

GUIDANCE FOR THE COMPLETION OF ATR1 FORM

These guidance notes are a generalisation of the rules. If further help is required you should contact the Export Documentation team at the Coventry and Warwickshire Chamber of Commerce.

The applicant must have completed a Formal Undertaking and read and understood a copy of the Rules for the Issue of Certificates of Origin before submitting documents for processing.

The Certificate must be completed in typescript where possible.

The appropriate boxes on the Certificate should be completed as follows: -

Box 1: Exporter

Name and address of UK exporter needs to be inserted. If exporter is not based in UK, list company's name c/o UK representative.

Box 2: Transport Document

Optional

Box 3: Consignee

Recommended, but not compulsory.

Box 4: Association between the European Economic Community and Turkey

Goods imported from some European countries (see Notice 828 - paragraph 2.10) may be exported from the EC to another country in the same group (diagonal cumulation). Box 4 must be amended to show the correct origin in such cases.

Box 5: Country of Exportation

Relevant Member State

Box 6: Country of Destination

Turkey

Box 7: Transport Details

Optional

Box 8: Remarks

Should only be completed when Duplicate, Retrospective and Replacement ATRs are needed – see sections 4.7 – 4.9 of Notice 812.

Box 9: Item Number

Relevant item number

Box 10: Marks and numbers: Number and kind of packages

Full commercial description of the goods is required, plus details of packages and transport details. For example: "56 Rolls of Cotton Fabric" is a more accurate description than just "Textiles". However, if there is a full description on the invoices a more general description on the ATR is satisfactory.

Recommended that a horizontal line is drawn under the final entry and the unused space is ruled through with a "Z-shaped" line.

Box 11: Gross weight (kg) / Other Measures (litres, etc)

Indicate appropriate quantity of product

Box 12: Customs Endorsement

Signature of authenticating officer required, plus official stamp. Only Preference stamps should be used.

Box 13: Declaration by Exporter

Original signature is mandatory. Must also be dated. Agents can complete certificate if authorised to do so by exporter. Any agent so authorised should produce the letter of authority on demand.