

## HOW TO COMPLETE AN EUR1 FORM

The form consists of two sheets. It should be completed in typescript and be accompanied by a supporting document such as an export invoice



- Box 1            Exporter**  
Enter here the full name and address of the exporter
- Box 2            Certificate used in the preferential trade between**  
Enter the country of destination
- Box 3            Consignee**  
Enter the full name and address of the consignee (optional)
- Box 4            Country, group of countries or territory in which the products are considered as originating.**  
This box is pre printed EC. If this is not correct, cross out, initial and enter the correct details, (for example for exports to Iceland, Norway & Liechtenstein EEA should be inserted).
- Box 5            Country of destination**  
Enter the country of destination
- Box 6            Transport details**  
Enter transport details, (optional)
- Box 7            Remarks**  
This box should be left blank or one of the following endorsements used:
- Duplicate**  
Insert this if you are applying for a duplicate EUR1, (for example the original has been lost). A full explanation in writing why a duplicate is needed plus when and where the original was issued must be included, along with a completed EUR1 stating the serial number and date of issue of the original. Supply a copy the export invoice and/or any supporting evidence against which the original was issued.
- Issued Retrospectively**  
Insert this if the goods have left the country before an EUR1 has been issued. Give details of the place and date of exportation along with a copy of the export invoice/supporting evidence.  
Also, on page 4 of the application add "that no EUR1 for these goods have been previously issued".
- Replacement of movement certificate EUR1 issued in.....**  
Enter this if paragraph 6.1 applies se Customs notice 827, page 19
- Box 8            Item Number, Marks and Numbers, Number and kinds of Packages**  
If different types of goods are shown separately on the invoice, show each type separately on the EUR1. Include any identifying marks and numbers on the packages. If there are no marks and numbers state "no marks and numbers". If both originating and non originating goods are packed together, add "part contents only" at the end. The quantity shown must be the same as the goods stated on the invoice.
- Description of Goods**  
Enter a full description of goods

- Box 9** Enter the Gross weight in kg or other measure eg litres, cubic metres etc  
Gross Weight
- Box 10** Invoices Whenever possible state the numbers and dates of the invoice(s) relating to the goods
- Box 11** Customs Endorsement Leave this blank
- Box 12** Declaration By the Exporter Sign, and include date and place
- Page 2** Leave this Blank
- Page 3** Provides a copy of Page 1 and should be signed in Box 12
- Page 4** (reverse Page 3) Check that the goods meet the conditions for originating see Customs notices  
Select the declaration applicable and state the 4 figure tariff classification of the goods.

**Go to section headed: Declaration by the exporter only**

- 2. Specify** as follows the circumstances which have enabled these goods to meet the above conditions – **in the box below use one of the declarations** (from the options set out in *European Community Preferences Notice 827 section 10*) and include the 4 figure tariff classification of the goods.

You must declare that

The goods are originating products as defined by the rules Notice 828 or 829  
You hold evidence in one of the forms shown in the appropriate Notice

Declarations must bear an original signature, but may be in the wording shown below. The signatory should be the same as in Box12 on page 1

- 3. Submit** specify what supporting documents you are supplying (e.g invoice)

Finally complete the box at the foot of the page on the dotted lines with Place, Date of signature (signatory should be the same as Page 1 & 2) and the name written in Capital Letters. The status of the person signing must be added and the Company name.

*Please note*

*that we cannot accept any amendments made using correcting fluid, or initial amendments when we stamp them or accept signatures that are not original.*

*See also NOTES on PAGE 2 of the EUR1 regarding completion and alterations.*