



HOW TO COMPLETE AN A.TR

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All forwarding agents that are authorised by the exporter must obtain a Letter of Authority from the exporter on letter indicating the certificate serial number, relevant invoice number/s and the tariff code of the products qualifying. This must be on their letter and duly signed and must be submitted upon application.

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Particulars to be entered in the various boxes.

BOX 1 – EXPORTER

Enter the full name and address of the person or company concerned.

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 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 and 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 it blank.

“Duplicate”

Insert this is you are applying for a duplicate movement certificate ATR, for example, because the original is lost. You must explain your reason (see paragraph 4.10 of Customs Notice 812).

“Issued Retrospectively”

Insert these words if the goods have left the country before application for a movement certificate ATR is made. Evidence of shipment will be required to be submitted with your application.

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.

Mixed consignments

For consignments of both qualifying and non-qualifying goods, describe only the qualifying goods.

You may be unable to avoid showing non-qualifying goods on the invoices. If so, mark the invoice (for example, with an asterix) to show which are non-qualifying goods. Then put the appropriate statement in Box 10 immediately below the description of the goods, for example:

“Goods marked * on the invoices/s do not qualify for preference and are not covered by this ATR certificate”.

Unused space

Draw a horizontal line under the only or final item in this box, and rule through the space with a “z-shaped” line.

BOX 11 – GROSS WEIGHT

Enter the gross mass of the goods described in the corresponding Box 10, expressed in kilograms.

BOX 12 – CUSTOMS ENDORSEMENT

Leave blank.

BOX 13 – 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 you give must be accurate. Anyone making a false declaration in respect of the preferential origin of the 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 (see paragraph 4.1 and 4.5 of Customs Notice 812).

The application must also be submitted with an ATR statement with Customs Procedure Code 10-00-001 declared on the export customs declaration for goods covered by Certificate ATR.