

# NORFOLK CHAMBER OF COMMERCE & INDUSTRY

## HOW TO COMPLETE MOVEMENT CERTIFICATE EUR 1 FORM

### PAGE 1

#### **Box 1**

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You must be a person resident in the UK or the Isle of Man or representing a company registered in the UK or Isle of Man. If you are exporting goods from the Channel Islands, present the movement certificate EUR 1 to the Customs Authorities in those countries for stamping.

#### **Box 2**

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Insert the name of the specific country of destination.

#### **Box 3 - Consignee**

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You are recommended always to insert the name of the consignee but you do not have to. For exports to exhibitions outside the EC which are later sent to a preference-giving country, insert also the name and address of the exhibition.

#### **Box 4 - Country, group of countries or territory in which the products are considered as originating**

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This box is pre-printed "EC" (or "EEC" on older prints). If untrue, cross out "EC/EEC" and initial the box.

*N.B. For exports to Iceland, Norway, and Liechtenstein, you should normally insert "EEA" instead of "EC/EEC" in this box. One possible exception to this is if the rate of duty in Norway or Iceland for EC goods is lower than the EEA rate. This would happen where an EC preferential rate was already in existence when the EEA came into force, and will usually only apply to Chapters 1-24 products. Check with your customer prior to export. In such cases Box 4 should be left as it is.*

#### **Box 5 - Country of destination**

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Put the name of the individual country of destination.

#### **Box 6 - Transport details**

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Leave this blank.

#### **Box 7 - Remarks**

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Put one of the following endorsements, where necessary. Otherwise leave it blank.

##### **"Duplicate"**

Insert this if you are applying for a duplicate movement certificate EUR 1 for example because the original has been lost. You must explain the reason in writing why you need a duplicate. Say where and when the original EUR 1 was issued. Provide a completed application form EUR 1 marked "Duplicate" in box 7 and insert the serial number and date of issue of the original certificate in this box. Supply a copy of the export invoice and/or any other supporting evidence against which the original certificate was issued.

##### **"Issued Retrospectively"**

Insert these words if the goods have left the country before application for a EUR 1 is made. Provide a completed application form EUR 1 marked "Issued retrospectively " in box 7.

Make an extra declaration under paragraph 1 on page 4 as follows "no movement certificate EUR 1 for these goods has previously been issued".

Give details of the place and date of exportation.

Supply a copy of the export invoice or alternative acceptable evidence.

##### **"Replacement of movement certificate EUR 1 issued in..."**

Put this if paragraph 6.1 applies see HMC notice 827 page 19.

#### **Box 8**

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Put item numbers and identifying marks and numbers in the space on the left hand side of the box. (But see also "Description of goods" below).

##### **Item numbers**

If different types of goods are shown separately on the invoice(s), show each type separately on the EUR 1 and itemise them (1, 2, 3 etc). Leave no space between different items.

##### **Identifying marks and numbers**

Give identifying marks and numbers on the packages here. If the packages are addressed to the consignee, state the address. If they are not marked in any way, put "No marks and numbers". If both originating and non-originating are packed together, add "Part contents only" at the end. (The insertions should be made in the space on the left hand side of the box). (But also see also "Description of goods" below).

##### **Number and kinds of packages for example bales, cartons, drums**

For goods in bulk which are not packed insert "In bulk". The quantity shown must be the same as or relatable to the quantity stated on the invoice for the goods. For example, if on to 10 pallets, specify "100 cartons" not "10 pallets".

##### **Description of goods**

Identify the goods by giving a reasonably full commercial description, for example "photocopiers" or "typewriters" instead of "office machinery". However, if the invoices give full identifying details (which need not necessarily include details of the marks and numbers of the packages) only a general description is necessary. In such cases, you must fill in box 10 showing the numbers and dates of the invoices (or dates only, if there are no numbers). If instead of invoices other evidence is given then this way of filling in box 8 cannot be used.

### Other evidence consists of the following

packing lists, consignment notes, copies of bills of lading or similar commercial documents so long as they show: identifying descriptions of the goods; and details which allow them to be identified in your records. In addition, you may have to make special declarations on the application form or give more evidence to support the application.

### 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 (for example, with an asterisk) to show which is non-originating goods. Then put an appropriate statement in box 8 immediately below the description of goods, for example:

**Goods marked \* on the invoice are non-originating and are not covered by this movement certificate EUR 1.**

### 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 or other measure

Imperial measure (for example tons, gallons) will be accepted but exporters are recommended whenever possible to give quantities in metric measure.

### Box 10 - Invoices

Whenever possible, state the number(s), if any and date(s) of the invoice(s) relating to the goods and produced with the EUR1.

See also Box 8 – Description of Goods.

### Box 11 - Customs endorsement

(endorsement will be applied by the Norfolk Chamber of Commerce & Industry) the customer will leave box 11 blank.

### Box 12 - 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 as originating products under the provisions of the relevant preference agreements. If this declaration is

incorrect, an offence under the Customs and Excise Management Act 1979, Section 167 has been committed. Forwarding agents acting simply as forwarding agents are not exporters and must not sign this box unless prior authorisation has been given and this authorisation must be in writing on company headed paper. You should note that the exporter would still be held responsible for any irregularities. If you decide to use an agent, you will need to issue instructions on each occasion and specify clearly that particular goods qualify.

**N.B.** Any amendment/corrections must be completed and signed by the declarant in Box 12 and endorsed by Customs.

### PAGE 2

Leave this blank.

### PAGE 3

Provide a complete copy of page 1 including original signature.

### PAGE 4 (APPLICATION FORM)

#### Paragraph 2

##### You must:

- Use the declaration at (a) or (bi) or (bii); and
- State what the 4-figure tariff classification of the goods is.

##### You must declare that:

- The goods are originating products as defined by the rules Notice 828 or 829;
- You hold evidence in one of the forms shown in the appropriate Notice.
- Declarations, which must bear an original signature, may be in the forms shown below. The signatory should be in the same as in Box 12 on Page 1.

#### a Exporters who have manufactured / produced the exported goods

"The goods shown on the EUR 1 were \*manufactured/produced by the exporter and are classified under

.....  
(4-figure tariff heading).

They satisfy the appropriate qualifying process in Notice \*828/829".  
*Delete where appropriate.*

#### b Exporters who have bought in goods for export in the same state.

Goods manufactured/produced in the EC:

"The goods shown on the EUR 1 were \*manufactured/produced in the EC and are classified under .....  
(4-figure tariff heading).

Evidence of their originating status in one of the forms specified in Notice 827 is held by \*me/us".  
*Delete where appropriate.*

Goods \*manufactured/produced in any other country:

"The goods were imported from.....(Name of country).

Under cover of a \*movement certificate EUR 1/invoice declaration and are being re-exported in the same state".  
The goods are classified under.....

(4-figure tariff heading)  
*\*Delete where appropriate.*

**See Paragraph 6.1 and 6.4 in Notice 827 if goods are not in free circulation and one or other situation applies:**

6.1 How should I re-export to other EC countries?

6.4 What if I am re-exporting goods to non-EC countries?

### PAGES 5 AND 6

Page 5 is a copy of page 3. It need not be signed. Page 6 is a copy of page 4.

These pages form the duplicate application form which is your office copy.

#### Please note that we cannot:

- Accept any correcting fluid on the EUR 1
- Initial amendments when we stamp them
- Accept signatures that are not original

**For further information, please contact the Chamber's Documentation Department on 01603 729711 or email : [export@norfolkchamber.co.uk](mailto:export@norfolkchamber.co.uk)**