



KC GROUP SHIPPING
MOVING YOUR WORLD



An Informative Guide to Movement Guarantee

Why do we need to complete your movement guarantee authorisation form?

As part of our AEO procedures, we must have this form completed to ensure compliance with duty liabilities and risks for moving goods under excise control.

Do I need to fill this in for every shipment?

Yes, you should complete the form for every shipment and for each physical movement within that shipment. For example: for three containers on one booking, we must have a form completed for every container, as this is what constitutes each 'movement'.



Do we need to complete the form before collection?

Yes, the form must be completed, signed, and returned by KC Group Shipping (KC) before we can collect any cargo. The form and processes cover both us and the origin/destination warehouse, as the EMCS movement should not be completed without prior approval to use our guarantee number.

Can an overseas company complete the movement guarantee form?

Unfortunately, not. The UK warehouse must complete it to ensure compliance with the duty liabilities as risk.

Why does KC Group Shipping need to complete the transport when using your guarantee?

For exports, we must manage all consignments to departure from the UK, for transparency and reporting. We must complete transport from the UK uplift destination to the final destination. This process lets us track and see when shipments have departed, and all EMCS movements have been closed.

For example, for a container to Singapore, KC must collect from the UK door and will arrange all transport from the point of collection to arrival at Singapore port.

For imports to the UK, we must control all transport from the port of arrival to the final destination warehouse. Managing all transport again allows us to control when goods are delivered, and EMCS movements are closed.

Do all boxes need to be completed by the customer?

Yes, a customer must complete all boxes marked with an asterisk before KC can give authorisation to use the Movement Guarantee.



Is electronic signature accepted?

Yes, an electronic signature can be accepted as long as it is date and time-stamped by a company director.

Why has the movement guarantee authorisation document changed?

Through time, various changes have been applied to the document to reflect up-to-date terms and conditions and legislation. KC will always provide you with the most up-to-date version of the movement guarantee authorisation document for completion.



Which involved parties are authorised to sign our document to allow shipment to take place?

This document needs completed by a director or company officer from either the UK booking party utilising the guarantee or the authorised warehouse storing the goods.

If the incoterms are ex-works, why do I need to complete the MG document?

The incoterms are an agreement between the buyer and seller however these do not dictate or change our parameters when using our guarantee. The form must be completed by the party using the guarantee which will always be one of either the excise warehouse or UK booking party. It should never be an overseas party.

Is there a cost for using your movement guarantee?

Yes, there is a nominal fee for using the guarantee for every movement – costs vary dependent on duty liability and can be advised at time of the quote by our expert commercial team.

Why does the document need to be signed by a board director/company secretary?

To ensure compliance, we must ensure that the document is completed by a director, secretary or authorized signatory of the business.

The movement guarantee form states that your customer should complete it; however, we are not a customer.

Under BIFA Scotland terms and conditions, which KC trades under, they describe a customer as the following ‘any Person at whose request or on whose behalf the Company undertakes any business or provides advice, information or services’.



T +44 (0)141 420 1700

E ist@kcshipping.co.uk