

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

1. The International Import certificate will need to be completed using an approved electronic platform. Once processed the form will be printed onto the five-part form held at the chamber and posted to the applicant. 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, contract, or correspondence.
3. Prior to submitting the application, you must complete a signatory list; this will be used to verify the signature on the application. Signatures will then be registered, and all authorised employees will be allocated an authorisation number. The application may be signed by Proprietor, Partner, Director, Company Secretary or by an authorised employee.
4. The appropriate boxes on the certificate should be completed as follows:

**Name and address of importer for return of certificate** – Insert the name and address of the company purchasing the goods as listed on the supporting evidence.

**Name and address of exporter** – Insert the name and address of the exporter.

**Applicants telephone number for queries** – Insert the Importers contact number.

**Applicants reference** – This can be left blank or completed for the importers reference to the application.

**Full description of goods** – This box covers all the goods imported; the information should agree with the supporting evidence. The goods must be clearly identifiable.

**Quantity** – Input the quantity of each item imported as shown on the supporting evidence.

**Value** – The currency of the goods as stated on the accompanying evidence should be listed along with the incoterms for the shipment. Include the sterling equivalent in the appropriate box.

**Use for which the goods are required** – Input the intended purpose of the goods where possible.

**Name and address of a person who is to use the goods if not the importer** – If the importer is not the final user of the goods insert the name and address of the intended user.

5. 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). The yellow copy is sent to the relevant authority in the exporter country.
6. **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.

7. **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.

8. **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.