

**BRISTOL CHAMBER OF COMMERCE AND INITIATIVE
FORMAL UNDERTAKING AND LIST OF AUTHORISED SIGNATURES**

To be given by an applicant when first applying for Certificates of Origin or for certification of international trade documents, and to be renewed annually.

1. Agreement to be bound

In consideration of GWE Business West Ltd (trading as Business West) [on behalf of Bristol Chamber of Commerce] ("BCC") granting or certifying Certificate of Origin or other documents from time to time, the applicant named below "I/we" hereby agrees to accept and be bound by the Standard Rules for the issue of Certificates of Origin in force at the time of certification ("the Standard Rules"), of which I/we confirm having received a copy, and a link to which is as follows; <https://www.businesswest.co.uk/formal-undertaking-standard-rules>

References in this Formal Undertaking and in the Standard Rules to "the issuing body" shall be read as references to BCC.

2. Indemnity

I/we will at all times keep the issuing body, its officials and their successors indemnified against any claims or demands whatsoever that may at any time be made against them, or any of them, by reason of any fault, defect, omission or inaccuracy: in the content of the Certificates or other documents; or in the manner of their issue. This indemnity is subject to any statutory provisions to the contrary.

3. Disclosure and confidentiality.

Where a request stems from a legitimate enquiry by a person with statutory authority (for example the Police, HM Revenue & Customs, or officials acting under the authority of a Court Order), I/we permit the issuing body to allow direct access, under that statutory authority, to such commercial information as may be required for the enquiry. In all other circumstances, any information provided by the parties connected with the documents being stamped will be kept confidential to the parties concerned. Please refer to the Chamber's Data Protection (GDPR) Policy for further information, including the period for which records are retained.

Data Processing

- (a) In respect of any personal data that is provided by me/us to BCC in respect of the granting or certifying of a Certificate of Origin, I/we confirm that I/we have all necessary appropriate consents and notices in place to enable the lawful transfer of the personal data to BCC and the processing of the personal data by BCC (or any of its authorized sub-processors) for the purposes of this Undertaking.
- (b) In respect of any processing by (or for) BCC for the purposes of the granting or certifying of Certificate of Origin or other documents, or otherwise pursuant to this Formal Undertaking, BCC will be the data controller. I/we shall similarly be data controller in respect of my/our processing.
- (c) Each party shall comply with all of its obligations under applicable Data Protection legislation, including but not limited to the Data Protection Acts 1998 and 2018 and the General Data Protection Regulation.
- (d) I/we agree with BCC to make any reasonable amendment to the terms of this Undertaking required to bring our activities into line with any Data Protection

legislation, or anything amending or replacing such legislation, or to allow either me/us or BCC parties to comply with any requirement or recommendation of the Information Commissioner or any other data protection or supervisory authority in relation to the processing of personal data.

4. Authority of the signatory

Where the applicant is a limited company, this undertaking must be signed by a person who is a current director or the company secretary as recorded at Companies House. A sole trader signs as proprietor; a partnership signs by a partner. By signing below I confirm that I hold the position stated, that (where the applicant is a company) I am currently recorded in that position at Companies House, and that I am duly authorised to give this undertaking on behalf of the applicant.

5. Authorised signatories

The individuals listed on the final page of this document are authorised to sign applications for Certificates of Origin and other documents submitted for certification on behalf of the applicant. My signature in the declaration below constitutes the applicant's letter of authority for each of them, and the specimen signatures given are those against which the issuing body may check applications. That authority continues until the issuing body receives written notice that it has been withdrawn. I/we will notify the issuing body promptly whenever a signatory is added or removed, and will in any event confirm the list when this undertaking is renewed annually.

6. Governing Law

This undertaking is governed by the law of England and Wales, and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

Online Export Documentation Services

For a quicker and more cost-effective way of obtaining online export documentation services, please use our [eCERT platform](#).

These online tools allow you to easily apply to the Chamber of Commerce for your certified export documents, saving you time and money.

Best of all, registration is completely FREE for UK businesses.

For more information about our online services, please contact:

Catherine Stephens on +44 (0)1275 370723 or email: ezcert@businesswest.co.uk

We take your data very seriously and are committed to the privacy and security of it. Our Privacy Statement is available at www.businesswest.co.uk/privacy. It explains the types of personal data we may collect about you and how we'll store and handle that data and keep it safe.

Declaration and signature

To be signed by a director or the company secretary as recorded at Companies House (or by the proprietor or a partner). This single signature authorises both the undertaking above and every person named in the list of authorised signatories on the final page.

To be signed by (please delete as appropriate):

- ☐ **in the case of a sole trader, the proprietor of the business;**
- ☐ **in the case of a partnership, a partner of the firm;**
- ☐ **in the case of a corporate body, a director or the Company Secretary;**

Signature

Print Name

Date. Day _____ Month _____ Year _____

Full registered Name, address and telephone number of the business, firm or Company:

Name of business, firm or Company.....

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Registered Office Address

.....

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Telephone number:

Email address:

Company registration no:

Trading name and address (if different).....

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VAT no:

(Specimen signatures for all authorised personnel must be given overleaf. This may be continued on additional sheets if required)

List of authorised signatories

Print each name in block capitals. Each person listed must sign the specimen signature box personally, in the form they will use on applications. If more space is needed, continue on a further copy of this page and repeat the company name and number below.

Company name and registration number: _____

I/We give below the name, specimen signature and designation of each person authorised to sign certificates on my/our behalf and will keep the Chamber informed of any changes of any personnel, which may arise.

THE SPECIMEN SIGNATURES BELOW MUST BE MADE FIRMLY WITH BLACK INK AND SHOULD NOT GO BEYOND THE LINES

NAME

**DESIGNATION/
JOB TITLE**

SPECIMEN SIGNATURE

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E-mail

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E-mail

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E-mail

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Continuation sheet
Company name and registration number: _____
Date.....

NAME

DESIGNATION

SPECIMEN SIG

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E-mail

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E-mail

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FOR CHAMBER USE ONLY

Companies House check completed (Yes/No)	
Registered company status as per Companies House (e.g. Active)	
Signatory confirmed correct authority (Yes/No)	
Checked by (name)	