

HOW TO COMPLETE A MOVEMENT CERTIFICATE A.TR FORM

PAGE 1

Box 1 - Exporter

Enter the full name and address of the UK exporter.

Box 2 – Transport Document

Where appropriate, enter the number of the transport document (optional).

Box 3 - Consignee

You are recommended always to insert the name and full address of the consignee, but this is optional

Box 4 – Countries Associated with the Agreement

This box is pre-printed.

Box 5 - Country of Exportation

Enter the name of the country of exportation.

Box 6 – Country of Destination

Enter the name of the country of destination.

Box 7 – Transport Details

Enter the transport details (optional)

Box 8 – Remarks

Enter one of the following endorsements, where necessary, otherwise leave blank.

“Duplicate”

Insert this if you are applying for a duplicate movement certificate A.TR because the original has been lost, stolen or destroyed.

You must explain your reason.

(See paragraph 4.8 in Customs Notice 812)

“Issued Retrospectively”

Insert these words if the goods left the country before application for a movement certificate A.TR is made.

(See paragraph 4.7 in Customs Notice 812)

Box 9 – Item Numbers

Enter the number of the item in question in relation to the total number of articles on the certificate.

Box 10 – Description of Goods

Enter the marks, numbers, quantity, kind of packages and the normal trade description of the goods. Check that details (e.g. quantity & description) are consistent with the invoices or other commercial documents.

It is 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

Enter the gross weight (kg) or other measure e.g. hl, m.

Box 12 – Customs endorsement

Leave this blank

Box13 – Declaration by the exporter

The signature must NOT be mechanically reproduced or made with a rubber stamp. By signing the form you declare that the goods qualify for the preference claimed under the provisions of the relevant preference agreement. Any declaration that you give must be accurate. Anyone making a false declaration in respect of the preferential origin of goods or failing to comply with other legal provisions may be liable to penalties.

Forwarding agents acting simply as forwarding agents are not exporters and must not sign this box unless prior authorisation has been given and this authorisation must be in writing on company headed paper. You should note that the exporter will still be held responsible for any irregularities. If you decide to use an agent, you will need to issue instructions on each occasion and specify clearly that particular goods qualify.

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Leave this page blank

PAGE 2

Provide a complete copy of page 1. It need not however be in manuscript (a ‘carbon’ signature is acceptable).

Please note:

- **An A.TR can only be used to claim preferential rates of duty for goods moved between the European Community and Turkey.**
- **Goods do not have to be of EC origin but must be in ‘Free Circulation’ i.e. all duties and taxes have been paid when goods enter the EC.**
- **A commercial invoice giving full details is required.**
- **An exporter’s statement, produced on Company headed paper, confirming that the goods are in ‘free circulation’ must be completed. The statement needs to include the Customs Procedure Code and Customs Tariff Headings of the exported goods. The Chamber can provide a template for an acceptable Exporters statement.**
- **We cannot accept any correcting fluid on an A.TR. Any amendments/corrections must be completed and signed by the declarant in Box 13 and endorsed by The Chamber.**
- **We can only accept original signatures.**
- **When completing an A.TR form it is advisable for the exporter to consult a copy of HM Revenue and Customs Notices 812.**

**For additional guidance please contact the West Kent Chamber of Commerce and Industry:
Telephone Number 01732 366653
Email: info@wkcci.com**