



FORMAL UNDERTAKING AND SIGNATURE LIST

Please find enclosed the required Formal Undertaking, Signature List and Arab Indemnity valid for the next twelve months.

It is a condition of the British Chamber of Commerce and Business Enterprise Regulatory Reform (BERR) formally D.T.I. that this document is renewed annually before your local Chamber can authenticate documents. May we remind you that the Formal Undertaking must be completed **in black ink and signed at Director Level**. Accordingly, in order to avoid any unnecessary delay in processing export documentation please complete the enclosed documents and return to us at your earliest convenience.

The Certificate of Origin is a 3 part document which must be clearly legible and preferably not hand-written. The document must always be supported by your commercial invoice and agree in all respects to the data contained on the C/O. Goods of a foreign origin must be evidenced by supporting documentation such as the manufacturer's invoice or C/O and the name of the manufacturer must be entered in box 3 on the reverse of the pink copy. If the goods originate in a member state of the EU the correct wording in box 3 or 6 is 'European Community: United Kingdom, France' etc. Finally, the pink application copy must be signed and dated by an authorised signatory.

If you have received this document by email please print and sign the Formal Undertaking, Signature List and Arab Indemnity and **return to us by mail**.

To avoid any misunderstandings please always complete our Export Document Request Form enclosed.

A while-you-wait service is available by **prior appointment** between 1100h and 1430h each day. If you are unable to complete the document yourself we can prepare the C/O for you at an additional surcharge.

Please refer to our website for current prices.

As the amount invested in producing a set of legalised documents can be considerable we shall return them to you by recorded delivery at cost. If you do not wish to benefit from this service or alternatively prefer RMSD (which includes insurance cover) please indicate this on your order form.

If you would like to find out more about the Chamber and the benefits of using our e-cert service please visit our website.

Yours sincerely

Gloria Williams
Export Manager



WATFORD & WEST HERTS
CHAMBER OF COMMERCE

In consideration of the Watford & West Herts. Chamber of Commerce from time to time granting or certifying Certificates of Origin or other documents I/we hereby agree to accept and be bound by the Standard Rules for the issue of Certificates of Origin, etc in force at the time of certification, of which I/we confirm having received a copy.

Further that I/we will at all times keep the issuing body and its officials indemnified against any claims or demands whatsoever which may at any time be made against them, or any of them by reason of any fault, defect, omission or inaccuracy in the content of the Certificates or other documents, or in the manner of their issue, this indemnity being subject to all statutory provisions to the contrary.

In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority e.g. Police, H M Customs & Excise or officials acting with authority of a Court Order, I/we hereby permit the issuing body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry.

Signature:

Print Name:

Day: Month: Year: 2009/10

(Proprietor, Partner, Director or Company Secretary) *Delete as appropriate*

Name of Company:

Telephone:

Email Address:

Web Address:

(Specimen signatures for all authorised personnel must be given overleaf. This may be continued on additional sheets if required).

For a quicker more cost effective way of obtaining EC and Arab-British Chamber of Commerce Certificates of Origin Visit <http://www.e-cert.org.uk> or for more information or contact The Watford Chamber 01923 442442

Watford & West Herts Chamber of Commerce
Unit 47 Colne Way, Watford, Herts WD24 7NF
Telephone: 01923 442442 Fax: 01923 445050
Email: info@watford-chamber.co.uk www.watfordchamber.co.uk



WATFORD & WEST HERTS
CHAMBER OF COMMERCE

LIST OF AUTHORISED SIGNATURES

I/We give below the name, specimen signature and designation of each person authorised to sign Certificates and other documents of international trade on my/our behalf **and will inform the Chamber immediately of any changes of any personnel which may arise.**

<p>Signed: <i>Must be signed by (Proprietor, Partner, Director or Company Secretary)</i></p> <p>Designation:</p> <p>Company:</p> <p>Date:</p>

(Specimen signatures for all authorised personnel must be given overleaf. This may be continued on additional sheets if required)



WATFORD & WEST HERTS
CHAMBER OF COMMERCE

**THE SPECIMEN SIGNATURES BELOW MUST BE MADE FIRMLY WITH
BLACK INK AND SHOULD NOT GO BEYOND THE LINES TO ENABLE
SCANNING OF SIGNATURES FOR E-CERTIFICATION**

NAME

**SPECIMEN
SIGNATURE**

DESIGNATION

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If you require additional signature spaces please photocopy this page prior to completion.



INDEMNITY FOR EC DOCUMENTS USED FOR ARAB COUNTRIES

I/we acknowledge that we have been informed of the introduction and use of Arab-British Chamber of Commerce Certificates of Origin with effect from the 4th October 1976.

In consideration of my/our applying for the issue of Certificates of Origin and/or the certification of other export documents under the European Communities procedure after that date, I/we acknowledge that I/we will not hold the Watford and West Herts Chamber of Commerce and Industry responsible for the refusal of these documents by any Arab Consulate, Embassy, Customs Officer, other authority, negotiating banks, or the consignee.

Name:

Signature:

Date:

Watford and West Herts Chamber of Commerce

Export Document Request Form

Name

Company

Quantity	Documents	Certification	Legalisation			
		Watford Chamber	Egyptian – British Chamber	Arab-British Chamber	Embassy	FCO
	Certificate(s) of Origin					
	Additional Copy Certificates					
	Invoices					
	Copy Invoices					
	Other Documents					
	Copy Other Documents					
	EUR1					
	ATR1					

Blank Forms Required	
Quantity	Document
	E.U. Cert of Origin Forms
	Arab-British Cert of Origin Forms
	EUR1/ ATR1

**STANDARD RULES TO BE OBSERVED BY APPLICANTS FOR THE ISSUE
OF CERTIFICATES OF ORIGIN OR FOR THE CERTIFICATION OF
INTERNATIONAL TRADE DOCUMENTS**

The Watford & West Herts Chamber is an issuing authority authorised by Her Majesty's Government under EC Regulation No 2454/93 for granting or certifying officially prescribed Certificates of Origin, which operates in this regard under the guidance and conditions of British Chambers of Commerce.

The following rules (hereinafter referred to as "the Standard Rules") have been designed to render as simple and as equitable as possible the procedure and formalities connected with the issue of Certificates of Origin and the Certification of international trade documents, and to secure uniformity of practice as between all issuing bodies. The issuing body, as an authorised issuing authority, has undertaken to enforce the Standard Rules and any alteration or modification thereof as may from time to time be approved by British Chambers of Commerce. Before Certification by the issuing body of any documents it is a condition that each applicant shall give, in writing, an undertaking to conform with, and bound by, the Standard Rules operative at the time of Certification.

RULE 1

Certificates of Origin

- a) Certificates of Origin presented for certification by the issuing body must be on the official forms which have been obtained from the issuing body. Each Certificate, Copy Certificate and Application form must, in all respects, comply with the requirements of the authority whose Certificate is to be issued and must be prepared and completed in accordance with any regulations, rules and instructions published by that authority and with any instructions, rules or notes on the forms.
- b) A copy of the export invoice in respect of the goods described in the Certificate of Origin must be produced with the Certificate.
- c) The goods must be described according to their commercial description which must be the same as appears in the export invoice. If the space reserved in the Certificate for the description of the goods is insufficient the applicant must:-

either

use two or more Certificate forms according to the space required; in this event the official number of the second and any further Certificate forms used must be deleted and the number of the first form used must be inserted in its place; each form should be noted with the number of Certificate forms which in total comprise the Certificate of Origin (eg. "Page 1 of 3 pages", "Page 2 of 3 Pages" etc);

or

firmly and permanently attach a copy of the export invoice to the Certificate, to each copy Certificate and to the Application form. A general description of the goods and the words "According to the attached invoice No dated....." must be inserted in the space for the description of the goods on each of the forms.

Export Invoices and Other Documents

- d) An applicant may request the certification of an invoice bearing a declaration of origin or other declaration as specified by the requirements of a particular country. Issuing bodies may certify the number of invoices as required by that country or to meet reasonable commercial needs. Other documents such as packing lists, exporters declarations and other export related documents may also be certified by an issuing body.
- e) All documents presented for certification must be signed in accordance with Rule 3.
- f) The issuing body will certify the authenticity of the signature on the documents presented for certification.
- g) A copy of each document submitted to the issuing body for certification must be supplied for retention by the issuing body and must bear the signature of the person who signed the original declaration.

RULE 2

It is the responsibility of the applicant to make the appropriate declaration of origin of any goods which are the subject of an application for a Certificate of Origin. The origin of the goods must be determined in accordance with the terms of the relevant Regulations of the European Communities.

In order that the issuing body may be satisfied as to the accuracy of the declaration the following conditions must be met:-

- a) An applicant is to make available for examination by the issuing body, when required, his books and records. The issuing body shall have the right also to inspect the goods and to make any enquiries from other firms or organisations stated by the applicant to have been involved in manufacturing, applying any process to, or supplying the goods. Additionally, the issuing body have the right to make any further enquiries it deems necessary.
- b) Where the goods have been manufactured or processed by the applicant he must declare, or otherwise detail the processes performed by him, on the reverse of the application form in accordance with the requirements of the certifying authority.
- c) If the goods were not manufactured by the applicant, the name and address of the manufacturer must be stated on the reverse of the application. When requested by the issuing body the applicant must provide a copy of the manufactures or suppliers invoice bearing a signed declaration as to the origin of the goods. .
- d) In cases of re-exportation the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support his declaration of origin by producing :-
 - i. a Certificate of Origin of a responsible body in the country of export, or
 - ii. a copy of the invoice from the manufacture, or
 - iii. a declaration by the actual producer or manufacturer of the goods, or
 - iv. a copy of the import entry against which the goods were cleared by H.M. Revenue & Customs, or
 - v. proof of origin as required by the issuing body.
- e) The applicant must provide any further information the issuing body deems necessary.

RULE 3

All applications for Certificates of Origin, all declarations made in connection with such applications and all declarations on invoices or on other documents for which certification is sought must be signed by principals, i.e.:-

- a) in the case of a sole trader, by the proprietor himself;
- b) in the case of a partnership, by a partner of the firm;
- c) in the case of a corporate body, by a director or the Company Secretary;

Alternatively, declarations etc may be signed by a duly authorised official or agent of a sole trader, firm or corporate body. In the case of officials, a letter of authority signed by the Proprietor, a Partner of the firm, or a Director or the Secretary of the corporate body, together with a specimen signature of the person concerned, must be deposited with the issuing body (normally this is in the form of the Formal Undertaking combined with the list of authorised signatories). In the case of an agent such as a shipping or forwarding agent, the issuing body can proceed with the application on the basis of the applicant's Formal Undertaking, but if there is any doubt whether the agent has the necessary authority, written authorisation from the agent's principal should be requested.

RULE 4

If, at any time, any declarations made by an applicant or anyone providing supporting evidence should be called in question by any competent person or authority and the applicant does not, within seven days after being notified by the issuing body, satisfy the issuing body that the declaration or evidence was authentic, the issuing body shall be at liberty to communicate particulars of the case to the appropriate authorities.

RULE 5

The Standard Rules may from time to time be altered, amended or replaced by new Rules approved by British Chambers of Commerce. Any such modification, alteration or replacement, and the date from which such shall be effective, will be made known to applicants by the issuing body in writing. From the date on which any such modification, alteration or replacement of the Rules takes effect, applicants will be deemed to have had notice of it and be bound thereby.

RULE 6

Notwithstanding anything contained in the foregoing Rules, the issuing body reserves to itself the right, at any time and without indicating any reason whatsoever, to refuse to verify or certify Certificates of Origin or invoices (or other documents) which may be presented to it for verification or certification.