

ADDITIONAL ATR NOTES

Please go to the following website to download the Notice 812 which relates to this form. www.hmrc.gov.uk

ATR Movement Certificates are required for every shipment entering Turkey and are for goods that are considered 'in free circulation' i.e. all import duties have been paid.

- **Box 1** –

For exporters not based in the UK, their UK representative address is required followed by 'acting for & behalf of' then the exporter's address (as appears on their invoice) Any UK representatives must produce an ATR authority letter.

- **Box 7** -

Issued Retrospectively: For use if the ATR has been applied for after the shipment has left the United Kingdom, the applicant should take the following steps:

Provide a completed movement certificate ATR marked 'Issued Retrospectively' in Box 7

Supply proof of export e.g. Bill of Lading, Airway Bill etc.

Duplicate: For use if the ATR has been lost, stolen or destroyed, the applicant should take the following steps:

Say in writing why they need the duplicate ATR, email is acceptable.

Say where and when the original movement certificate ATR was issued. If the applicant has retained a copy of the original ATR form for their file, they should forward a copy of it. However, it should be noted that the duplicate should be issued by the same Customs agent office who processed the original ATR application.

Provide a completed movement certificate ATR marked 'Duplicate' in Box 7 and insert the serial number and date of issue of the original certificate in the box.

Supply a copy of the export invoice and / or any other supporting evidence against which the original certificate was issued.

The Customs agent office will date the certificate with the date of issue of the original certificate and it will therefore be valid for the same period. The applicant should date the replacement ATR with the same date as the original. See Customs Notice 812 regarding how long ATR certificates are valid for.

Replacements: For use if an ATR has already been raised for a shipment but you are splitting the shipment to re-export, the applicant should take the following steps:

Provide a completed movement certificate ATR stating 'Replacement of movement certificate ATR issued in (Country of issue)' in Box 7.