

Authentication of Invoice & Other Documents

Chambers of Commerce are often asked to authenticate invoices and other documents relating to overseas commercial activity.

Some examples these are:

Commercial Export Invoices	Proforma Invoices
Packing lists	Declarations of Manufacture
Health certificates	Analysis Certificates
Agency Agreement	Certificates of Free Sale

Note: The Chamber will only authenticate the signature on these documents, and stamping DOES NOT mean they certify the contents.

Formal Undertaking & Signatory List

- As with Certificates of Origin any company require authentication of the signature on these documents **MUST** have an **up-to-date** Formal Undertaking and Signatory List lodged with the Chamber.
- These **MUST** be signed off by a company director with legal responsibility.
- **ONLY** signatures which appear on the Signatory List can be authenticated.

Invoice and Other Documents Format

- Many companies may create their own format for their invoice and/or other documents, if this is the case they should include information similar to a company letterhead.

Exporter / UK Contracting Party

- The full name and address of the UK company **MUST** appear on the document.

Document Checks

- All documents will be face checked for obvious errors or statement known to be untrue.
- **Example: The declaration stating the exporters manufactures the goods and the Chamber know this not to be true.**
- Documents will be rejected if an error or untrue statement is found.

Destination Country

- The overseas destination country **MUST** be shown on all documents, whether in the body of the text or as a separate statement.
- Documents will be rejected if this is not shown.

Documents with Multiple Signatures

- If a document contains multiple signatures, the signature of the UK individual held on the Authorised Signatory List is the signature which is authenticated, and the signature stamp used by the Chamber will show the name of the signature being authenticated.

Documents submitted by Agents:

- If a document or an invoice is submitted for authentication by an agent and the exporters/contracting company does not lodge its own Formal Undertaking and Signatory List with the Chamber, agent must countersign the document, having obtained permission for the company, and the Chamber will authenticate the agent's signature.

Arab Leagues Destined Document

- Those just being authenticated by the Thames Valley Chamber **MUST** be accompanied by a Arab Indemnity letter.
- Those requiring certifying or certifying & legalising will be sent via Thames Valley Chamber to the ABCC and then if required on to the Embassy. **NOTE: The country requirements & pricing may vary depending on the destination country.**
- Depending on the destination country requirements, there may also be a requirement of the documents to be apostilled vis to this process above. **NOTE: THE FCDO will ONLY apostille UK and UK Overseas territories documents not those generated elsewhere.**