

**Export Documentation**  
**CHRISTMAS & NEW YEAR CLOSURE 2011**

**- ADVANCE NOTICE -**

The Chamber will be **closed** over the following dates:

**Friday 23rd December 2011 at 12 noon and will re-open Tuesday 3rd January 2012 at 09.30am.**

**Please note the following information:**

The morning of **Friday the 23rd December** is open for collection of documents **ONLY**. Express certificates (on-line applications) will **ONLY** be processed up until 11 am.

**Monday 12<sup>th</sup> December** (by 12 noon) will be the last day for exporters to present **Arab British documentation** that needs certification & legalisation + FCO if the documents are required before the 24<sup>th</sup> December. This will allow enough time for the documents to be processed and returned. Allow 7-10 working days for processing & 1 month for legalisation of Libyan & Iraqi documents.

**Thursday 15<sup>th</sup> December** (by 12 noon) is the last day for submission of Arab British documentation for **certification ONLY** by the Arab British Chamber if required before 24th December.

**Egyptian, Iranian and other documents** that require certification and legalisation should be presented to the Chamber **by Wednesday 15th December** if required before 24th December.

Please take into account Royal Mail postal delays when posting documents to the Chamber & documents that are returned via Royal Mail. The Chamber will not be held responsible for delays in the postal service. Collections can be made from the Chamber.

**May we use this opportunity to wish all our customers a Merry Christmas & a Happy New Year!**

**Best regards**

**Service Support Team.**



