

LIST OF AUTHORISED SIGNATORIES

Company Name:			
Company Address:			
Telephone Number:		Fax Number:	
Website address:		Nature of Business:	
Main Export Docs Contact:			

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

Title & Name	Position	Direct tel. no.	Email address	Signature
Signature:		Name:		Date:
<u>Must</u> be Proprietor, Partner, Director or Company Secretary (delete as appropriate)				

FORMAL UNDERTAKING AND ARAB INDEMNITY

Company Name & 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:	
<u>Must</u> be Proprietor, Partner, Director or Company Secretary (delete as appropriate)					

Appendix XIV - Indemnity for EC 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 4th October 1976. In consideration of my/our applying for the issue of Certificate of origin and/or the certification of other export documents under the European Communities procedure after that date, I/we acknowledge that I/we will not hold 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:	
<u>Must</u> be Proprietor, Partner, Director or Company Secretary (delete as appropriate)					

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, payment will be required when documents are presented for processing.

PLEASE NOTE THE ORIGINAL DOCUMENTS SHOULD BE RETURNED TO:

Export Documentation Team, Sussex Chamber of Commerce, Unit 4, Victoria Business Centre, 43 Victoria Road, Burgess Hill, West Sussex RH15 9LR

NB: EXPORT DOCUMENTATION CAN BE APPLIED FOR ELECTRONICALLY, WHICH SAVES YOU THE TIME AND EFFORT OF HAVING TO POST OR TAKE TO THE CHAMBER AND OR WAIT/COLLECT THEM. YOU CAN SEND AND RECEIVE YOUR EXPORT DOCUMENTATION ELECTRONICALLY. FOR MORE INFORMATION, PLEASE ASK THE DOCUMENTATION STAFF AT THE CHAMBER. 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.