs document that simplifies the temporary importation and exportation of goods for specific purposes, such as exhibitions, trade shows, professional equipment, and other temporary events. The term "ATA" stands for "Admission Temporaire/Temporary Admission," which is a customs procedure that allows goods to enter a foreign country temporarily without paying import duties or taxes.

Key points about an ATA Carnet:

- **Purpose:** The ATA Carnet is used to facilitate the movement of goods for temporary purposes across international borders without the need to go through the standard customs procedures for importation and re-exportation.
- **Applicable Goods:** ATA Carnets are typically used for goods that are not intended for sale or consumption in the destination country, such as exhibition materials, professional equipment, samples, and promotional items.
- **Countries:** The ATA Carnet system is accepted by a large number of countries that are part of the ATA Carnet Convention, which includes many major trading nations around the world.

- **Coverage:** The Carnet covers both the temporary import and re-export of goods. It allows for multiple entries into various countries over a specific period, usually up to one year.
- **Validity and Extensions:** The Carnet has a predefined validity period, and extensions can often be requested if needed. However, extensions must be requested before the original Carnet expires.
- **Customs Procedures:** Using an ATA Carnet simplifies the customs process by reducing paperwork and eliminating the need to pay import duties and taxes. It also helps prevent the temporary importation from becoming a permanent importation.
- **Responsibility:** The holder of the ATA Carnet is responsible for adhering to the terms and conditions of the Carnet, including re-exporting the goods within the specified timeframe.
- **Goods Not Covered:** Certain types of goods, such as consumable items, perishables, and goods for repair, are generally not covered by the Carnet system.
- **Application Process:** Obtaining an ATA Carnet involves applying through a national Chamber of Commerce or an authorized organization in the exporter's country. The application process includes providing details about the goods, their value, and the countries they will be entering.
- **Security:** A financial guarantee is often required when obtaining an ATA Carnet to ensure that the temporary importation conditions are met.

Using an ATA Carnet can significantly simplify the process of temporarily moving goods across international borders for specific purposes. However, it's important to adhere to the regulations and guidelines of the countries where the goods will be temporarily imported, as misuse or violations of the Carnet terms can result in penalties or difficulties during customs clearance.

Price guide Effective as of 1st January 2024.

	International Member	Non/Standard Member
Certificate of Origin	£33.75	£67.50
EUR1	£33.75	£52.88
Invoices / Other documents	£33.75	£67.50
Additional copies - certs / invoices / other docs	£7.88	£12.94
Continuation pages	£7.88	£12.94
Priority Services	£16.88	£22.50
Rejection /Alteration Approval	£7.88	£15.75
Documentation Preparation	£22.50	£33.75
Any special Documents Certified	£33.75	£67.50
Document Legalisation Service	POA	
Processing fee per Arab certification	£30.94	£50.63
Processing fee per legalisation (non-Iraq)	£42.19	£61.88
Processing fee per legalisation for Iraq	£88.59	£118.13
Documentation Preparation	£22.50	£33.75
Translation handling fee	£11.81	£17.72
Translation cost (invoiced at cost price)	£33.75	£35.44
Indemnities handling fee	£11.81	£17.72
Rejection fees	£7.88	£15.75
ATA Carnet	£206.00	£342.00
ATA Carnet Extra Vouchers	£128.50	£257.00
CSS Security fee (non-refundable)	Price Per Shipment	
Rejection fee	£7.88	£15.75
Immediate fee / Priority Service	POA	POA
Documentation Preparation (*based on entry complexity)	Price on Request	
LOC 1st Presentation	POA	POA
Subsequent Presentation against the same LOC	POA	POA
3rd party charges - Charged as agreed.	Charged as Agreed	

All prices correct at time of going to print. Prices may be subject to change.