

FOREIGN TRADE

ATA CARNET	3
TIR CARNET	4
CERTIFICATES OF ORIGIN	5
Certificates of origin online application	5
ID NUMBER	8
CERTIFICATES OF FREE SALE	9
DUAL USE GOODS EXPORT AUTHORIZATION	10
LEGALISATION OF SIGNATURE	11
SEAL OF APPROVAL OF CONFORMANCE	12

ATA CARNET

The ATA Carnet is a customs document issued for the temporary export of goods, commercial samples and professional equipment intended for use in trade fairs, exhibitions and other events.

This document facilitates the movement of such items, simplifying customs clearance and reducing financial burdens.

The validity term of an ATA Carnet is 12 months and may not be deferred.

END USERS OF SERVICE

Operators intending to make use of the document for the temporary exportation of goods towards those countries that adhere to the ATA convention.

COSTS AND FEES

The ATA Carnet costs Euro 50.00 + VAT.

Each additional sheet costs Euro 0.50+VAT.

The ATA Carnet can be collected at the Chamber Foreign Trade Office.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i>	
Rome	Viale Oceano Indiano 19

TIR CARNET

CONTACT REFERENCES

Unioncamere

Unione Italiana delle Camere di Commercio
- Italian Union of the Chambers of Commerce

Office TIR Service

Telephone 06 47041

Address
Rome Piazza Sallustio 21

CERTIFICATES OF ORIGIN

The certificate of origin is a special EU document issued by the Chamber of Commerce, which accompanies exported goods and officially certifies the origin of such products.

When the manufacturing of a product has involved two or more countries, the origin is generally deemed to be the country where the goods underwent the last relevant production process.

END USERS OF SERVICE

Operators duly registered with the Rome Chamber of Commerce performing export activities towards extra-EU Countries (and EU countries, if required).

HOW TO ACCESS THE SERVICE

The following documents must be submitted to obtain a certificate of origin:

Italian goods

Sale invoice (original document and photocopy for office use).

Foreign goods

Sale invoice (original document and photocopy for office use); foreign invoice (original and photocopy for partial or total unloading

of goods); foreign certificate of origin, customs bill (original and photocopy) or other documentation fit to confirm the origin thereof.

The certificate of origin forms are available at the Chamber of Commerce, Foreign Trade Office and consist of:

- 1 white sheet, original
- 3 yellow sheets (original copies)
- 1 pink application sheet, to be signed by the owner, who is responsible for the content thereof.

COSTS and FEES

Cost of certificate of origin:

- € 5.00 per sheet for Chamber fees (w/out signature legalisation)
- € 8.00 per sheet for Chamber fees (with signature legalisation)

CERTIFICATES OF ORIGIN ONLINE APPLICATION

The Rome Chamber of Commerce provides users with an online application service for certificates of origin through the Special Agency Promoroma.

Registered users may apply online for the certificate of origin and later collect it at the counter, or have it delivered directly by courier.

In order to access the service, applicants must register (access via website www.rm.camcom.it).

COSTS AND FEES

Administrative fees

Certificates of origin - Original	€ 5.00
Certificates of origin - Copies	€ 5.00 each
Signature legalisation	€ 3.00 each
Invoice authentication	€ 3.00 each
Authentication of legal invoice	€ 6.00 each

Courier

In case of online application and delivery by courier, the following delivery costs must be added to that of the certificate:

- ROME MUNICIPALITY (from Postal Code 00100 to Postal Code 00199): € 13.63 (including VAT) per envelope, containing max. 3 certificates; for additional certificates requested on the same day and to be delivered to the same address, the delivery cost of each envelope (3 certificates) is € 5.58 (including VAT)

- ROME PROVINCE: € 28.51 (including VAT) per envelope containing max. 3 certificates; for additional certificates requested on the same day and to be delivered to the same address, the delivery cost of each envelope (3 certificates) is € 5.58 (including VAT).

DELIVERY CONDITIONS

Courier

Delivery of certificates shall take place within the third business day following the completion of the online procedure. For applications completed on Thursdays, delivery will take place the subsequent Tuesday, provided it is not a holiday. For requests completed on Fridays, delivery will take place the subsequent Wednesday, provided it is not a holiday.

Collection by the Company

The certificate of origin may be collected at the Chamber Foreign Trade Office.

PAYMENT TERMS

Payment of certificates must be made in cash upon delivery.

For further information on the service please visit www.rm.camcom.it
Special Agency Promoroma
D. Sarli - D. Mezzi
Tel. 06 6794033
Fax 06 6792584

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i>	
Rome	Viale Oceano Indiano 19

ID NUMBER

The ID number, also known as position number of companies performing activities abroad, is issued by the Chamber of Commerce Foreign Trade Office to enterprises which conduct import-export activities.

END USERS OF SERVICE

Upon request, an ID number is assigned to firms and companies with registered office in the Rome province, enrolled in the Register of Companies; to public agencies and organizations non registered with the Chamber of Commerce, which perform monetary transactions; to member and non-member professional firms which regularly exchange services abroad.

HOW TO ACCESS THE SERVICE

Application must be submitted on the SDOE form available at the Chamber Foreign Trade Office.

COSTS AND FEES

Administrative fees are € 3.00. Payment must be made at the main cash desk.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i>	
Rome	Viale Oceano Indiano 19

CERTIFICATES OF FREE SALE

The certificate of free sale, issued by the Chamber Foreign Trade Office, offers proof that one or more products manufactured and traded by a company, are freely sold on the Italian market.

The Chamber of Commerce, after examining the documents exhibited by the applicant, will only issue said certificate provided it has satisfactorily ascertained that the products under enquiry are truly and consistently sold in Italy.

END USERS OF SERVICE

All operators required to be holding such document by some foreign countries (e.g. Thailand, Korea, Venezuela, Colombia etc.)

HOW TO ACCESS THE SERVICE

To obtain the certificate it is necessary to submit the following:

- application on company or firm's letterhead
- copies of sale invoices (issued in the last quarter) of products for which certification is requested.

COSTS AND FEES

Administrative fees are € 3.00 per each certificate requested.

Payment must be made at the main cash desk.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i> Rome	Viale Oceano Indiano 19

DUAL USE GOODS AUTHORIZATION CERTIFICATE

This type of authorization is required for exportation and transit of highly technological products which, while being prevalently used for industrial and civil purposes, may have military production applications.

The authorization aims at verifying the actual destination of such goods.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i>	
Rome	Viale Oceano Indiano 19

HOW TO ACCESS THE SERVICE

The application form for the authorization can be purchased from the Chamber of Commerce and submitted to: Ministero per il Commercio Estero D.G. Import-Export, Viale America 342, 00144 Roma, having competence to issue such document.

COSTS AND FEES

- The cost of the “Dual Use Goods Authorization” application form is € 1.00 + VAT.
- The cost of the “additional sheets” form is € 1.00 + IVA.

LEGALISATION OF SIGNATURE

Exportation documents (certificates of origin and invoices) may be completed with the legalisation of the signature of the Chamber official who certified the document (formerly UPICA authentication), to satisfy country of destination requirements.

END USERS OF SERVICE

All operators required by certain foreign countries to be in possession of certificates of origin and invoices with signature legalisation (e.g. Lebanon, Syria, Kuwait, Saudi Arabia, Argentina, etc.).

HOW TO ACCESS THE SERVICE

In order to obtain the legalisation it is necessary to submit the invoices and certificates of origin, signed by the owner or administrator whose signature is registered at the Register of Companies of the Rome Chamber of Commerce.

COSTS AND FEES

Administrative fees are € 3.00 per legalisation.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i> Rome	Viale Oceano Indiano 19

SEAL OF APPROVAL OF CONFORMANCE

Some foreign countries, in order to verify the conformance of prices applied by an Italian operator with the valid price list, require that invoices for exportation of goods be stamped with the seal of approval of the Chamber of Commerce. This stamp must not be confused with the authentication of invoices or price lists, which consists in the mere authentication of the owner or legal representative's signature registered at the Register of Companies of the Chamber of Commerce.

The Chamber Foreign Trade Office will only apply the seal of conformance provided it has satisfactorily verified, based on a review of the documents exhibited, that the price is truly conformant.

HOW TO ACCESS THE SERVICE

In order to obtain this seal an application on the company's letterhead must be submitted to the Rome Chamber of Commerce, Foreign Trade Office, along with the invoice requiring the seal of conformance, already completed with signature authentication, as well as the price list of the goods.

COSTS AND FEES

Administrative fees are € 3.00 per each seal requested.

Payment must be made at the main cash desk.

NOTES

- Applicants requesting the conformance seal will be required to provide adequate explanation in case of significant differences between the prices entered in the exportation invoice and those on the price lists or purchase invoices
- if a global price has been agreed, the various components thereof must be specified, i.e. cost of goods, freight and insurance, discounts, allowances
- if the amount on the invoice is shown in a foreign currency, the Euro equivalent must be entered (official average exchange rate)
- reckonable date must be shown on price list.

CONTACT REFERENCES

<i>Office</i>	Foreign Trade
<i>Opening hrs</i>	Monday to Friday fm 8.45 to 12.30 and fm 13.30 to 14.45
<i>Telephone</i>	06 5208 2030/28
<i>Fax</i>	06 5208 2031
<i>Website</i>	www.rm.camcom.it
<i>Address</i> Rome	Viale Oceano Indiano 19