

NOTICE TO THAMES VALLEY CHAMBER OF COMMERCE TRADE DOCUMENTATION MEMBERS & CLIENTS CUSTOMERS

DATE: EFFECTIVE FROM 15TH DECEMBER 2025

We would like to inform you that, effective from **15th December 2025**, the Thames Valley Chamber of Commerce will be establishing a specialist Trade Documentation Hub at our Heathrow Office.

From this date, all trade documentation services, covering certificates of origin, EUR1s, International Import Certificates and associated documents as well as ATA Carnets, currently handled by our documentation team based in Slough will be processed by the team primarily operating from the Heathrow Hub.

Please note that this change relates only to trade documentation services currently offered from Slough, our **Banbury trade document office will remain unchanged.**

For clients who use our Slough SGS E-Cert, this will remain in place, therefore login as you do now – no action required.

All other International Trade Services offered by the Chamber, including trade promotion & market access together with our trade advisory and consultancy will continue to be delivered by our expert trade advisors based at our Headquarters, which will be relocating within Slough.

This change reflects our ongoing commitment to improving service efficiency and delivering enhanced specialist support for our trade members and clients.

Details of the address and contact numbers for the Heathrow Trade Documentation Hub are as follows:

Thames Valley Chamber of Commerce – Heathrow Hub
Suite 3A, 4 Heathrow Boulevard,
Bath Road,
Heathrow, UB7 0DQ
Telephone: 0208 564 6300

Emails: All current email used will remain active and accessible to the Heathrow Team.

If you have any queries on the above, please do not hesitate to **contact us.**

We appreciate your understanding and cooperation during this transition and look forward to continuing to support your trade documentation & international trade needs.