

**ATR MOVEMENT CERTIFICATE COMPLETION GUIDE**

<p>1. EXPORTER</p> <p>INSERT THE NAME AND ADDRESS OF THE UK EXPORTER, 'UNITED KINGDOM' MUST BE WRITTEN IN FULL.</p> <p>IF EXPORTER IS NOT BASED IN UK, LIST COMPANY'S NAME C/O UK REPRESENTATIVE</p>		<h1 style="margin: 0;">ATR No. A 1234567</h1>	
		<p>2. TRANSPORT DOCUMENT (OPTIONAL)</p> <p>NO. .... DATE .....</p>	
		<p>4.</p> <p>ASSOCIATION BETWEEN THE</p> <p><b>EUROPEAN ECONOMIC COMMUNITY and TURKEY</b></p>	
<p>3. CONSIGNEE</p> <p>NAME AND ADDRESS (INCLUDING COUNTRY) OF THE OVERSEAS RECEIVER OF THE GOODS BEING SHIPPED (DELIVERY ADDRESS)</p>		<p>5. COUNTRY OF EXPORTATION</p> <p>ENTER RELEVANT MEMBER STATE.</p>	<p>6. COUNTRY OF DESTINATION</p> <p>TURKEY.</p>
<p>7. TRANSPORT DETAILS (OPTIONAL)</p> <p>THIS BOX IS OPTIONAL BUT IT IS RECOMMENDED</p>		<p>8. REMARKS</p> <p>THIS BOX SHOULD ONLY BE USED TO INDICATE WHERE RETROSPECTIVE, DUPLICATE AND REPLACEMENT CERTIFICATES ARE ISSUED - PLEASE REFER TO SECTIONS 4.7 - 4.9 OF CUSTOMS NOTICE 812.</p>	
<p>9. ITEM NUMBER</p> <p>INSERT RELEVANT ITEM NUMBER</p>	<p>10. MARKS AND NUMBERS, NUMBERS AND KIND OF PACKAGES. DESCRIPTION OF GOODS</p> <p>DESCRIPTION OF GOODS</p> <p>THE GOODS MUST BE DESCRIBED BY THEIR COMMERCIAL NAME; TRADE NAMES AND CATALOGUE NUMBERS ARE NOT ACCEPTABLE. THE DESCRIPTION MUST BE CLEARLY UNDERSTANDABLE TO ALL AND NOT VAGUE OR GENERAL.</p> <p>WHEN THERE IS NOT ENOUGH SPACE FOR A DETAILED DESCRIPTION, IT IS ACCEPTABLE TO ADD A GENERAL DESCRIPTION OF THE GOODS FOLLOWED BY "AS DETAILED IN INVOICE NUMBER ....."</p> <p>ONLY GOODS ON WHICH PREFERENCE IS BEING CLAIMED SHOULD BE ENTERED HERE.</p> <p>MARKS AND NUMBERS</p> <p>AS STENCILLED OR AFFIXED TO THE PACKAGES. IF UNKNOWN ENTER 'AS ADDRESSED'.</p> <p>NUMBERS OF CARTONS</p> <p>A HORIZONTAL LINE SHOULD BE DRAWN UNDER THE LAST ENTRY WITH ANOTHER LINE THROUGH THE UNUSED SPACE.</p>		<p>11. GROSS WEIGHT (KG) OR OTHER MEASURE</p> <p>WEIGHTS MUST BE SHOWN USING THE METRIC SYSTEM.</p>
<p>12. CUSTOMS ENDORSEMENT</p> <p style="text-align: center;">STAMP</p> <p>PLEASE LEAVE BLANK. FOR CHAMBERS/CUSTOMS USE ONLY.</p>		<p>13. DECLARATION BY THE EXPORTER</p> <p>I, the undersigned, declare that the goods described above meet the condition required for the issue of this certificate.</p> <p>Place and date</p> <p>.....</p> <p>Signature</p> <p><b>AN ORIGINAL SIGNATURE IS MANDATORY</b></p> <p>.....</p>	

## **CHECKLIST**

- Box 1 – FULL CONSIGNORS ADDRESS WITH ‘UNITED KINGDOM’ WRITTEN IN FULL
- Box 3 – FULL ADDRESS OF FINAL DESTINATION INCLUDING COUNTRY
- Box 5 - ‘UNITED KINGDOM’ IS WRITTEN IN FULL
- Box 10 – DESCRIPTION OF GOODS MUST BE CLEAR AND UNDERSTANDABLE TO ALL WITHOUT BEING VAGUE OR UNCLEAR. EXAMPLE - ‘56 ROLLS OF COTTON FABRIC’ IS MORE ACCURATE AND CLEARER THAN ‘TEXTILES’)
- Box 11 – GROSS WEIGHT MUST BE LISTED IN METRIC MEASUREMENTS
- Box 13 – ATR MUST BE SIGNED BY HAND (ELECTRONIC SIGNATURES ARE NO LONGER ACCEPTED)
- THE ATR MUST BE ACCOMPANIED BY YOUR COMPANY COMMERCIAL INVOICE
- EVIDENCE OF GROSS WEIGHT MUST BE SUPPLIED, EITHER ON COMMERCIAL INVOICE OR PACKING LIST
- IF PRODUCTS ARE OF NON-UK ORIGIN, YOU WILL NEED TO SUPPLY PROOF OF ORIGIN.
- WE ALSO REQUIRE AN EXPORTER DECLARATION FORM ON COMPANY HEADED PAPER (TEMPLATE ATTACHED)

THIS GUIDE IS A BASIC GUIDE ONLY AS IT IS NOT POSSIBLE TO COVER EVERY SITUATION. SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE INTERNATIONAL TRADE TEAM ON 01483 735540

SURREY CHAMBERS OF COMMERCE RESERVES THE RIGHT TO REQUEST FURTHER INFORMATION IF REQUIRED TO PROCESS YOUR DOCUMENT.

## **IMPORTANT UPDATE**

AS OF 23<sup>RD</sup> DECEMBER 2015, TURKISH CUSTOMS REQUIRE ALL ATRS TO HAVE WET HANDWRITTEN SIGNATURES AND WET CERTIFICATION STAMPS.

ALL APPLICATIONS WITH ELECTRONIC SIGNATURES WILL BE REJECTED.

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE INTERNATIONAL TRADE TEAM ON 01483 735540.**

**A.TR EXPORTER STATEMENT WHERE NO EXPORT DECLARATION IS AVAILABLE**

- Re: ATR Number.....
- Re: Invoice Number.....

I understand the use of an A.TR as specified in Customs Notice 812 and confirm that the A.TR and invoice relate to qualifying goods in free circulation in the European Community

- This movement is covered by Customs Procedure Code (CPC) number  
.....(7 digits) an example is: 10 000 01

(The correct number is available from your forwarder or whoever is to make the NES entry for this movement)

- The goods in this movement are covered by Customs Tariff heading(s).....

I confirm that the goods are transported direct to Turkey. Direct transport is goods transported:

- without passing through countries outside either the European Union or Turkey, and
- through countries outside the European Union or Turkey, or transshipped in those countries, provided they: are not delivered for home use in the country of transit; and do not undergo any operation there other than unloading, reloading or any operation designed to keep them in good condition.
- Your Name.....
- Signature.....
- Date.....