

1. Confirm you can use an EUR1

- ☐ Is there a Free Trade Agreement (FTA) between the UK and the final destination country you are shipping your goods to? If you aren't sure, [contact our team](#).
- ☐ Are your goods of UK origin and meet the preferential product rules of origin under the relevant FTA?
- ☐ If you are sending a shipment of mixed preferential and non-preferential goods, then check that you have followed the [guidance on how to apply for the EUR1](#).
- ☐ Have your goods left the UK already? If so, you will need to add "issued retrospectively" in the remarks box of the EUR1 and provide proof of export.
- ☐ Find your HS or Customs code – you will need to add this four-digit code to your EUR1 form.

Tip: Requirements vary by country and customer to claim preference – always check first

2. Gather your supporting documents

- ☐ Commercial invoice – not mandatory but most applicants will upload and reference their invoice on the EUR1.
- ☐ Packing list – useful to check weights, packaging etc.
- ☐ If your goods have already shipped then we will need to see proof of export. For example: final bill of lading, waybill etc.

Tip: Make sure the details you enter on your EUR1 are consistent with your supporting documents (company name, consignee name, HS code, product description, weights etc.)

3. Check certificate type and destination rules

- ☐ Do you need a standard or express application? Most EUR1 applicants will choose a standard application option, which the Chamber will print and stamp for you. You can only apply for an express option if you have blank EUR1 forms in your office.
- ☐ Does the destination country require your original signature on the EUR1 form. If it does, then the Chamber can hold a stock of pre-signed forms in the office, to use when necessary. The countries include:

Egypt	Iceland	Israel
Lebanon	Liechtenstein	Serbia
Switzerland	Tunisia	

4. Apply via the eCert platform

- ☐ Do you have an active eCert account?
- ☐ Have you uploaded all required documents in PDF and are they clear and legible?
- ☐ Have you checked all the details on the EUR1 and supporting documents are consistent?
- ☐ Does the applicant match the signature on the EUR1? Whoever applied on your eCert account, must use their own signature.

We aim to process applications on the same day if received by 12pm and submitted correctly. So, getting it right first time is key.

5. Final checks before submission

- ☐ Consignor and consignee company name and address match supporting documents.
- ☐ Goods description is clear (no brand names or just part numbers) and matches your invoice or supporting documents.
- ☐ The weights, packaging and shipping marks have been added to the EUR1.
- ☐ Destination country is where the goods are finally being delivered and not the consignee invoice or buyers address.
- ☐ The shipment has not left the UK. If it has then remember to add "issued retrospectively" and upload proof of export.
- ☐ Make sure you use the correct HS codes for your products on the EUR1.

Further help

If you're unsure at any stage, expert support can save time and avoid costly mistakes.

Business West's International Trade Documentation team can help with:

- Certificates of Origin
- Arab certificates and legalisation
- Origin and compliance guidance

Apply online via [eCert](#) or [speak to our team](#) for advice on 01275 373 373.