



GOVERNMENT OF ANTIGUA AND BARBUDA  
Ministry of Finance, Economy  
and Public Administration  
The Office of the NAO for EDF  
EPA Implementation Unit

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## GUIDANCE ON THE COMPLETION OF THE MOVEMENT CERTIFICATE EUR 1 FORM

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- **The Certificate should be completed in typescript, whenever possible.**

Where certificates are handwritten, they will only be accepted if they are clearly written using **BLOCK** letters in **INK**.

The documents submitted must not contain erasures or superimposed corrections. Alterations may only be made by crossing out entries as necessary. Any such alterations must be initialed by the person making them and endorsed by the customs authority.

- **Movement Certificate EUR 1 Forms should always be provided with the relevant background information.**
  - Original Movement Certificate EUR 1**
  - Supplier Declaration**
  - Information Certificate**
  - Required national export documentation – Customs Declaration Form**
  - Commercial/Pro-forma Invoice**

Where necessary,

- Bill of Lading/ Airway Bill**
- Requirements for import permits/health permits to meet standards, e.g. SPS and TBT measures**

The appropriate boxes on the Certificate should be completed as follows:

**Page 1 – Movement Certificate**

**Box 1: Exporter**

This box must indicate the name and address of the exporter.

**Box 2: Certificate used in preferential trade between**

CARIFORUM

And

European Union

**Box 3: Consignee**

You are recommended to insert the name of the consignee however this is not mandatory.

**Box 4: Country, group of countries or territory in which the products are considered as originating**

Put the name of the country of originating status to receive benefits under the EPA.

ANTIGUA & BARBUDA or any other CARIFORUM, EU, OCT or ACP country, to

**Box 5: Country of destination**

Put in the name of the individual country of destination.

**Box 6: Transport details**

This is a description of how the goods will be transported.

**Box 7: Remarks**

Put in one of the following endorsements, where necessary. Otherwise leave it blank.

- In the event of theft, loss or destruction of a Movement Certificate, the exporter may apply to the customs authorities to issue a duplicate made out on the basis of the export documents in possession.

The new Movement Certificate should be endorsed '**Duplicate**' in the Remarks box and bear the date of issue of the original movement certificate. (Article 19 of Protocol I)

- If the appropriate movement certificate needs to be issued after exportation of goods because
  - errors or involuntary omissions or special circumstances at the time of exportation ;
  - the movement certificate was issued but was not accepted at importation for technical reasons by the port of entry.

In this instance, the exporter needs to clearly indicate on the new application that place and date of exportation and endorse '**Issued Retrospectively**' in Remarks box and bear the date of issue of the original movement certificate.

A separate correspondence must be attached stating the reasons for the request for a movement certificate. (Article 18 of the Protocol I)

**Box: 8: Item number; marks and numbers; number and kind of packages**

**Item Numbers**

If different types of goods are shown separately on the invoice(s) show each type separately on the movement certificate EUR 1 and itemise them (1, 2, 3 etc). Leave no space between different items. (See also "Description of goods" below).

**Identifying marks and numbers**

Give identifying marks and numbers on the packages here.

- If the packages are addressed to the consignee, state the address.
- If they are not marked in any way, put "No marks and numbers".
- If both originating and non-originating goods are packed together, add "part contents only" at the end. (see also "Description of goods" below).

## Number and kinds of packages

- For goods in bulk which are not packed insert “in bulk”.
- The quantity shown must be the same as or relatable to the quantity stated on the invoice for the goods. For example, if the invoice merely shows 100 cartons and these are loaded on to 10 pallets, specify “100 cartons” not “10 pallets”.

## Description of goods

- Identify the goods by giving a reasonable full commercial description, for example “photocopiers” or “typewriters” instead of “office machinery”.
- However, if the invoices give full identifying details (which need not necessarily include details of the marks and numbers of the packages) only a general description is necessary. In such cases, you must fill in **Box 10 - Invoices** showing the numbers and dates of the invoices (or dates only, if there are no numbers).
- If instead of invoices other evidence is given, then this way of filling in **Box 8** cannot be used.

## Mixed Consignments

- For consignments of both originating and non-originating goods, describe only the originating goods.
- You may be unable to avoid showing non-originating goods on the invoices. If so, mark the invoice (for example, with an asterix) to show which are non-originating goods. Then put an appropriate statement in **Box 8** immediately below the description of the goods, for example: *Goods marked \* on the invoice are non-originating and are not covered by this movement certificate EUR 1.*
- A horizontal line must be drawn below the last line of the description if the box is not completely filled and any empty space must be crossed out.

**Box 9: Gross weight or other measure**

Exporters are recommended whenever possible to give quantities in metric measure.  
(For example tons, gallons)

**Box 10: Invoices**

Whenever possible, state the number(s), if any, and date(s) of the invoice(s) relating to the goods with the movement certificate EUR1.

**Box 11: Customs endorsement**

This section will be filled out by the Customs Authority.

It will include:-

- Information on the Customs Declaration Form, particularly the corresponding number.
- The Customs Office, which is St. John's. This is the only designated authorising office under the EPA and the Issuing Country is ANTIGUA & BARBUDA
- The Date of Issue should be clearly indicated in the appropriate section of this box.
- Signature of the Customs Officer
- Designated Stamp

**Box 12: Declaration by the exporter**

The signature must not be mechanically reproduced or made with a rubber stamp. By signing the form, you declare that the goods qualify as originating products under the provisions of the relevant preferential agreements. These penalties are up to the discretion of the country of importation.

## **Page 2**

### **Box 13 – Request for Verification**

This is filled out by the customs authority.

### **Box 14 – Result of Verification**

This is filled out by the customs authority.

## **Page 3 – Application for a Movement Certificate**

This is a carbon copy of the first page with the exclusion of the Customs Endorsement and the Declaration by the Exporter.

## **Page 4 - Declaration by the Exporter**

➤ You must also declare that:

- The goods are originating products

Description of how the goods meet originating status (see Protocol I). The appropriate HS Code tariff heading should also be included in the description.

- You hold the evidence of supporting documentation

Examples of the supporting documentation are import documents, movement certificates, invoices and manufacturer's declaration referring to the products used in manufacture or to the goods re-exported in the same produced state.

➤ Declarations, which must bear an original signature. The signatory should be the same as in Box 12 on Page 1.