

LIST OF AUTHORISED SIGNATORIES



Company Name:			
Company Address:			
Telephone Number:		Number of Staff:	
Website address:		Nature of Business:	
Main Export Documentation contact:	Name: Email:	Accounts / invoicing email address:	

I/ we confirm that the undersigned are authorised to sign Certificates of Origin, Invoices and any other relevant documentation on my/our behalf and will keep the Chamber informed of any changes of any personnel which may arise. Their signatures appear against their names and information below:

THE SPECIMEN SIGNATURES BELOW MUST BE MADE FIRMLY WITH BLUE INK AND SHOULD NOT GO BEYOND THE LINES OF EACH BOX

Title & Name	Job Title	Direct tel. no.	Email address	Signature

Signature:		Name:		Date:	
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***** MUST be *Proprietor, Partner, Director or Company Secretary*. (Please circle or delete as appropriate) *****

(For audit purposes this must be completed without this we cannot complete your setup)

FORMAL UNDERTAKING AND ARAB INDEMNITY



Company Name:	
Company Address:	

Formal Undertaking

In consideration of the Sussex Chamber of Commerce from time to time granting or certifying Certificate of Origin or other documents I/we hereby agree to accept and be bound by the Standard Rules for the issue of Certificates of Origin, etc in force at the time of certification, of which I/we confirm having received a copy. Further that I/we will at all times keep the issuing body and its officials indemnified against any claims or demands whatsoever which 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 being subject to all statutory provisions to the contrary.

In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority, eg Police, HM Revenue & Customs or officials acting with authority of a Court Order, I/we hereby permit the Issuing Body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry. In all other circumstances any information provided by any of the parties involved with the documents being stamped will be kept confidential to the parties concerned. Please refer to the Chambers GDPR policy for further information.

Signature:		Name:		Date:	
*** MUST be Proprietor, Partner, Director or Company Secretary. (Please circle or delete as appropriate) *** <i>(For audit purposes this must be completed without this we cannot complete your setup)</i>					

Indemnity for UK Documents Used for Arab Countries

I/we acknowledge that we have been informed of the introduction and use of Arab-British Chamber of Commerce Certificates of Origin with effect from the 4th October 1976. In consideration of my/our applying for the issue of United Kingdom Certificates of Origin and/or the certification of other export documents under the United Kingdom custom procedure after that date, I/we acknowledge that I/we will not hold the Sussex Chamber of Commerce responsible for the refusal of these documents by any Arab Consulate, Embassy, Customs Officer, other authority, negotiating banks, or the consignee.

Signature:		Name:		Date:	
*** MUST be Proprietor, Partner, Director or Company Secretary. (Please circle or delete as appropriate) *** <i>(For audit purposes this must be completed without this we cannot complete your setup)</i>					

Export Documentation accounts held with Sussex Chamber of Commerce, must be settled within 30 days of the invoice date. Accounts that go overdue will be subject to suspension. Once suspended, a DD mandate will need to be completed so that payment can be automatically collected at the end of the 30 day terms.

This completed document should be emailed to export@sussexchamberofcommerce.co.uk as a colour pdf file. If this is not possible please post the originals to The Export Documentation Team, Sussex Chamber of Commerce, Unit 4, Victoria Business Centre, 43 Victoria Road, Burgess Hill, West Sussex RH15 9LR

Export documentation should be applied for electronically via ecert <https://ecert.sgs.com> for more information, please email the team at export@sussexchamberofcommerce.co.uk

The information provided on these forms will be used to communicate with your nominated authorised signatories by post, telephone or e-mail about **export documentation** services from Sussex Chamber of Commerce.

Internal Use only	
Processed by	
Payment terms completed in CRM	

LIST OF ADDITIONAL AUTHORISED SIGNATORIES



Please only complete this page for additional signatories if you need more than the 5 signatories stated on the front page.

Company Name:	
Company Address:	

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Title & Name	Job Title	Direct tel. no.	Email address	Signature

Signature:		Name:		Date:	
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