

**GUIDANCE NOTES FOR APPLICANTS FOR
INTERNATIONAL IMPORT CERTIFICATES (IIC)**

1. The International Import Certificate is a five-part form. It must be completed in typeface and you can apply using the approved on line platform – see link, selecting Thames Valley Chamber Slough as your preferred chamber to use. <https://ecert.sgs.com/>
2. The applications, when submitted to the Chamber, must be accompanied by evidence to support the application e.g. copy of order, pro-forma invoice or correspondence.
3. The application may be signed by Proprietor, Partner, Director, Company Secretary or by an authorised employee. In the latter case signatures will have to be registered with the Association of British Chambers of Commerce who will allocate an authorisation number. This can be arranged through your certifying chamber.
4. After validation by the Chamber, the applicant will receive back the pink and blue copies of the form. They should forward the pink copy to the exporter in the despatching country and should retain the blue copy for record purposes and obtaining delivery verification certificates (if required).

5. **Delivery Verification Certificate (DVC)**

When required a DVC is obtainable from HM Customs and Excise and you may be required to produce a copy of the relevant IIC.

6. **Please Note**

Duplicate IIC's cannot be issued in the event of the original being lost or mislaid. A completely new application will have to be submitted and will be treated as a new certificate.

7. **Payment**

Members of the Chamber can be invoiced at the time a certificate(s) is/are issued and pay against their monthly statement.

Non-members must either pay by cash, credit card, bank transfer or may open a deposit account which ever they prefer.

The processed document will be returned by post but we accept no responsibility for non-delivery.