

# UK EUR1

## Information & Completion Notes

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### Formal Undertaking

Before applying for an EUR1 through Herefordshire & Worcestershire Chamber of Commerce, the applicant must complete a Formal Undertaking for their company.

In the Formal Undertaking, the applicant (exporter) agrees to the Standard Rules as laid out and to take responsibility for ensuring the correctness and accuracy of the information on the EUR1. This also includes providing the Chamber with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

The Formal Undertaking must be renewed annually. Signatures can be added or removed at any time, but changes must be signed by the Proprietor, Director, Partner or Company Secretary who signed the original Formal Undertaking. If a signatory leaves your company or no longer has permission to apply for EUR1's, the Chamber should be informed immediately, and that person's signature deleted from the Formal undertaking.

If you would like to complete the Formal Undertaking please contact the team on the following email address: [ecert@hwchamber.co.uk](mailto:ecert@hwchamber.co.uk)



#### **Important**

**Herefordshire & Worcestershire Chamber of Commerce cannot issue EUR1's or authenticate signatures in any other documents if a current Formal Undertaking including the relevant signatures is not in place.**

**What  
is a**

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### **EUR1 certificate and what is it used for?**

The EUR1 is used to certify the origin of a product, and if applicable, benefit from favourable trade terms (tariffs mainly) under a preferential trade policy.

To benefit from the preferential rate during a customs clearance, a valid EUR1 movement certificate must be handed over to the competent authority (likely a customs office), in which the manufacturer certifies the origin of the goods. In place of a movement certificate, a simple declaration of origin on the invoice can be provided by the manufacturer or sender of the goods in place of a proper movement certificate: this is called an invoice declaration. This is an accepted alternative to the EUR1 only if the number of items with preferential origin under a single shipment does not exceed a certain amount (for a non-approved exporter). If it concerns an approved exporter (that is, a regular authorised exporter), this value limit does not apply.

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## How to apply for a EUR1

Applications for EUR1's must be made online through the eCert website. Register your company on <https://ecert.sgs.com>. Your account will be ready to use once the Chamber has received your formal undertaking and has activated your eCert account.

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### How to Complete a EUR1 Certificate

To complete your application, the following rules and instructions should be followed:

#### **Box 1. Exporter**

Insert UK exporters address. If the UK company is exporting on behalf of an overseas company insert the overseas company's details C/O the UK exporter

#### **Box 2. Certificate used in preferential trade between**

Insert the specific name of the country of destination. Check that this country is a member of the preferential agreement.

#### **Box 3. Consignee**

Insert name and address of Consignee

#### **Box 4. Country, group of countries or territory in which the products are considered as originating**

This box is pre-printed 'UK' on standard EUR1 forms.

#### **Box 5. Country, group of countries or territory of Destination**

In eCert, the country of destination is selected in the set up and will automatically be applied to this box.

#### **Box 6. Transport details**

Transport details can be included but this box is optional. Transport can be detailed as either of the following: sea freight, air freight, road freight, rail, or mixed transport.

#### **Box 7. Remarks**

This box may only be used to indicate where retrospective, duplicate and replacement certificates are issued. Nothing else can appear in this box.

**Duplicate** – EUR1's must be issued as duplicates if the original has been lost or stolen.

The EUR1 duplicate must be exactly the same as the original. A letter on the applicant's company letterhead must be supplied, signed and dated, detailing the following information: the reason why you require a duplicate certificate, where the original certificate was issued e.g. H&W Chamber of Commerce, original certificate no. and date of the stamp, and requesting a duplicate.



Select 'Duplicate' from the drop-down box and fill in the original certificate no., original certificate submission date (detailed in box 12) and original certificate issue date (box 11).

The Chamber will check that all details match the original application and the new certificate will be stamped and dated with the same date as the original certificate, therefore deeming it valid for the same period.

**Replacement** – Replacements are extremely rare. A replacement EUR1 may be issued if goods were initially imported into the UK under and EUR1, work is carried out on those goods and then they are re-exported under an EUR1.

Select 'Replacement' from the drop-down box and fill in the original certificate serial no., original certificate issue date, original issuing country and select the way in which you are going to provide your letter of explanation.

**Errors in original EUR1** – If an error is made in an original EUR1, the original must be returned to the Chamber and a new certificate can be issued.

If the original certificate cannot be returned, a letter on the applicant's company letterhead and signed by the applicant must be supplied, explaining why it cannot be returned, the type of error, detailing the 'S' certificate no. and date stamp of the original certificate and requesting to apply for a new EUR1.

**Issued Retrospectively** – Insert these words from the drop-down box if you are applying for a EUR1 after the goods have been despatched. A copy of the transport document e.g. AWB, B/L, CMR will need to be supplied as evidence of the shipment.

### **Box 8. Marks and Numbers**

Detail the actual marks and numbers affixed to the packages being shipped.

Shipping marks must be detailed. If the package is addressed to the Consignee only, the words "As Addressed" or "Fully Addressed" can be detailed instead of the full Consignee detail. If goods are unmarked - "No marks and numbers" should be inserted. If there are no shipping marks the invoice number should be shown in box 10.

### **Box 8. Number and kind of packages (1): Description of Goods**

#### **Number and kind of packages**

Numbers and kinds of packages should be inserted. The words "package" or "parcel" cannot be used as they do not define the type of packaging used. You may use pallets, cartons, crates, boxes, cardboard boxes, bales, rolls, kegs, jiffy bag, paper packet, plastic packet or skid.

If the goods are packed inside a dedicated container for that shipment, you can detail 1 x Container etc. The same goes if goods are packed inside a dedicated lorry for that shipment. If the goods are not packed in any way or form, the words "Unpacked", "loose" or "in bulk" may be used.

### **Description of goods**

A full commercial description of the goods is required. This must clearly indicate the nature of the goods and should not be vague or general e.g. spare parts, nor should it solely be given by reference to a trademark or brand name E.g. 'Hoover' instead of Hoover vacuum cleaner or a catalogue number with no description.

Insert the description of the goods. This must be sufficient detail to clearly indicate the nature of the goods. Descriptions must not be too general, vague, ambiguous, or solely given by trademark or brand name e.g. Spare parts or Hoovers or something similar. Should there be insufficient space in box 6 to describe all the goods adequately, then it is permissible to insert a general description of the goods followed by the phrase "as per invoice number ... dated...".

The 4 Figure Tariff Codes should also be included for Mexico & Chile.

### **Box 8. Free Text**

If the consignment contains both originating (preference) and non-originating (non-preference) goods, the description in the box above should only contain the originating goods. It needs to be clear in your invoice which items are originating and non-originating. This can be achieved by marking each non-originating item in your invoice with an asterisk/star and detailing the following statement in box 8 free text:

*"Goods marked with an asterisk on the invoice are non-originating and are not covered by this EUR1 certificate"*

This box can also contain any other information that the applicant wants to add e.g. Notify party details, declaration of origin, contract details, Letter of Credit details etc. Evidence is required for everything detailed.

### **Box 8. Ruling off**

To ensure that nothing can be added to the EUR1 after it has been issued by the Chamber, all unused space in box 8 is automatically ruled off through eCert.

### **Box 9. Gross Weight**

Gross weight is needed in metric although imperial is allowed alongside this.

### **Box 10. Invoices**

Invoice numbers can be inserted - optional. If there are no shipping marks invoice must be shown

### **Box 11. Customs Endorsement**

HW Chamber will stamp with the relevant customs stamp, sign and date the form.



### Box 12. Declaration by the Exporter

Enter the place of issue. This is the town or city where the application is being made. The date will automatically be filled when the application is processed through eCert.

For Express applications (applicants print electronically stamped EUR1 on their premises), the applicant's electronic signature will automatically be added.

The same will apply for Standard applications (the Chamber prints the EUR1 and applies a wet stamp and signature) with the exception of countries who do not accept electronically stamped and signed EUR1's. Countries may be added or removed from the list at any time so please check rules of the country you are issuing a EUR1 for.

To save time during the application process for countries who do not accept electronic applications, the Chamber is happy to hold pre-signed blank EUR1's, securely locked away, ready for use when applications are received. Pre-signed forms need to be signed where 'Signature' is referenced in box 12 of pages 1 and 3 and in section 5 of page 4.



### Important

**Pages 3 & 4 are not sent to the consignor/shipper. When applying for a EUR1 using Express in eCert, pages 3 & 4 are to be kept by the applicant. When applying for a EUR1 using Standard in eCert, the Chamber keeps pages 3 & 4 of the application.**

### Page 4. Application form

#### Reverse – Declaration

Select one of the three declarations and enter the first four digits of the tariff heading. See customs notice 827 sections 11.1 for further information.

#### a) Exporters who have manufactured/produced the exported goods

'The goods shown on the movement certificate were \*\*manufactured/produced by the exporter and are classified under (insert 4 figure tariff heading). They satisfy the appropriate qualifying process in the preferential agreement

\*\*Delete where appropriate

#### b) Exporters who have bought in goods for export in the same state (goods manufactured/produced in the UK)

'The goods shown on the movement certificate were \*\*manufactured/produced in the UK and are classified under (insert 4 figure tariff heading). Evidence of their originating status in one of the forms specified on GOV.UK is held by \*\*me/us.'

\*\* Delete where appropriate

#### c) Exporters who have bought in goods for export in the same state (goods \*\*manufactured/produced in any other country)

'The goods were imported from (insert name of country) under cover of a \*\*movement certificate/invoice declaration and are being re-exported in the same state. The goods are classified under (insert 4 figure tariff heading)'

\*\* Delete where appropriate

To check if your goods qualify for preferential origin, refer to customs notices 828, 830 or 832 as applicable. If you are unsure, please contact the Chamber export documentation team for assistance. It is your responsibility to select the correct declaration.



### **Reverse – Supporting Documents**

Enter details of all the evidentiary documents used to support the application. Invoice no. is mandatory, and date of the invoice is advisable. This may also include a Dangerous goods note (DGN), packing list, transport document e.g. AWB/CRM/BL number as applicable or any other document supplied as evidence.

### **Reverse – Company Name**

Select the option which represents the type of company you are making this declaration on behalf of:

- a) The exporter, declaration is being made by a direct representative of the company named in box 1.
- b) An agent with authority, declaration is being made by an agent of the company named in box 1. Who has the authority to sign on behalf of the company in box 1. This is usually a freight forwarder or forwarding agency. A letter of authority completed by the company in box 1, giving authorisation for the agent to apply for a EUR1 on their behalf. A template of wording for this authorisation can be obtained from the Chamber export documentation team.

### **Evidence Documents**

All information detailed in an EUR1 must be fully evidenced. Documents acceptable as evidence for EUR1's are as follows:

The commercial, shipping, customs or proforma invoice - Mandatory  
The shipping document or packing list detailing weights etc. if not shown in the invoice  
The transport document should the application be completed after the consignment has left the UK

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## **Herefordshire & Worcestershire Chamber of Commerce**

International Trade Team

Email: [internationaltrade@hwchamber.co.uk](mailto:internationaltrade@hwchamber.co.uk)

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