

### **How to apply Online for Certificates of Origin and other Documents (EUR1's, ATR's, etc)**

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](#).

Applying for EC Certificates of Origin, EUR1's and ATR's on the online platform E-ZCERT (subject to availability for some types of documents):

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

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 or a Blank EUR1 Form.

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 these 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.

The Standard is chosen for all the ATR's and for the EUR1's and C of O's that cannot be electronically signed and stamped.

For the Standard ATR and EUR1 applications, blank manually pre-signed by the applicant forms are needed prior approval and printing. You can order the blank forms from us by



emailing [export@tvchamber.co.uk](mailto:export@tvchamber.co.uk) and send the pre-signed forms together with the instruction slip to our office (the one you sent the electronic signature to).

Once received the correctly signed by the applicant forms, we can print and stamp the application.

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).

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)