

If you wish to bring the documents in personally, the Chamber's Export Documentation desk is open between 10am and 4pm each day for processing of documents.

If you require a 'While you Wait' service please telephone in advance and allow for a £5.00 surcharge.

If you are unable to complete the C/O yourself we can prepare the document for you at an additional charge of £10.00 (of course the document must be signed by yourselves and have the necessary supporting documentation).

As the amount invested in producing a set of legalised documents can be considerable we shall return them to you by recorded delivery at cost. If you do not wish to benefit from this service, indicate this on your order form.

If you would like to find out more about the Chamber and the benefits of using our e-cert service please visit our website.



**Watford & West Herts**  
Chamber of Commerce

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## **Export Documentation**

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**Watford & West Herts**  
Chamber of Commerce

Our Export Documentation facility is used by an increasing number of companies seeking a fast and efficient local service which has been enhanced still further by the introduction of Electronic Certificates of Origin (e-z cert).



We are authorised to process Certificates of Origin for all countries of the world. EURI & ATR documents.

We provide an electronic documentation service to Exporters and Freight Forwarders who are now able to apply to our Export Documentation Department for Certificates of Origin by e-mail via the Internet.

E-cert is an online documentation service developed through the British Chambers of Commerce.

The benefits to the exporter are:

- Efficiency in completion of the form and delivery to the Chamber.
- Cost savings in presenting the form to the Chamber (couriers, post, staff time).
- Printing of Document at your premises, once certification has taken place.
- Professional end product.



## Did you know...

All members of the Watford and West Herts Chamber of Commerce get **50% off** Export Documentation. Call 01923 442 442 for more information on membership.

### TRAINING

For information on courses that are available for exporters, please call our Export Documentation department, who will be happy to discuss your training requirements and give advice to members and non members.

If you would like to receive training on export documentation or any of the following:

- Basics of Exporting
- Export Documents Explained
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- Export Documents Explained
- Understanding Letters of Credit and
- Understanding Bills of Exchange
- Introduction to Customs & Excise
- Basic Import Procedures
- ARTI forms
- EURI forms

Some of these courses are available at special rates available to Chamber Members.

**In partnership with:**



### WHAT TO DO NEXT?

Please refer to our website for our current price list together with our Formal Undertaking and signature list. As this is an audit requirement, please complete the Formal Undertaking by return to enable us to continue to process your documentation.

We remind you that the Certificate of Origin must be clearly legible and preferably not hand-written.

The document must be supported by your commercial invoice which must agree in all respects to the data contained on the Certificate of Origin.

Any goods of a foreign origin must be evidenced by supporting documentation such as the manufacturer's invoice or Certificate of Origin and the name of the manufacturer must be entered in box 3 on the reverse of the pink copy. If the goods originate in a member state of the EU the correct wording in box 3 or 6 is "European Community: United Kingdom, France" etc.

Finally, do not forget to sign the pink copy and ensure the signatory is authorised.