

THAMES VALLEY CHAMBER OF COMMERCE GROUP

COMPLETION OF ATR MOVEMENT CERTIFICATES

The ATR Movement Certificate should only be completed for exports to Turkey of 'industrial products, which originate in the EC or are in free circulation. N.B. Goods relieved from duty, for example under Inward Processing Relief or End Use, are not in free circulation.

'Industrial' products fall mainly within Chapters 25 - 97. However, most agricultural goods (Chapters 1 - 24) and European Coal and Steel Community (ECSC) products fall outside these arrangements and require to be 'originating' within the EC before they can claim EC preference. (If so, they use EUR1 Movement Certificates.)

Agricultural goods are listed at section 9 of Notice 812.

ECSC goods are listed at section 15 of Notice 812.

ATR Movement Certificates and supporting documents

	Required details / Action required
• Box 1 - Exporter	Full name and address of UK exporter needs to be inserted. For exporters not based in UK, include their name c/o representative in UK's details
• Box 2- Transport Document	Completion is optional
• Box 3 - Consignee	Show the name and address of the Turkish consignee. Completion is optional but is strongly
• Box 4 - Association between the European Economic Community and Turkey	Pre-Printed. Ignore.
• Box 5- Country of Exportation	Name of country of export should be entered.
• Box 6 - Country of Destination	ATR can only be used for exports to Turkey. Please note not for use for exports to Northern Cyprus, i.e., TRNC (Turkish Republic of North Cyprus).
• Box 7 - Transport Details	Completion is optional (e.g. air freight / sea freight etc)
• Box 8 - Remarks	Completion necessary for Duplicates or Retrospective or Replacement ATRs; Duplicates - Exporter / Agent should explain, in its application, why a duplicate ATR is required and provide details (such as number and date of issue of the original certificate). Box 8 needs to be endorsed with "Duplicate". If possible, serial number and date of issue of original ATR should also be inserted in this box. Retrospective ATRs - Exporter / Agent needs to explain, in writing, why a certificate was not requested at the time of export and declare that a certificate has not previously been issued for goods. Copy of export declaration should be provided. Box 8 should be endorsed with the phrase "Issued Retrospectively". A proof of export must be provided as backup for "Issued Retrospectively" ATRs (Bill of lading, airway bill, export declaration etc.) Replacement ATRs - applies when certificates issued in another Member State have become invalid due to a change in consignment arrangements. See instructions at section.4.9 of Notice 812.
• Box 9 - Item Number	Number of item in question as regards total number of items on ATR
• Box 10 - Description of Goods	Needs to be completed with description of goods, marks, numbers, quantity and type of packages. Check that details (e.g., quantity & description,) are consistent with the invoices or other commercial documents. Is advisable to add the invoice number and date after description of the goods (as per invoice number 0000 dated 00 00 0000).
• Box 11 -Gross Weight	Gross mass of goods to be entered.
• Box 12 - Customs Endorsement	Needs to have been left blank by applicant. This is completed by the issuing authority eg Chamber of Commerce
• Box 13 - Declaration by the Exporter	Must have been signed and dated by exporter. Place and exporter's name should also be included. A forwarding agent can sign if it has prior authorisation from the exporter – an authorization letter must be presented for each application.
• General Comments	1. ATR needs to be clear and legible and we strongly advise to be typed, NOT HANDWRITTEN. 2. Alterations to the certificate should be initialed. 3. Clear and legible copy of the ATR must be provided. The issuing office will retain this. 4. Invoice or other commercial document must be supplied as backup. 5. A copy of the export prelodgement declaration / C88 or an exporter declaration must be supplied. 6. A proof of export must be provided as backup for "Issued Retrospectively" ATRs.