

# ATR EXPORT DOCUMENTATION COMPLETION GUIDE

INTERNATIONAL  
TRADE SERVICES

MOVEMENT CERTIFICATE	
1. Exporter (Name, full address, country)	A.T.R. No. A 3533961
3. Consignee (Name, full address, country) (Optional)	2. Transport document (Optional) No ..... date.....
7. Transport details (Optional)	4. ASSOCIATION between the EUROPEAN ECONOMIC COMMUNITY and TURKEY
	5. Country of exportation      6. Country of destination (1)
8. Remarks	
9. Item number	10. Marks and numbers; number and kind of packages (for goods in bulk, indicate the name of the ship or the number of the railway wagon or road vehicle; description of goods)
11. Gross weight (kg) or other measure (hl, m3, etc)	
12. CUSTOMS ENDORSEMENT	13. DECLARATION BY THE EXPORTER
Declaration certified Export document (2): Form ..... No..... Customs office:..... Issuing country:..... Date ..... (Signature)	I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate  Place and date ..... (Signature)

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**Box 1** - Enter full name and address of UK exporter. If the exporter is not based in the UK, you must list the UK representative for the company

**Box 2** - Enter number of transport document (both optional)

**Box 3** - Enter the consignee/importer's full name, address and country (optional) but recommended)

**Box 5** - Enter country of exportation

**Box 6** - Enter country of destination

**Box 7** - Enter the transport details (optional)

**Box 8** - This should be left blank unless a duplicate, retrospective or replacement ATR is required

**Box 9** - Enter the number of items. If shown separately, item's must be shown separately here.

**Box 10** - Enter the description of goods (e.g. computer), as well as any identification marks and numbers on packages. If they are not marked, put 'no marks and numbers.' The quantity shown must be the quantity stated on the invoice, for example 50 cartons on 5 pallets.

**Box 11** - Enter the gross weight of the product

**Box 12** - Leave blank.

**Box 13** - Must be signed and dated. Agents can complete but must obtain a letter of authority from the exporter.