

# EUR1 – MOVEMENT CERTIFICATE

## INSTRUCTIONS

### Page 1

#### **Box 1 - Exporter**

You must be a person normally 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 EUR1 movement certificate to the customs authorities in those countries for stamping.

#### **Box 2 - Country with Preferential Trade Agreement**

Insert the name of the specific country of destination. *NB For Palestine Box 2 should read: The European Community and West Bank and Gaza Strip.*

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

You are recommended always to insert the name of the consignee. However for exports to exhibitions outside the EC, which are later sent on to a preference-giving country, you must also insert the name and address of the exhibition.

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

Put the name of the individual country of destination.

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

State the method of transportation (optional).

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

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

#### **"Duplicate"**

If you are applying for a duplicate EUR1 Movement Certificate i.e. the original was lost. We will need the following:

- Say in writing why you need a duplicate
- Say where and when the original Movement Certificate was issued
- Completed Movement Certificate, marked with 'DUPLICATE', the Serial No. and Date of Issue of the original, e.g. DUPLICATE No. S1756274. Issued 01/01/2010.

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

#### **"Issued retrospectively"**

You should make every effort to complete a movement certificate EUR1 before shipment. Exceptionally, if you want to apply for a movement certificate EUR1 after the goods have been shipped, you should:

- Provide a completed movement certificate EUR1 marked 'Issued retrospectively' in Box7.
- Make an extra declaration under paragraph 1 on page 4 as follows: 'no movement certificate EUR 1/EUR-MED 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 (paragraph 3.6).

#### **Box 8 - Item numbers**

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 EUR1 movement certificate 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 goods 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 see also "Description of goods" below).

**Number and kinds of packages for example bales, cartons, drums** - 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 the invoice merely shows 100 cartons, and these are loaded 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 (see paragraph 3.5), then this way of filling in Box 8 cannot be used. For Mexico and Chile – The 8 digit Commodity Code must also be included in Box 8, otherwise the EUR1 will be rejected.

**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 are non-originating goods. Then put an appropriate statement in Box 8 immediately below the description of the goods, for example:

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

**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 (only the gross weight of the goods preference is going to be claimed on should be included).

#### **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 movement certificate EUR1. See also Box 8 - Description of goods.

#### **Box 12 - Declaration by the exporter**

Original Signature required and should be used on Page 4 of the form. 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.

**N.B.** Any amendments/corrections must be completed and signed by the declarant in Box 12 and endorsed by Customs or their authorised bodies.

#### **Page 2**

Leave this blank.

#### **Page 3**

Provide a complete copy of page 1. It need not however be signed in manuscript (a "carbon" signature is acceptable).

**Page 4 (Application form)**

**Declarations made must be determined by the Exporter.**

**Paragraph 2**

You must:

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

You must also declare that:

- The goods are originating products as defined by the rules in Notice 828, or 832; and;
- 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 the same as in Box 12 on Page 1.

**(a) Exporters who have manufactured/produced the exported goods**

“The goods shown on the movement certificate were \*manufactured/produced by the exporter and are classified under (4-figure tariff heading). They satisfy the appropriate qualifying process in Notice \*828/832.”

*\*Delete where appropriate*

**(b) Exporters who have bought in goods for export in the same state**

(i) Goods manufactured/produced in the EC:

“The goods shown on the movement certificate 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*

(ii) Goods \*manufactured/produced in any other country:

“The goods were imported from..... (Name of country) under cover of a \*movement certificate /invoice declaration and are being re-exported in the same state. The goods are classified under..... (4-figure tariff heading).”

*\* Delete where appropriate*

***More detailed information on preferential goods can be found in Customs Notice 827.***

***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
- Customs Tariff Code
- Quantity
- Shipping Marks and/or Numbers
- Number and kind of packages
- Gross and Net Weight, and Volume (if applicable). Metric only