

ATR – MOVEMENT CERTIFICATE

INSTRUCTIONS

Box 1 - Exporter

State the full UK name and address of the person or company concerned (United Kingdom included, not abbreviated).

Box 2 - Transport Document

If known, state the transport document reference number (optional).

Box 3 - Consignee

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

Box 5 - Country of Exportation

State the name of the country of exportation.

Box 6 - Country of Destination

State the name of the country of destination.

Box 7 - Transport details

State the method of transportation (optional).

Box 8 - Remarks

If necessary, state one of the following endorsements, otherwise leave blank.

"Duplicate"

If you are applying for a duplicate A.TR movement certificate i.e. original lost, stolen or destroyed, you must provide the following:

- A satisfactory statement of why a duplicate is required, stating when and where the original movement certificate was issued
- Supply copies of export documents in your possession
- A properly completed Movement certificate; marked 'DUPLICATE' and with the serial number and date of issue of the original certificate inserted in the Remarks box
- A written declaration that the goods are the same as those covered by the previous document, and
- An undertaking to surrender the original if it is ever recovered.

We will date the duplicate certificate with the date of issue of the original certificate and it will therefore be valid for the same period.

"Issued Retrospectively"

If you are applying for an A.TR movement certificate after the goods have left the UK, we will need the following:

- Satisfactory written explanation stating why the document was not presented before the goods were exported, together with full details of:
 - The goods concerned, including their marks and numbers
 - How they were packed
 - The means of transport
 - The date on which they were exported
- The trader's copy of the pre-shipment document, for example, C88 copy 3, used in connection with the goods, quoting the export consignment identifier (ECI) where appropriate

- A properly completed Movement Certificate marked 'ISSUED RETROSPECTIVELY'.

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

This box identifies the goods being exported. The information in this box must be the same as the information in the Export Invoice or any supporting document.

Description of the goods:

- The description must clearly identify what the goods actually are by using the trade description applicable. Do not use trademarks or brand names.
- Specific descriptions should be given instead of general terms; for example, instead of "Stationery", you should use "Envelopes", "Shredders" or "Binders" etc.
- Do not use qualifying phrases. The information on the goods must be clear and complete. For example, the phrase 'said to contain' or its abbreviation "STC" should not be used, as this would make the description unclear and incomplete.

Marks:

Marks refer to the inscriptions stenciled or attached to the exported packages being shipped. Marks can be Lead marks, which serve to identify either consignor or consignee; Port marks, which identify port, airport or other place of destination, e.g. inland clearance depot; Any reference or order number required by the contract of sale Numbers actually on the packages, e.g. 1 of 1, 1-10, 1/10, 1-2 of 10

You should

- Enter identifying marks and numbers on the packages in this Box.
- If the goods are not marked, enter "No marks"
- If the goods are not numbered, enter "No numbers"

Number and Kind of packages (Bales, Cartons, Drums, crates etc)

- If the packages are addressed to the consignee, show the full address
- For goods that are not packed, enter "In bulk" or "Unpacked" or "Loose"
- If the goods are shipped in containers, enter the container numbers and show reference to the seal numbers used when the containers are sealed after loading

Quantity: The quantity entered must be same, numerically and in category, as the quantity shown on the invoice. For example, if the invoice only shows "100 cartons" and even if it is known that the cartons are loaded on to 10 pallets, enter "100 cartons"; "10 pallets" would be incorrect

Itemization: If there is more than one type of goods on the invoice, each type must be shown separately (itemized) on the ATR, Box 10. The item numbers corresponding to these itemized types of goods must be shown in Box 9.

Ruling off the Box:

Do not leave space between different items. After the last item, the Box should be ruled off.

Multiple goods:

If there is not enough space for details of multiple goods in Box 10 and if the invoices give full details identifying the goods, you can enter the Numbers and the Dates of the invoices in Box 10.

Box 11 – Quantity (Weight, Volume)

Enter the gross mass of the goods described in the corresponding Box 10, expressed in metric measurement.

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. Any declaration you give must be accurate. Anyone making a false declaration in respect of the preferential origin of goods or failing to comply with other legal provisions may be liable to penalties.

Forwarding agents acting simply as forwarding agents are not exporters and must not sign this box unless prior authorization has been given

EXPORT DECLARATION

The exporter must be able to demonstrate that the goods covered by an ATR are entitled to preference. The purpose of the export declaration is to show that the goods are either manufactured in the EU (or Turkey) or have free circulation status.

Manufactured in the EU (or Turkey)

Goods are classified as having been manufactured in the EU (or Turkey) if they originate in the EU (or Turkey) or the place of manufacture is in any of the EU member countries (or Turkey)

Free Circulation status within the EU (or Turkey),

- Goods imported from outside the Community or Turkey have 'free circulation' status if all import formalities have been completed and any customs duties or equivalent charges have been paid and not repaid in whole or in part.
- Goods manufactured in the Community and/or Turkey wholly or partly from materials or parts originating outside the Community or Turkey have 'free circulation' status if all import formalities for the materials or parts have been completed and any customs duties or equivalent charges have been paid and not repaid in whole or in part.

Please provide one of the following Export Declarations listed below:

i) Electronic Export Declaration: National Export System (NES)

This is an electronic based system that enables exporters or their agents to forward their export declarations to the UK Customs electronically.

ii) Manual Export Declaration: Single Administrative Document SAD (C88)

As an alternative to electronic submission of declarations via the NES system, an export declaration can be submitted manually by completing the Single Administrative Document (SAD) form. SAD must accompany the goods to the point of exit from the UK. In its full 8-copy format it is used as a combined export, CT (Community Transit) and import document. Copy 3 is the exporter's copy and will be authenticated by customs. It is retained by the exporter unless it is required to be presented with the goods at the EC frontier if the goods are exported via other Member States. In the UK this form is known as the C88.

iii) Exporter Statement: Statement on Business Letterhead

If the above are not available, a dated and signed statement on business letterhead can be presented to the Chamber as an alternative form of evidence that the goods are in free circulation and covered by the Customs ATR Procedure. This statement must be printed on your company letterhead, and where indicated in the text, the information below must be inserted:

- Name of the exporting company
- Accompanying ATR number
- Accompanying Invoice number
- Applicable Customs Tariff headings (Check with your agent / forwarder)
- Applicable CPC Customs Procedure Code number (Check with your agent / forwarder)
- Name in block printed letters
- Signature (An authorised signatory listed in the Formal undertaking & Signature Mandate form)
- Date

More detailed information on preferential goods can be found in Customs Notice 812.

All applications must be presented with a copy of the Commercial Invoice, and any other document(s) that will support the information stated on the Movement Certificate.

The Commercial Invoice should contain the following information:

- Exporter Full Name & Address
- Importer Full Name & Address (Physical not postal address)
- Invoice Number & Date
- A declaration of the Country of Origin
- The expected Country of final destination
- Detailed and clear Description of Goods
- Quantity
- Shipping Marks and/or Numbers
- Number and kind of packages
- Gross and Net Weight, and Volume (if applicable). Metric only