



Surrey
Chambers of
Commerce
The Ultimate Business Network

INTERNATIONAL TRADE DOCUMENTATION PRICE LIST 2022

www.surrey-chambers.co.uk

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.

	SCC MEMBER PRICE	NON-MEMBER PRICE
PROCESSING FEES (INCLUDES THE BLANK UK CERTIFICATE OF ORIGIN AND CERTIFICATION STAMP)	£25.00 + VAT (£30.00)	£50.00 + VAT (£60.00)
ADDITIONAL COPIES (per copy) ALL COPIES MUST BE IDENTICAL TO ORIGINAL DOCUMENT.	£7.50 + VAT (£9.00)	£10.00 + VAT (£12.00)
AMENDMENTS (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)

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-EUR1 certificates 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
PROCESSING FEES (PRICE IS FOR CERTIFICATION STAMP ONLY)	£25.00 + VAT (£30.00)	£50.00 + VAT (£60.00)

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
CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT	£25.00 + VAT (£30.00)	£50.00 + VAT (£60.00)
ADDITIONAL COPIES (PER COPY)	£7.50 + VAT (£9.00)	£10.00 + VAT (£12.00)
Foreign, Commonwealth & Development Office Legalisation (if required)	£40.00 (NO VAT)	£50.00 (NO VAT)
LEGALISATION BY EMBASSY/CONSULTATE	LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.	LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.
DOCUMENT HANDLING FEES (1-3 DOCS)	£25.00 + VAT (£30.00)	£40.00 + VAT (£48.00)
DOCUMENT HANDLING FEES (4 + DOCS)	£35.00 + VAT (£42.00)	£50.00 + VAT (£60.00)

OTHER DOCUMENTATION (CONTINUED)

	SCC MEMBER PRICE	NON-MEMBER PRICE
BONA FIDE DOCUMENTATION (OFFICAL LETTER SEALED & BOUND)	£50.00 + VAT (£60.00)	£65.00 + VAT (£78.00)
CERTIFICATE OF ORIGIN & VALUE - NIGERIA (BLANK)	£20.00 + VAT (£24.00)	£40.00 + VAT (£48.00)
SAUDI BUSINESS VISA APPLICATION LETTER	£25.00 + VAT (£30.00)	£50.00 + VAT (£60.00)
CERTIFICATE OF FREE MARKETING - TUNISIA	£25.00 + VAT (£30.00)	£50.00 + VAT (£60.00)

POSTAGE COSTS

	SCC MEMBER PRICE	NON-MEMBER PRICE
STANDARD 1ST CLASS POST	FREE	FREE
NEXT DAY SPECIAL DELIVERY - BEFORE 9AM	£25.00 + VAT (£30.00)	£25.00 + VAT (£30.00)
NEXT DAY SPECIAL DELIVERY - BEFORE 1PM	£10.00 + VAT (£12.00)	£10.00 + VAT (£12.00)

Surrey Chambers does not accept any liability for lost or damaged documents as a result of the documents being returned by STANDARD 1ST CLASS POST.

All SPECIAL DELIVERY POST is insured and covers documents up to the value of £500.

ARAB CERTIFICATES OF ORIGIN

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.

	SCC MEMBER PRICE	NON-MEMBER PRICE
PROCESSING FEES (INCLUDES THE BLANK ARAB CERTIFICATE OF ORIGIN AND CERTIFICATION STAMP)	£40.00 + VAT (£48.00)	£50.00 + VAT (£60.00)
CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT	£62.50 + VAT (£75.00)	£87.50 + VAT (£105.00)
LEGALISATION BY ARAB EMBASSY	LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.	LEGALISATION FEES VARY SO PLEASE CONTACT US FOR QUOTATION.
EMBASSY LEVY (PER DOCUMENT)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)
Foreign, Commonwealth & Development Office Legalisation (if required)	£40.00 (NO VAT)	£50.00 (NO VAT)
DOCUMENT HANDLING FEES (1-3 DOCS)	£25.00 + VAT (£30.00)	£40.00 + VAT (£48.00)
DOCUMENT HANDLING FEES (4 + DOCS)	£35.00 + VAT (£42.00)	£50.00 + VAT (£60.00)

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.

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.

	SCC MEMBER PRICE	NON-MEMBER PRICE
EGYPTIAN CERTIFICATE OF ORIGIN (INCLUDES THE BLANK UK CERTIFICATE OF ORIGIN AND CERTIFICATION STAMP)	£75.00 + VAT (£90.00)	£115.00 + VAT (£138.00)
CERTIFICATION OF SIGNATURE ON COMMERCIAL DOCUMENT	£75.00 + VAT (£90.00)	£115.00 + VAT (£138.00)
LEGALISATION BY ARAB EMBASSY	£115.00 PER DOCUMENT (NO VAT)	£115.00 PER DOCUMENT (NO VAT)
EMBASSY LEVY (PER DOCUMENT)	£5.00 + VAT (£6.00)	£7.00 + VAT (£8.40)
DOCUMENT HANDLING FEES (1-3 DOCS)	£25.00 + VAT (£30.00)	£40.00 + VAT (£48.00)
DOCUMENT HANDLING FEES (4 + DOCS)	£35.00 + VAT (£42.00)	£50.00 + VAT (£60.00)
AMENDMENT BY EBCC	£12.00 + VAT (£14.40)	£20.00 + VAT (£24.00)

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.
- Arrangement of cargo insurance.
- Presentation of all documents to the bank within agreed deadlines



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