

Your guide to International Trade services from Doncaster Chamber

www.doncaster-chamber.co.uk



Doncaster Chamber
Inspiring success
in business

Here's why you should use Doncaster Chamber for your International Trade Services

Doncaster Chamber offers a comprehensive package of International Trade Services aimed at helping your business succeed in international markets.

Whether you are planning to export for the first time, or expanding your existing export activity, our International Trade Team can offer practical advice and assistance. You don't have to be a member of Doncaster Chamber to receive our help however you will receive up to 50% off international trade service prices.

Here's what we offer

Documentation

The documents stated below can be certified by Doncaster Chamber.

- **European Community (EC) Certificate of Origin**
A Certificate of Origin is a signed statement certifying where an exported item was made and is a Customs clearance requirement in some countries to evidence the origin of the goods.
 - **Arab-British Certificate of Origin**
An Arab-British Certificate of Origin is a Customs clearance requirement in some countries to evidence the origin of the goods.
 - **EUR1 Movement Certificate**
An EUR1, also known as a 'Movement Certificate', enables importers in certain countries to import goods at a reduced or nil rate of import duty under trade agreements between the EU and beneficiary countries.
 - **ATR Movement Certificate for Turkey**
An ATR document enables goods to qualify for tariff preferences on imports and exports between the EC and Turkey.
 - **Egyptian Documents**
Doncaster Chamber can arrange to have Egyptian-British Certificates of Origin certified and legalised on your behalf.
 - **Standard Shipping Notes**
A Standard Shipping Note is a document that gives details about the contents of a consignment to carriers, receiving authorities and forwarders.
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- **Dangerous Goods Notes**

A Dangerous Goods Note (DGN) is a document that needs to be completed before shipment. A DGN can be used for all forms of transport except air when an IATA Dangerous Goods Declaration is used.

- **ATA Carnet**

Carnets are like ‘passports for goods’ replacing the need for the usual Customs declaration. Carnets allow fast, trouble free importation into countries belonging to the Carnet scheme.

The Chamber can also authenticate signatures on the following documents:

- **Commercial Invoices**
- **Certificate of Analysis**
- **Certificate of Conformity**
- **Packing List**
- **Price List**

Downloads

Please visit the International Trade section of our website to access helpful guides and other useful documents, designed to help you through the process of export related paperwork, for the following items:

- **EC Certificate of Origin**
- **Arab-British Certificate of Origin**
- **EUR1 and Replacement Movement Certificate**
- **ATR**

We also have other important documents available to download from our website, for example, a Customs Notice 832 for export to Mexico.

e-z Cert

e-z Cert is an online export documentation service using a secure electronic platform

enabling you to apply for your Certificate of Origin, ATR and EUR1 online.

Why use e-z Cert?

- **No need to leave your office, saving valuable time**
- **Cost effective**
- **More accurate completion**
- **No postage charges**
- **Professional presentation every time**
- **Same day express service**
- **No retyping of data for similar content**

e-z Cert can also be used to have other documents certified, such as Inspection Certificates and Health Certificates.

You can register online to access the e-z Cert service via the Doncaster Chamber website.

The Chamber can also provide **training** for exporters on the e-z Cert system.

Importing

Importing from non-EU countries will need a Commodity Code for all imports. This code classifies your goods for tax and regulations.

Please be aware that some goods may need an Import Licence.

Further information on import tax regulations is available from HM Revenue & Customs.



Helpline: 0300 200 3700

Export Training Courses

Doncaster Chamber offers a range of Export Training Courses, accredited by the British Chambers of Commerce as follows:

- **Introduction to Export**
- **Export Documentation**
- **Agents and Distributors**
- **INCOTERMS® 2010**
- **Preference Rules of Origin**
- **Methods of Payment**
- **Documentary Letters of Credit**
- **Customs Procedures**
- **Import Procedures**
- **Inward and Outward Processing (HMRC)**

Further courses are often added to this list; please check our website for the most up to date information.

Doncaster Chamber can also provide training for exporters who wish to take up the e-z Cert service.

Events

Doncaster Chamber hosts a range of international trade related events such as free seminars for new and established exporters to offer an insight into different international markets and the opportunities available. Seminars include export speakers, case studies and presentations from organisations that can support a client's export journey.

Please check the Doncaster Chamber website for upcoming dates.

Language Services

Total Linguistics offers a comprehensive and professional language service to enable Doncaster Chamber members to communicate with businesses around

the world. They cater for a wide variety of languages and cover translation, interpreting and language tuition.

All of their written translations are done by linguists, working in their mother tongue, and are always quality checked by a second translator. Examples of documents they regularly translate include:

- **Marketing brochures**
- **Website content**
- **User manuals**

Their extensive network of linguists enables them to provide trained interpreters for a wide variety of circumstances, including:

- **Meetings**
- **Telephone calls**
- **Overseas trips**

Foreign language tuition classes can be tailored specifically to your business or personal requirements. Types of language tuition they provide include:

- **Corporate tuition**
- **English as a foreign language**
- **One to one tuition**

Chamber members receive a 5% discount on translation services.

Service provider: Total Linguistics

Chamber Foreign Exchange

Exclusive offers including a free online currency account and a free assessment worth £250 of your business's foreign exchange requirements are available, to help you pin-point where you could improve your margins.

Service provider: Moneycorp

Price List

Whilst the Chamber's export service is available to all businesses, members receive a 50% discount on export documentation. Plus exporters can receive 50% off shipping costs in the first year of trading with DHL Express.

| Export Documentation | Member Price (ex VAT) | Non-Member Price (ex VAT) |
|---|-----------------------|---------------------------|
| EC Certificate of Origin | £21.50 | £43.00 |
| Additional Yellow Copies | £1.40 | £2.80 |
| Certification of Commercial Invoices, Letters Etc. EUR1, ATR, EUR MED | £20.50 | £41.00 |
| Additional Copies of Certified Commercial Invoices, Letters Etc. | £1.40 | £2.80 |
| Document Typing Service | £26.00 | £52.00 |
| Standard Shipping Notes* | £1.30 | £2.60 |
| Dangerous Goods Notes* | £1.80 | £3.60 |
| Alteration Charge | £3.60 | £7.20 |
| E-Cert Rejections per document | £2.60 | £5.20 |
| Counter Service per visit | FREE | £10.85 |

*Minimum order of 10

Extra fees for certification and legislation of Arab-British Certificates of Origin and Egyptian Documents are charged at the time of purchase.

Doncaster Chamber also holds stock of EU1, EUR-MED and ATR forms. All are available free of charge. Other export documents may be available on request. Please give reasonable notice for requests of bulk supplies of any documents.

Doncaster Chamber reserves the right to charge postage and carriage as appropriate.

Useful websites



**British Chambers of Commerce
Export Website**
www.exportbritain.org.uk

DHL
www.dhl.co.uk

e-z Cert
www.e-zcert.com

HMRC
www.hmrc.gov.uk

Moneycorp
www.moneycorp.com

Open to Export
www.opentoexport.com

UKTI (UK Trade and Investment)
www.uktradeinvest.gov.uk

Contact us

For further information about our international trade services, please contact the Chamber's International Trade Team.

Tel: 01302 640100
Email: export@doncaster-chamber.co.uk

Alternatively please visit our website for more details, downloads and links at www.doncaster-chamber.co.uk/internationaltrade.asp

Opening Hours

International Trade opening hours for documentation purposes: Monday to Friday 09:30 - 16:30 (Closed between 12:30 - 13:30)

International Trade opening hours for general enquiries: Monday to Friday 09:00 - 17:00 (Closed between 12:30 - 13:30)



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