BRITISH CHAMBERS OF COMMERCE 65 Petty France London SW1H 9EU UNITED KINGDOM **T** + 44(0)20 7654 5800 **F** +44 (0)20 7000 1373 www.britishchambers.org.uk PATRON HM THE QUEEN COMPANY LIMITED BY GUARANTEE REGISTERED IN ENGLAND NO. 9635 REGISTERED OFFICE 65 PETTY FRANCE LONDON SW1H 9EU

O-03-16

29 February 2016

To: The Chief Executive and Certification Manager of all Issuing Bodies

Dear Chamber Colleagues,

## Procedure for validating a signature on Electronic Health Certificates

- Receive electronically signed Health Certificates & Certificates of Free Sale from Client.
- It must have a green tick on it with the words "Signature Verified".
- The exporter's authorised signatory (On the back of the form) will need to counter the document and if not already on the document add the company's name & address.
- The Chamber will then authenticate the exporter's signature.

Important – if a Health Certificate & Certificate of Free Sale is received without a green tick and the words "Signature Verified" then the Chamber cannot process it.

The exporter will need to takes steps with the issuing department to validate the certificate.

Yours sincerely

**Paul Wrighting** 

**Documentation and Trade Training Manager**