

### **Documents processed by the Thames Valley Chamber of Commerce Group**

- EC and Arab Certificates of Origin.
- Egyptian Certificates of Origin - processed using standard EC C of O forms.
- Invoices.
- Packing lists.
- Any other commercial or legal documents required for international trade: Health Certificate, Certificate of Free Sale, Power of Attorney, Distributor Agreement, Commercial Contract, Certificate of Incorporation etc.
- ATA Carnets

### **Specific requirements for commercial documentation**

Commercial documents must be originally signed, with a specimen signature from your company Formal Undertaking, held by Thames Valley Chamber of Commerce, for us to be able to process them.

Any documents issued by UK Government not bearing a physical signature, must be countersigned by an authorised signatory of your company, whose specimen signature is on the Formal Undertaking held by Thames Valley Chamber of Commerce.

Please note that we can only certify or legalise ORIGINAL documents, bearing physical signatures matching the specimen on the Formal Undertaking.

Copies can also be processed, as long as they have been certified as “a true copy of the original document” by a Notary Public, Solicitor or an authorized signatory of the company whose signature is on the Formal Undertaking.

### **Processing options provided by Thames Valley Chamber:**

- Certification – Processed by us electronically, by post or over the counter.
- Legalisation – After Certification, we offer the option for legalisation, covering all the process – this service can be offered for Egypt, Arab Countries, Iran and all the other countries offering this possibility. **Embassies will only legalise original documents bearing original wet stamps and signatures.**
- Foreign and Commonwealth Office Apostille (This service takes the place of legalisation for the countries where legalisation is not possible due to different circumstances – Consulate missing or not offering the Legalisation service).
- Notarisation

### **European Community Certificates of Origin**

The European Community Certificate of Origin is a document issued for goods that are being permanently exported to non-Arab countries (as well as Egypt and Iran). Other commercial

documents required for international trade can be processed alongside the Certificate of Origin application or as a separate document.

These documents will be Certified by Thames Valley Chamber of Commerce.

You have the option for Legalisation for Egypt and Iran.

The EC Certificate of Origin is issued per shipment and will cover all the goods in a specific shipment.

It can cover multiple invoices and multiple origins if the goods are shipped under one shipment.

### **Back up documents for EC Certificates of Origin:**

The minimum accepted is a Commercial Invoice.

Pro forma invoices are not acceptable as backup for a Certificate of Origin application.

A packing list might be required if the number and kind of packages and the weights are not stated on the invoice – Is mandatory for us to be able to check this information.

Proof of origin for all the foreign origin goods (goods manufactured / produced outside United Kingdom).

The proof of origin can be a copy foreign Certificate of Origin provided by the supplier or manufacturer, Commercial Documentation from the supplier, Supplier declaration or any other proof that can satisfy the process of establishing the origin by the issuing body (Thames Valley Chamber of Commerce).

When applying through the post or over the counter (couriers etc) is mandatory to send an instruction slip indicating what service you require (certification, legalisation etc.), how do you want to receive the document back, the contact details of the applicant (telephone number and/or email) and any other information relevant for the application.

### **How to apply for Certificates of Origin and other Export Documents**

For the Thames Valley Chamber of Commerce to be able to issue any export documents for your company, a Formal Undertaking needs to be completed and signed by an owner, Company secretary or a Director and the signatory list to be completed and signed by an owner, Company secretary or a Director.

The Formal Undertaking is renewed every year or more often if the Authorised Signatories are changed (or additional signatories can be added for the current validity period of the FU).

The Originally completed and signed Formal Undertaking needs to be sent to our offices and it will be kept safe for the legally required period of time and securely destroyed after (2 years).

Please find a blank form of the Formal Undertaking [HERE](#).

Please find the Generals Rules applying [HERE](#).

There are few ways for you to apply for export documentation:

1. Through the Post / Courier
2. Online (subject to availability for some types of documents)
3. Over the counter.

A) Through the Post/Courier & Over the Counter

You need to print the application on a blank Certificate purchased from Thames Valley Chamber of Commerce and send it to our offices or deliver it in person.

A valid Formal Undertaking needs to be in our files with the applicant signature on the Authorised Signatories list.

When applying through the post or over the counter (couriers etc) is mandatory to send an instruction slip indicating what service you require (certification, legalisation etc.), how do you want to receive the document back, the contact details of the applicant (telephone number and/or email) and any other information relevant for the application.

The "Pink" must be signed.

Here is a link on how to complete the EC Certificate of origin:

[https://www.thamesvalleychamber.co.uk/wp-content/uploads/2018/12/CORRECT\\_COMPLETION\\_OF\\_THE\\_ECCofo.pdf](https://www.thamesvalleychamber.co.uk/wp-content/uploads/2018/12/CORRECT_COMPLETION_OF_THE_ECCofo.pdf)

If you have any further questions, please contact us at:

[export@tvchamber.co.uk](mailto:export@tvchamber.co.uk)

01753 870560

B) Online (subject to availability for some types of documents)

You can apply for EC Certificates of Origin on the online platform E-ZCERT.

Here is the link for the online platform: <https://www.e-zcert.com/>

If you chose to use e-z cert, on registering, you will need to select the Thames Valley Chamber office which you currently use or intend from the following:

Banbury, Thames Valley Chamber of Commerce

London Heathrow, Thames Valley Chamber of Commerce

Slough, Thames Valley Chamber of Commerce

A valid Formal Undertaking needs to be in our files with the applicant signature on the Authorised Signatories list.

Please find a blank form of the Formal Undertaking [HERE](#).

Please find the Generals Rules applying [HERE](#).

Here is a link on how to complete the EC Certificate of origin:

[https://www.thamesvalleychamber.co.uk/wp-content/uploads/2018/12/CORRECT\\_COMPLETION\\_OF\\_THE\\_ECCofO.pdf](https://www.thamesvalleychamber.co.uk/wp-content/uploads/2018/12/CORRECT_COMPLETION_OF_THE_ECCofO.pdf)

You have 2 options for your application:

- 1) Express – You apply online, we check the application and if it's accepted, it will be electronically stamped and signed by us, and you will print the accepted application on the Blank EC Certificate of Origin purchased from Thames Valley Chamber of Commerce. Please be aware that there are countries that are not accepting the electronic certification and the system won't allow you to submit the application as Express for those countries.
- 2) Standard – You apply online, we check the application and if it's accepted, it will be printed in our office, manually stamped and signed and sent to you by the delivery option you chosen.

We send the documents 1<sup>st</sup> Class Post – Royal Mail.

We can send the documents Special Delivery, but we will charge you the service at the Royal Mail rate for it – You have to instruct us in writing to do so.

We can hold the documents for your collection, or a courier collection, but you have to arrange the courier delivery. You have to instruct us in writing to do so.

We will send the documents 1<sup>st</sup> Class post – Royal Mail to your company address (applicant address) if we are not instructing in writing to do otherwise.

For the Standard applications, the Non-Members need to pay before the documents are sent in the post or collected (or paid at collection).