

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