

HOW TO COMPLETE THE EUR1 MOVEMENT CERTIFICATE



The following lays out how to fill in an EUR1 Movement Certificate. If you have any conflicts with this, please contact the Chamber.

Box 1 - Exporter

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

Box 2 – Certificate used in preferential trade between the United Kingdom and...

Enter the name of the country of destination as per consignee. The same country as shown in box 5. You can put a group of countries or territories such as GSP **although it is preferable to just put the country name.**

Box3 - Consignee

You are recommended always to fill this box in with the consignee name, address and country, but this is optional.

Box 4 – This box is automatically completed with UK

Automatically filled in.

Box 5 – Country, group of countries or territory of destination

Enter the name of the country of exportation to match that of box 2, or GSP or other, **although it is preferable to enter the country.**

Box 6 – Transport details (Optional)

Simply enter the method of despatch i.e., BY AIR, this is optional.

Box 7 Remarks

Enter ONLY one of the relevant clauses when appropriate otherwise leave blank. DO NOT enter any other details:

“Duplicate”

Insert this if you are applying for a duplicate movement certificate EUR1, for example because the original is lost. You must explain the reason in writing why **you need a duplicate because....., and an undertaking to surrender the original if it is ever recovered.** Provide the completed EUR1 form marked “Duplicate” in box 7 and insert the Serial number of the original EUR1 followed the date it was issued.

DUPLICATE of EUR1 Sxxxxxx issued xx/xx/2023

Supply a copy of the export invoice and/or any other supporting evidence against which the original certificate was issued. **The Duplicate must be exactly the same as the original.**

“Issued Retrospectively”

Insert these words if the goods have already left the country before application for a movement certificate EUR1 is made. Give details to the issuing body of the place and date of exportation, such as a copy of a B/L or AWB or other Despatch Docket. This does not need to be put in this box.

DO NOT USE THE WORD REPLACEMENT. This has a different meaning in EUR1 terms.

Box 8 - Item number: marks and numbers: Number and kind of packaging (1): description of goods

Item Number: Literally 1,2,3 etc., not essential.

Marks and Numbers: Literally the marking and numbers on the packages The term Addressed as Consignee is acceptable or “Unmarked”, “Unpacked”, “Loose” or “In Bulk” may be used where applicable.

Number and kind of packages (1): Literally the number and type of packaging (e.g. 4 Cartons, 1 Box etc.) **Note: (1) see side of form.**

Description of goods: A reasonable and full description of the goods is acceptable, or a general description of the goods and noting the invoice number in box 10.

For Mexico and Chile the first 4-digits of the Commodity Code (or tariff heading) MUST be shown

For 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 with an asterisk to show which are non-originating goods. Then put the appropriate statement in Box 10, below the description of the goods:

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

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 (kg) or other measure (litres, cu, m., etc.)

Literally the total gross weight (e.g., 4 kgs).

Box 10 – Invoices (Optional)

Invoice number, whilst this is optional if using a general description of goods in Box 8 enter the Invoice number. It is recommended to fill this in.

Box 11 – Customs Endorsement – leave this box blank

Box 12 – Declaration by the Exporter

It is vital that this is signed. Some countries insist on it being an original signature, currently Croatia, Egypt, Iceland, Israel, Jordan, Lebanon, Liechtenstein, Norway, Serbia, Tunisia, Türkiye ~~Mexico & Switzerland~~ currently don't accept eCert or scanned signatures. This can change. The Chamber can advise. The EUR1 requires signing on 3 pages: pages 1, 3 and 4. **NB: The EUR1 is double sided but you DO NOT fill in or sign page 2 – leave this page blank.**

HOW TO COMPLETE THE EUR1 MOVEMENT CERTIFICATE

Box 13 – Declaration by the exporter

By signing the form, you declare that the goods qualify for the preference claimed under the provisions of the relevant preference agreement between the UK and the relevant country. 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 authorisation has been given, in writing, from the exporter. The Chamber will want a copy of this (Example at end of this note). **IMPORTANT: By signing and presenting a completed document, you are declaring that the goods are eligible for preference. So, as the exporter, you must be able, if asked, to prove that the goods covered by an EUR1 are entitled to preference. If a declaration is made to one of HMRC's officers which is found to be untrue in any material particular, HMRC may impose a penalty.**

PAGE 2

Leave this blank

PAGE 3

Provides a complete copy of page 1, and it too needs to be signed.

PAGE 4 (back of page 3)

This page is important

Declaration by the exporter only:

1. Declare that ... under para 1 only put the following line if the EUR1 is being issued retrospectively

...and that no movement certificate EUR1 for these goods has previously been issued.

2. Specify as follows....under para 2 insert one of the appropriate clauses

(a) Exporters who have manufactured/produced the exporting goods.

The goods shown on this movement certificate were *manufactured/produced by the exporter and are classified under XXXX (enter the first 4 digits of the tariff number). They satisfy the appropriate qualifying process in the preferential agreement. (*delete were appropriate).

(bi) Exporters who have bought in goods for export in the same state (goods manufactured/produced in the UK)

The goods shown on this movement certificate were *manufactured/produced in the UK and are classified XXXX (enter the first 4 digits of the tariff number). Evidence of their originating status in one of the forms specified on GOV.UK is held by us.

3. Submit the following supporting documents:

Under here insert what supporting documents you are supplying, for example the invoice number, and/or packing list number.

4. Undertake to submit....

Ignore the box 5. C1444, but fill in the signature details – Place, Date, Signature, Name, Status of Signatory (i.e. job title) Company name. **This is vital the form cannot be proceed with out this.**

Links:

<https://www.gov.uk/trade-tariff>

<https://www.gov.uk/guidance/uk-trade-agreements-with-non-eu-countries>

<https://www.gov.uk/government/publications/eur1-and-eur-med-movement-certificate/how-to-complete-the-movement-certificate>

For additional guidance please contact the Hertfordshire Chamber of Commerce - Export Department.

Hatfield:

Tel: Tel: 01707 502192 or 01707 502196

E-mail: export@hertschamber.com

Hertfordshire Chamber of Commerce
York House
Salisbury Square
Old Hatfield, Hertfordshire
AL9 5AD

HOW TO COMPLETE THE EUR1 MOVEMENT CERTIFICATE

MOVEMENT CERTIFICATE

EUR1 No. S 0222367

See notes overleaf before completing this form.

1. Exporter Name, full address, country AG Services Ltd 45 Grosvenor Road St. Albans, Hertfordshire AL1 3AW UNITED KINGDOM			
3. Consignee Name, full address, country (Optional) La Coutellerie SA Thunstrasse 49 Bernre CH 2004 Switzerland		2. Certificate used in preferential trade between The United Kingdom and Switzerland (Insert appropriate countries or groups of countries or territories)	
6. Transport details (Optional)		7. Remarks	
8. Item number: marks and numbers Addressed as Consignee CUTLERY HS Code: 8211 10 00 00		9. Gross weight (kg) or other measure (litres, cu. m, etc) 50 Kgs	10. Invoices (Optional) 5678
11. Customs endorsement Declaration certified Export document (2): Form _____ Number _____ Customs office _____ Issuing country or territory: United Kingdom Date _____ Signature _____		12. Declaration by the exporter I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate. Place and date ST ALBANS 04/01/2021 Signature <i>Signature</i>	

(1) If goods are not packed indicate number of articles or state in bulk, as appropriate

(2) Complete only where the regulations of the exporting country or territory require

<p>13. Request for verification</p> <p>To: HM Revenue and Customs Export Preferences Peter Bennett House Redvers Close Leeds LS16 6RQ ENGLAND</p> <p>Verification of the authenticity and accuracy of this certificate is requested.</p> <p>Place and date _____</p> <p>Signature _____</p> <p>Stamp _____</p>	<p>14. Result of verification</p> <p>Verification carried out shows that this certificate: <i>put 'X' in the appropriate box</i></p> <p><input type="checkbox"/> was issued by the Customs office indicated and that the information contained therein is accurate</p> <p><input type="checkbox"/> does not meet the requirements as to authenticity and accuracy (see remarks appended)</p> <p>Place and date _____</p> <p>Signature _____</p> <p>Stamp _____</p>
<p>Notes</p> <p>1. Certificate must not contain erasures or words written over one another. Any alterations must be made by deleting the incorrect particulars and adding any necessary corrections. Any such alteration must be initialed by the person who completed the certificate and endorsed by the Customs authorities of the issuing country or territory.</p> <p>2. No spaces must be left between the items entered on the certificate and each item must be preceded by an item number. A horizontal line must be drawn immediately below the last item. Any unused space must be struck through in such a manner as to make any later additions impossible.</p> <p>3. Goods must be described in accordance with commercial practice and with sufficient detail to enable them to be identified.</p>	
<p>LEAVE BLANK</p>	

C1299 2

MOVEMENT CERTIFICATE

EUR1 No. S0222367

See notes overleaf before completing this form.

1. Exporter Name, full address, country AG Services Ltd 45 Grosvenor Road St. Albans, Hertfordshire AL1 3AW United Kingdom			
3. Consignee Name, full address, country (Optional) La Coutellerie SA Thunstrasse 49 Bernre CH 2004 Switzerland		2. Certificate used in preferential trade between The United Kingdom and Switzerland (Insert appropriate countries or groups of countries or territories)	
6. Transport details (Optional)		7. Remarks	
8. Item number: marks and numbers Addressed as Consignee CUTLERY HS Code: 8211 10 00 00		9. Gross weight (kg) or other measure (litres, cu. m, etc) 50 Kgs	10. Invoices (Optional) 5678
11. Customs endorsement Declaration certified Export document (2): Form _____ Number _____ Customs office _____ Issuing country or territory: United Kingdom Date _____ Signature _____		12. Declaration by the exporter I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate. Place and date ST ALBANS 04/01/2021 Signature <i>Signature</i>	

(1) If goods are not packed indicate number of articles or state in bulk, as appropriate

(2) Complete only where the regulations of the exporting country or territory require

HOW TO COMPLETE THE EUR1 MOVEMENT CERTIFICATE

Have you read Notices 827, 828 and 832?

The conditions under which a movement certificate EUR1 may be issued are specified in the relevant Protocol concerning the definition of originating products annexed to the preferential trade agreements between the UK and the country/countries or groups of countries or territories named in box 2 overleaf. These conditions, and guidance on the completion of this form, are explained in Customs Notices 827, 828 and 832.

You can get copies of these notices from www.gov.uk or phone 0300 200 3700 (+44 2920 501 261 from outside the UK). Copies of the texts of the agreements, and of the UK law giving force to them, may be obtained from The Stationery Office.

Penalties for furnishing untrue information

It is an offence under the Customs and Excise Management Act 1979, Section 167, to furnish, or cause to be furnished, untrue information or evidence etc. to an officer of HM Revenue and Customs. Accordingly, any person who does so in support of an application for the issue of a movement certificate, or in the course of any subsequent verification, may be liable to penalties.

Complaints

The Adjudicator reviews complaints not settled to your satisfaction by HM Revenue and Customs. The recommendations of the Adjudicator are independent and the service is free. The Adjudicator only looks at complaints, not general enquiries. Phone the Adjudicator on 0300 057 1111 or go to their website www.adjudicatorsoffice.gov.uk

Declaration by the exporter only

I, the undersigned, exporter of the goods described overleaf, have read the relevant notices and:

1. declare that these goods meet the conditions required for the issue of the attached certificate
2. specify as follows the circumstances which have enabled these goods to meet the above conditions

The goods shown on this movement certificate were manufactured by the exporter and are classified under 8211. They satisfy the appropriate qualifying process in the preferential agreement

3. submit the following supporting documents

Invoice No. 5678

4. undertake to submit, at the request of an officer of HM Revenue and Customs, any supporting evidence which the officer may require for the purpose of issuing the attached certificate, and undertake, if required, to agree to any inspection of my accounts, and any check on the processes of manufacture of the above goods, carried out by the said officer of HM Revenue and Customs.
5. C1444 issued date stamp

Place ST ALBANS Date 04/01/2021

Signature *Signature*
S I Gnature

Name *in capital letters* _____
Export Manager

Status of signatory _____

Company name AG Services Ltd

Example Agents Authorisation Letter

(THIS MUST BE TYPED ON YOUR COMPANY'S LETTERHEAD)

TO WHOM IT MAY CONCERN

I / We _____ (Name of Applicant) of
_____ (Company name)

hereby appoint, _____
to be my / our Agent

for the purpose of applying for and signing EUR1 Movement
Certificates issued against Invoice number _____

I confirm that these goods qualify as originating products under
the provisions of the relevant preference agreements. These
goods were:

Manufactured by us

Not manufactured by us but we hold the proof of qualifying
origin status

Date _____

Signed _____

Authorised signatory for _____

C1299

4