Northern Ireland
Chamber of Commerce
and Industry

Export Documentation Service Overview

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Once an overseas sale has been secured, manufacturing exporters have the challenge of ensuring fast and efficient delivery to customers. Having correct and authenticated documentation is key to getting shipments seamlessly through ports.

NI Chamber is a designated authority for the issue of certified export documents. Whether it's processing export documentation in person or through our on-line platform, from form filling to liaising with freight and cargo operators, NI Chamber has the expertise to make the documentation process as straightforward as possible and ensure that goods will arrive safely when and where they should.

We can assist you with:

- United Kingdom Certificates of Origin, Arab documents and Egyptian Certificates of Origin
- EUR1 Movement Certificates
- ATA Carnets - Passports for Goods
- Document Legalisation

In addition to certifying the documents, NI Chamber can also assist in the training of shipping department staff providing them with a resource, with extensive knowledge of shipping requirements, to tap into for advice.

Members benefit from preferential rates and premium turnaround

Clients of NI Chamber receive an unrivalled level of customer service with a fast and efficient electronic processing platform for most documents and members also benefitting from costs savings of up to 38%*.

* Percentage discount varies according to document type.

Online Certification Services

For a busy exporting company speed and efficiency when getting goods to market are crucial. NI Chamber's online processing platform not only offers increased efficiencies through faster turnaround but also provides a fast reliable method for the certification of export documents.

Exporters can set up an instant account which allows you to complete the relevant documents online for certification by the NI Chamber team.

Our experienced export team can have your document checked and returned to you with electronic certification stamp on the same day, when submitted before 3pm.

The benefits of the online service include:

SPEED – By forwarding your export documents electronically, you can have them checked, certified and returned to you for printing, thus allowing your business to save valuable time and money and ensure your goods reach their destination on time.

SERVICE – A faster service available from NI Chamber means you can offer a better service to your customers and, of course because the whole process is electronic, you can free up staff time normally used for delivery and collection of export documents.

SIMPLICITY – Forwarding and receiving documents electronically and printing them off at your own premises is quick and easy.

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Export Document Types

United Kingdom Certificates of Origin

The United Kingdom Certificates of Origin is a commercial or Customs clearance requirement of some countries which evidences the origin of the goods. A UK Certificate of Origin may be called for in any country worldwide and may be requested by the overseas customer or importing customs.

Additional documents such as a Commercial Invoice, Packing List or other document that accompanies a shipment may also require certification.

NI Chamber is authorised by the Department for International Trade to approve certificates of origin and can offer advice and guidance on their completion, as well as providing a fast turnaround in processing through our online platform.

Arab British Certificates of Origin

An Arab-British Certificate of Origin is a document that may be required in some countries to evidence the origin of the goods. It may also be requested by the importing company. Arab Certificates of Origin may be used for Arab League States as shown below:

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

Legalisation of Arab documents by the Arab Embassies is a frequent requirement when exporting to the Arab League states. NI Chamber offers a complete wrap around service for Arab documents to ensure all customer requirements are taken care of.

Egyptian Certificates of Origin

Similar to the Arab-British legislation process, an Egyptian Certificate of Origin is a Customs clearance requirement to evidence the origin of goods being shipped to Egypt and is required on the request of the importing company.

Egyptian certificates can be certified by NI Chamber only or certified and legalised by the Egyptian Chamber which NI Chamber's service facilitates.

If a UK certificate of origin is used and not being legalised by the Egyptian Embassy, an Egyptian Indemnity Form is required.

EUR1 Movement Certificates

An EUR1, also known as a 'movement certificate', enables importers in certain countries to import goods at a reduced or nil rate of import duty under trade agreements between the UK and beneficiary countries.

Originating goods are either:

- wholly produced in the UK; or
- have been sufficiently processed in the UK to be classed as "originating". This means work done elsewhere in the UK can help meet the origin rules.

These documents should be used when you can prove the goods' origin and you hold the required evidence.

NI Chamber is authorised to issue EUR1 certificates on behalf of H.M. Revenue & Customs. Much of what exporters need to know on qualifying countries is detailed on the HMRC website.

ATA Carnets

An ATA Carnet is the simplest method of exporting goods on a temporary basis. Carnets are like 'passports for goods' replacing the need for usual customs documentation. Carnets allow fast, trouble free importation into countries belonging to the Carnet scheme without the need to pay duty and/or local tax at the time of import. They can be used for multiple trips, are valid for one year and cover over 40 countries. Carnets can be used for three main categories of goods:

- Commercial samples (the Carnet is a commercial document, and as such values shown must reflect the current retail value in the UK)
- Goods for presentation or use at trade fairs, shows, exhibitions or similar events
- Professional equipment (which is solely for use by, or under the personal supervision of the holder or his nominated representative).

ATA Carnets guarantee overseas customs authorities that all duties and taxes will be paid to them if the conditions under which they allow the goods into the country are breached.

NI Chamber is responsible, through an international chain of guaranteeing associations, for paying any charges that become due on goods covered by Carnets we have issued. Security is therefore required to accompany your application and is fully refundable as long as the conditions of use have not been breached. The amount of security we require is equal to the highest rate of duty and taxes applicable to the goods in the country/countries to which the goods are being despatched.

Legalisation

Legalisation is the process of authenticating a document so that a foreign country's legal system will recognise it as valid and with full legal effect. Many countries require legalisation of export documents before cargo can be shipped.

Not all countries require legalisation and there are particular regulations in specific countries for particular commodities. Your overseas customer will advise if documents require legalisation.

NI Chamber provides legalisation and Foreign Office acknowledgement of export documents for non-Arab countries as part of the Export Documentation service offering.
It operates in a similar way to the Arab country legalisation and we handle the entire process as required.

Guides to assist our customers complete the export documents detailed in this section are available on request from our experienced team, who can also support any questions you may have.

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Certification Fees

CERTIFICATION FEES EFFECTIVE FROM JANUARY 2023

Premium

		VAT @20%	Total
MEMBERS:	£33.00	£6.60	**£39.60***
NON MEMBERS:	£53.00	£10.60	**£63.60***
COPIES for members:	£5.00	£1.00	**£6.00**
COPIES for non-members:	£10.00	£2.00	**£12.00**

E-CERT*

		VAT @20%	Total
MEMBERS:	£27.00	£5.40	**£32.40***
NON MEMBERS:	£47.00	£9.40	**£56.40***
COPIES for members:	£5.00	£1.00	**£6.00**
COPIES for non-members:	£10.00	£2.00	**£12.00**

EUR1

		VAT @20%	Total
MEMBERS:	£20.00	£4.00	**£24.00**
NON MEMBERS:	£25.00	£5.00	**£30.00**

Egyptian Documents

(For legalisation fees please contact the office)

Arab-British Documents

(For legalisation fees please contact the office)

		VAT @20%	Total
PRE-PRINTED ARAB CERT:	£2.20	£0.44	**£2.64**
PRE-PRINTED ARAB COPY:	£1.45	£0.29	**£1.74**

ATA Carnets

		VAT @20%	Total
MEMBERS:	£185.00	£37.00	**£222.00**
NON MEMBERS:	£266.67	£53.33	**£320.00**

International Import Certificates

		VAT @20%	Total
MEMBERS:	£33.00	£6.60	**£39.60**
NON MEMBERS:	£53.00	£10.60	**£63.60**

Other

*** please note the counter charges will apply should you wish to prioritise your e-cert application**

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Export Docs Contact

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