

FORMAL UNDERTAKING AND LIST OF AUTHORISED SIGNATORIES

To be given by an applicant when first applying for Certificates of Origin or for certification of international trade documents, and to be renewed annually.

Applicant

Please complete every field before the clauses below. The registered details entered here must match the applicant's public record at Companies House.

Full registered company name (as registered at Companies House)	
Company registration number	
Registered office address (as registered at Companies House)	
Trading name and address (if different)	
Email address	
Telephone number	

1. Agreement to be bound

In consideration of **Edinburgh Chamber of Commerce** granting or certifying Certificates of Origin or other documents from time to time, the applicant named above ("I/we") agrees to accept and be bound by the Standard Rules for the issue of Certificates of Origin in force at the time of certification, of which I/we confirm having received a copy.

2. Indemnity

I/we will at all times keep the issuing body, its officials and their successors indemnified against any claims or demands whatsoever that may at any time be made against them, or any of them, by reason of any fault, defect, omission or inaccuracy:

- in the content of the Certificates or other documents; or
- in the manner of their issue.

This indemnity is subject to any statutory provisions to the contrary.

3. Disclosure and confidentiality

Where a request stems from a legitimate enquiry by a person with statutory authority (for example the Police, HM Revenue & Customs, or officials acting under the authority of a Court Order), I/we permit the issuing body to allow direct access, under that statutory authority, to such commercial information as may be required for the enquiry. In all other circumstances, any information provided by the parties connected with the documents being stamped will be kept confidential to the parties concerned. Please refer to the Chamber's Data Protection (GDPR) Policy for further information, including the period for which records are retained.

4. Authority of the signatory

Where the applicant is a limited company, this undertaking must be signed by a person who is a current director or the company secretary as recorded at Companies House. A sole trader signs as proprietor; a partnership signs by a partner. By signing below I confirm that I hold the position stated, that (where the applicant is a company) I am currently recorded in that position at Companies House, and that I am duly authorised to give this undertaking on behalf of the applicant.

5. Authorised signatories

The individuals listed on the final page of this document are authorised to sign applications for Certificates of Origin and other documents submitted for certification on behalf of the applicant. My signature in the declaration below constitutes the applicant's letter of authority for each of them, and the specimen signatures given are those against which the issuing body may check applications. That authority continues until the issuing body receives written notice that it has been withdrawn. I/we will notify the issuing body promptly whenever a signatory is added or removed, and will in any event confirm the list when this undertaking is renewed annually.

6. Governing law

This undertaking is governed by the law of England, Scotland and Wales, and the parties submit to the exclusive jurisdiction of the courts of England, Scotland and Wales.

Declaration and signature

To be signed by a director or the company secretary as recorded at Companies House (or by the proprietor or a partner). This single signature authorises both the undertaking above and every person named in the list of authorised signatories on the final page.

Signature	
Print name (BLOCK CAPITALS)	
Position held (delete as appropriate): Proprietor / Partner / Director / Company Secretary	
Date (Day / Month / Year)	

For issuing body use only

To be completed by the issuing body before the first certification and at each annual renewal.

Companies House check completed (Yes / No)	
Registered company status (e.g. Active)	
Signatory confirmed as director / company secretary (Yes / No)	
Checked by (name)	
Date of check	
Next annual renewal due	

List of authorised signatories

Print each name in block capitals. Each person listed must sign the specimen signature box personally, in the form they will use on applications. If more space is needed, continue on a further copy of this page and repeat the company name and number below.

Company name and registration number: _____

Name (BLOCK CAPITALS)	Position held	Specimen signature	Date added	Date removed