

# Issuing of customs documents

This procedure describes the various customs documents that can be issued by ITR, such as origin documents and document showing that goods come from the free circulation of the Union.

- AT.R Movement Certificate
- Archiving of customs documents issued

# AT.R Movement Certificate

## 1. Purpose

This procedure describes the steps for issuing an **A.TR certificate** for goods moving from the EU to Türkiye under the EU-Türkiye Customs Union arrangement.

The procedure ensures that AT.R documents are issued **only for goods in free circulation** and supported by verifiable records of **Lots with Union customs status**.

## 2. Scope

This procedure applies to all exports with destination Türkiye, for which the customer requests an AT.R certificate, and where the shipped goods consist of **Lots held in the record-keeping system with confirmed Union status**.

## 3. Checks

Before issuing an AT.R, the following must be verified:

1. Export declaration
2. Lot register showing:
  - Lot ID
  - Quantity
  - Union customs status (Free circulation)

Goods **without proven Union status cannot be listed** on an AT.R.

## 4. Data Preparation for the AT.R

Based on verified Lots:

1. Verify Commodity code and Product description, quantity and weight.
2. Ensure data matches the commercial documents and export declaration.
3. Prepare the AT.R form (digital or paper) with:

- Exporter details
- Consignee details
- Transport information
- Goods descriptions and quantities
- Reference to the export declaration

4. Ensure consistency between all documents.

## 5. Issuing the AT.R

1. Submit the AT.R electronically via the competent customs system **or** prepare the physical form.
2. 'Sign' the AT.R (or verifies the digital submission).
3. Attach the validated AT.R to the export shipment documentation.

## 6. Record Keeping

Record the AT.R under the related Service Order reference.

# Archiving of customs documents issued

In OpenTAS each dispatch Service Order has the option to store and archive documentation. This includes documents generated automatically and the manual upload of documentation related to the specific voyage. This means that anytime the relevant documentation can be retrieved under the respective Service Order.