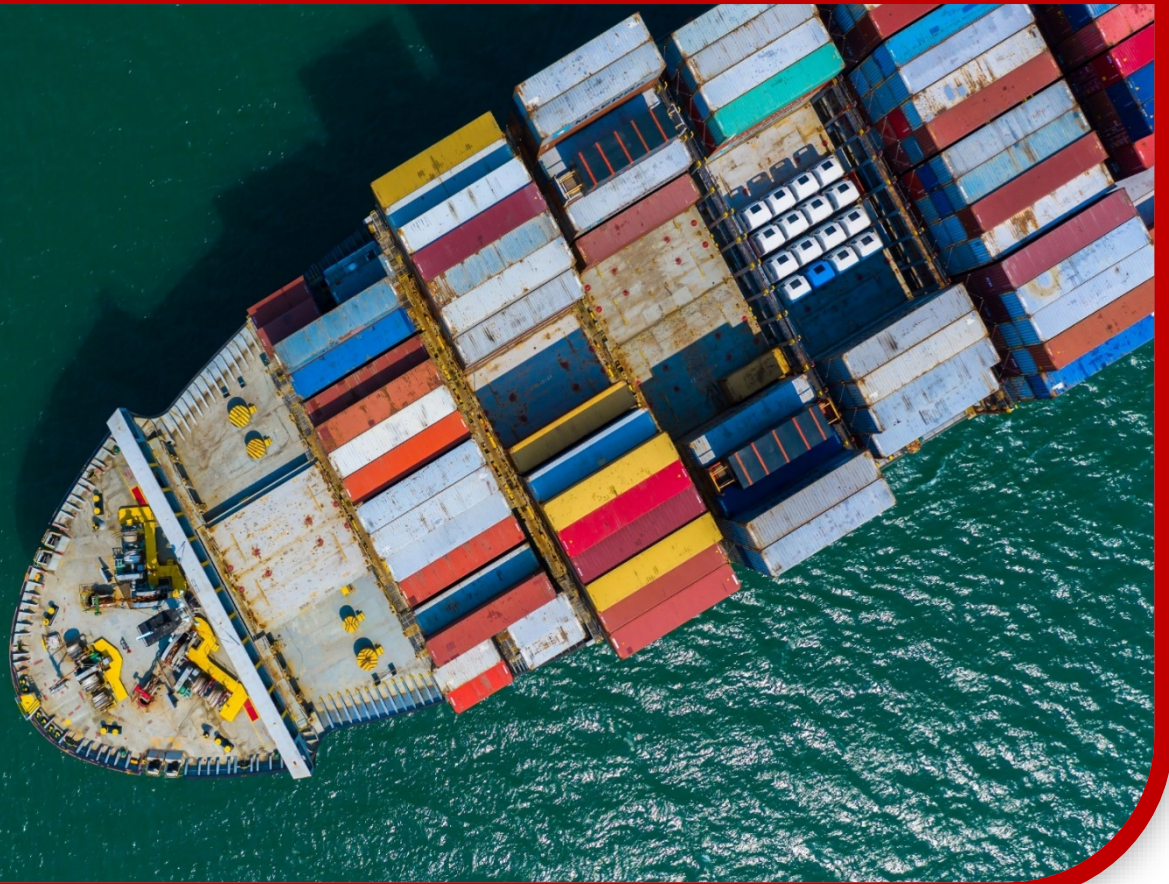




Surrey
Chambers of
Commerce
The Ultimate Business Network



INTERNATIONAL TRADE DOCUMENTATION PRICE LIST 2021

**Connecting, Promoting, Supporting & Representing
Your Business Internationally**

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

UK CERTIFICATES OF ORIGIN

UK Certificates of origin are normally required for all countries except Arab League States. UK Certificates of Origin can be applied for online via our eCert documentation service, in person (fees apply) or by post.

UK CERTIFICATE OF ORIGIN PROCESSING FEES

SCC MEMBER PRICE	NON-MEMBER PRICE
£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)

PRICE INCLUDES THE BLANK UK CERTIFICATE OF ORIGIN AND CERTIFICATION STAMP

ADDITIONAL COPIES (per copy)

SCC MEMBER PRICE	NON-MEMBER PRICE
£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)

ALL COPIES **MUST BE IDENTICAL** TO ORIGINAL DOCUMENT.

ADDITIONAL FEES

	SCC MEMBER PRICE	NON-MEMBER PRICE
Amendment (each)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)
Rejection Fee (1st rejection is free)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)
Completion of document by Chamber Team	£20.00 + VAT (£24.00)	£30.00 + VAT (£36.00)
While-you-wait Service*	£10.00 + VAT (£12.00)	£20.00 + VAT (£24.00)

* THIS SERVICE IS ONLY AVAILABLE UP UNTIL 3PM – MUST BE BOOKED IN ADVANCE

UK-EUR1 PREFERENCE CERTIFICATE

UK-EUR1 certificates give preferential import entry (usually a zero-duty rate) for qualifying goods when shipped to countries that have signed a trade agreement with the United Kingdom.

UK Certificates of Origin can be applied for online via our eCert documentation service, in person (fees apply) or by post. For some countries, the UK-EUR1 needs to be originally wet signed by the applicant.

SCC MEMBER PRICE	NON-MEMBER PRICE
£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)

PRICE IS FOR THE CERTIFICATION STAMP ONLY

BLANK EUR1 CERTIFICATES CAN BE ORDERED FROM US FREE OF CHARGE

FOR LIST OF COUNTRIES WHERE AN UK-EUR1 IS REQUIRED, PLEASE VISIT THE SURREY CHAMBERS OF COMMERCE WEBSITE.

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

ARAB DOCUMENTATION

The form is titled 'CERTIFICATE OF ORIGIN' and 'شهادة منشأ'. It includes fields for 'Origin', 'Consignee', 'Method of Transport', and 'Remarks'. At the bottom, there is a section for 'Signature and Stamp' with a line for 'Signature' and a box for 'Stamp'. The stamp area contains the text 'ARAB-BRITISH CHAMBER OF COMMERCE' and 'الغرفة التجارية العربية-البريطانية'.

Arab-British Certificates of Origin are normally required for Arab League States i.e. Algeria, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, United Arab Emirates, Yemen.

Egypt and Iran are Arab League states but require UK Certificates of Origin instead of Arab British Certificates of Origin.

ARAB CERTIFICATE OF ORIGIN

SCC MEMBER PRICE	NON-MEMBER PRICE
£40.00 + VAT (£48.00)	£50.00 + VAT (£60.00)

COST INCLUDES THE BLANK ARAB CERTIFICATE OF ORIGIN AND THE CERTIFICATION STAMP BY THE ARAB-BRITISH CHAMBER OF COMMERCE

CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT

SCC MEMBER PRICE	NON-MEMBER PRICE
£57.50 + VAT (£69.00)	£82.00 + VAT (£98.40)

COST IS PER CERTIFICATION STAMP. PRICE INCLUDES THE CERTIFICATION STAMP BY BOTH SURREY CHAMBERS OF COMMERCE AND THE ARAB-BRITISH CHAMBER OF COMMERCE. DOCUMENT MUST BE SIGNED BY AUTHORISED SIGNATORY AS PER THE APPLICANT'S VALID FORMAL UNDERTAKING HELD BY SURREY CHAMBERS.

LEGALISATION BY ARAB EMBASSY

SCC MEMBER PRICE	NON-MEMBER PRICE
LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.	

ADMINISTRATION FEES

	SCC MEMBER PRICE	NON-MEMBER PRICE
Embassy Levy (per doc)	£5.00 + VAT (£6.00)	
Foreign, Commonwealth & Development Office Legalisation (if required)	£35.50 (NO VAT)	£45.00 (NO VAT)
Document Handling Fee (2-4 Docs)	£26.00 + VAT (£31.20)	£36.00 + VAT (£43.20)
Document Handling Fee (4+ Docs)	£36.00 + VAT (£43.20)	£46.00 + VAT (£55.20)
Amendment (each)	£12.00 + VAT (£14.40)	£20.00 + VAT (£24.00)
Photocopy Charges (each)	£5.00 + VAT (£6.00)	£10.00 + VAT (£12.00)

IMPORTANT INFORMATION

- ALL SIGNATURES ON DOCUMENT SHOULD BE ORIGINAL, WET SIGNATURES OF AUTHORISED SIGNATORY AS PER YOUR COMPANY'S FORMAL UNDERTAKING HELD BY US.
- PLEASE CONTACT THE CHAMBER IF YOU REQUIRE ANY LEGALISATION WHO WILL INFORM YOU OF WHAT ADDITIONAL ACTION NEEDS TO BE UNDERTAKEN BEFORE THE DOCUMENTS ARE SENT FOR LEGALISATION.

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

EGYPTIAN DOCUMENTS

Shipments into Egypt must be accompanied by a Certificate of Origin and legalisation of the COO document is said not to be mandatory if the goods originate within the UK or a single Member State of the EU. In practice, unless you are absolutely sure this will not be questioned by customs on arrival into Egypt, exporters are recommended to obtain legalised CO documents regardless of the origin.

EGYPTIAN CERTIFICATE OF ORIGIN

SCC MEMBER PRICE	NON-MEMBER PRICE
£70.00 + VAT (£84.00)	£105.00 + VAT (£126.00)

COST INCLUDES THE BLANK UK CERTIFICATE OF ORIGIN AND THE CERTIFICATION STAMP BY THE EGYPTIAN-BRITISH CHAMBER OF COMMERCE

CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT

SCC MEMBER PRICE	NON-MEMBER PRICE
£70.00 + VAT (£84.00)	£105.00 + VAT (£126.00)

COST IS PER CERTIFICATION STAMP. PRICE INCLUDES THE CERTIFICATION STAMP BY BOTH SURREY CHAMBERS OF COMMERCE AND THE EGYPTIAN-BRITISH CHAMBER OF COMMERCE.

DOCUMENT MUST BE SIGNED BY AUTHORISED SIGNATORY AS PER THE APPLICANT'S VALID FORMAL UNDERTAKING HELD BY SURREY CHAMBERS.

LEGALISATION BY EGYPTIAN EMBASSY

SCC MEMBER PRICE	NON-MEMBER PRICE
£110.00 PER DOCUMENT (NO VAT)	

ADMINISTRATION FEES

	SCC MEMBER PRICE	NON-MEMBER PRICE
Embassy Levy (per doc)	£5.00 + VAT (£6.00)	
Additional Copies (each)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)
Document Handling Fee (2-4 Docs)	£26.00 + VAT (£31.20)	£36.00 + VAT (£43.20)
Document Handling Fee (4+ Docs)	£36.00 + VAT (£43.20)	£46.00 + VAT (£55.20)
EBCC Amendment (each)	£12.00 + VAT (£14.40)	£20.00 + VAT (£24.00)

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

OTHER DOCUMENTATION

CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT

List of Commercial Documents:

- Commercial Invoice
- Packing Lists
- Certificate of Registration or Incorporation
- Memorandum and Articles of Association
- Certificates of Free Sale
- Bill of Sale
- Price Lists
- Contracts
- Health Certificates / MHRA Certificates
- Certificate of Compliance of Manufacturer
- Distribution Agreements
- Letters of Authorisation
- Change of Company Name/Company Detail Letters

If your document is not listed, please contact us to discuss further

SCC MEMBER PRICE	NON-MEMBER PRICE
£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)

COST IS PER CERTIFICATION STAMP.

DOCUMENT MUST BE SIGNED BY AUTHORISED SIGNATORY AS PER THE APPLICANT'S VALID FORMAL UNDERTAKING HELD BY SURREY CHAMBERS.

ADDITIONAL COPIES (per copy)

SCC MEMBER PRICE	NON-MEMBER PRICE
£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)

ALL COPIES **MUST BE IDENTICAL** TO ORIGINAL DOCUMENT.

APOSTILLATION OF DOCUMENTS

	SCC MEMBER PRICE	NON-MEMBER PRICE
Foreign, Commonwealth & Development Office Legalisation	£35.50 (NO VAT)	£45.00 (NO VAT)

LEGALISATION BY EMBASSY / CONSULATE (NON-ARAB)

SCC MEMBER PRICE	NON-MEMBER PRICE
LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.	

OTHER DOCUMENTS

	SCC MEMBER PRICE	NON-MEMBER PRICE
Bona Fide Documentation (Official letter sealed & bound)	£50.00 + VAT (£60.00)	£65.00 + VAT (£78.00)
International Import Licence	£40.00 + VAT (£48.00)	£80.00 + VAT (£96.00)
Certificate of Origin and Value - Nigeria (Blank)	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)
Saudi Business Visa Applications	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)
Certificates of Free Marketing (Tunisia)	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

OTHER INTERNATIONAL TRADE SERVICES



TRANSLATION SERVICES

Communication can be key to thriving on the international stage and that is why we support members with the Chamber Translation service, a cost-efficient means of translating important commercial documents.

A full range of translation and interpreting services are available including translations in over 100 languages.



FOREIGN EXCHANGE

Help your business to save money and manage foreign exchange risk. Chamber Foreign Exchange, in partnership with Moneycorp, offers competitive exchange rates, free online currency accounts, reduced transfer fees and fast, online transactions. Add practical advice and a free foreign exchange health check of your FX requirements to see your business capitalise on currency fluctuations and save money on every transaction.



CARNET SECURITY SCHEME

An ATA Carnet is a temporary export document that is used primarily for goods being temporarily exported for display at trade fairs or exhibitions, and for professional equipment and samples. The ATA Carnet eliminates the need for a customs declaration at the border points and the deposit of a guarantee, bond or cash deposit in the country of temporary importations. An ATA Carnet can be obtained using the Chamber of Commerce network and although we are not an issuing chamber, we do have arrangements with other issuing Chambers to issue ATA Carnets on our behalf.



LETTER OF CREDIT SERVICE

Working in partnership with Business West, we are experts in export documentation preparation and can take the hassle out of Letters of Credit for your business. Our team of experienced staff will use their strong relationships with all the major global banks to ensure that you receive payment on time for your exports. We deliver a fully managed, comprehensive service that conforms to Letter of Credit requirements with a view to securing payment for your goods.

Benefits to you

- Advice on Letter of Credit terms.
- Preparation of all shipment documents.
- Compliance checks for third-party documents.
- Liaison with freight forwarders, shipping companies, inspection agents etc.
- Advice on Incoterms® 2020.
- Arrangement of cargo insurance.
- Presentation of all documents to the bank within agreed deadlines

FOR INFORMATION ABOUT ANY OF THE ABOVE SERVICES, PLEASE CONTACT US ON 01483 735540 OR EMAIL export@surrey-chambers.co.uk

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.

ChamberCustoms delivers a customs brokerage service for UK importers and exporters, of all sizes, in every region of the country. With our extensive knowledge, reputation, and first-class service in facilitating international trade, we can ensure that your goods, no matter where they enter or leave the UK, will be cleared for onward transportation smoothly.

As your customs broker, ChamberCustoms can complete customs declarations on your behalf to declare your goods that are being imported into or exported outside the UK. Our system will transmit and relay this data to and from all agencies involved with the process at the port, including HMRC. We offer:

- A high level of compliance and accuracy for customers
- Direct links to the HMRC Customs handling system and all inventory linked ports
- Confidence on tariff and data entry so that goods are subject to the correct duty and charges
- Assurance that customs clearance is timely and avoids additional costs from delays or errors
- A wealth of international trade experience and expertise from across the trusted Chamber of Commerce network.

EXPORT CUSTOMS DECLARATION

	PRICE (ALL PRICES EXCLUDE VAT)
FULL DECLARATION (Up to 5 Commodity Codes)	£25.00
ANY ADDITIONAL COMMODITY CODES (after the first 5)	£5.00 PER CODE
AMENDMENTS / CHANGES TO DECLARATION	£10.00

IMPORT CUSTOMS DECLARATION

	PRICE (ALL PRICES EXCLUDE VAT)
FULL FRONTIER DECLARATION (Up to 5 Commodity Codes)	£55.00
ANY ADDITIONAL COMMODITY CODES (after the first 5)	£10.00 PER CODE
AMENDMENTS / CHANGES TO DECLARATION	£25.00
HANDLING FEE	10%
USE OF CHAMBERCUSTOMS DEFERMENT ACCOUNT	3% DEFERRED AMOUNT

FOR MORE INFORMATION AND TO REGISTER FOR THIS SERVICE, PLEASE CONTACT THE CUSTOMS DECLARATION TEAM ON 01483 735549 OR E-MAIL CUSTOMS@SURREY-CHAMBERS.CO.UK

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.



CONTACT DETAILS

Surrey Chambers of Commerce
Unit 14a Monument Way East
WOKING
Surrey
GU21 5LY

www.surrey-chambers.co.uk

Main Switchboard: 01483 735540
International Trade Department: 01483 910450
Email: export@surrey-chambers.co.uk

OPENING HOURS

Monday – Thursday – 9:00am – 5:00pm
Friday – 9:00am – 4:30pm

Any documents received after 3pm will be processed on the next working day.



Surrey
Chambers of
Commerce
The Ultimate Business Network

Prices are subject to change throughout the year. Please refer to Surrey Chambers of Commerce website (www.surrey-chambers.co.uk) for up-to-date prices and information.