

## **CERTIFICATION OF INVOICES AND OTHER DOCUMENTS**

Issuing bodies are regularly requested to certify invoices, packing lists, declarations given by the exporter etc. In which case the Chamber can only certify the authenticity of the signature and must hold a specimen signature on file. They must also retain a copy for Chamber records.

The original invoice or other document must also indicate the country of destination of goods or the country of intended use.

In all cases the signature of the applicant on the document should meet the requirements of the country of destination (check with your local Chamber, Croner's Reference Book for Exporters or Tate's Export Guide). Increasingly, overseas authorities are prepared to accept facsimile or scanned signatures. In any case of doubt an original signature is always acceptable. Carbon copy signatures are not acceptable.

With multiple page documents the Chamber will authorise the signature on the relevant page. It is good practice to secure the pages with a staple.

Occasionally documents presented for certification bear a forward date. This is acceptable providing the certification is dated by the Chamber on the date the certification is given.

The document should be face checked for obvious errors or statements that are clearly false. Minor alterations to invoices or other documents presented for certification should be 'alteration approved' in exactly the same way as for a Certificate of Origin. Should such alterations be excessive in number or if they have significant impact on fundamental details e.g. marks and numbers, origin statements etc., the Chamber should require the applicant to prepare a fresh invoice.