

Important advice for certifiers issuing EHCs as part of Movement Assistance Scheme

Invoice correctly for faster reimbursements - and ensure NI is end destination

To make reimbursement payments as straight-forward as possible, Defra is reminding certifiers what they need to include on an invoice, when they make a claim for reimbursement of costs relating to Export Health Certificates (EHCs) issued as part of the [Movement Assistance Scheme \(MAS\)](#).

Defra is also reminding certifiers that EHCs issued through MAS must be for live animals or products of animal origin (POAO) that have Northern Ireland (NI) as an end destination, as onward movement is not permitted if EHCs are to be successfully reimbursed.

Background on the Scheme

MAS was launched in December 2020 to support traders moving agri-food goods from Great Britain (GB) to Northern Ireland (NI) and their official certifiers. A business moving live animals or POAO from GB to NI does not need to pay the full costs incurred when completing and issuing required EHCs. Instead, Official Veterinarians (OVs) and other certifiers can claim up to £150 excluding VAT for each non-equine EHC, and up to £500 excluding VAT for each equine EHC, from the Government. Within these caps, reimbursements can include costs associated with time spent on travel, based on current charge out rates. As well as financial support, MAS includes a dedicated helpline (0330 0416 580) for general enquiries. To speed up payments, Defra is reminding OVs and other certifiers what they need to include on an invoice, when they make a claim for EHCs issued as part of MAS.

Advice on getting invoices right first time

Invoices must be for EHCs being claimed through MAS.

These EHCs must have NI as their end destination. Please note that movements from GB to NI through the Republic of Ireland (ROI) are also covered by MAS. Where live animals or POAO have an end destination other than NI, OVs and other certifiers should charge the trader for the EHC. Remember to complete EHCs in EHC Online.

Invoices for EHCs claimed through MAS are normally paid within 30 days from the date of receipt. Unnecessary delays can be avoided if certifiers provide nine pieces of essential information. Getting invoices right means including the following:

1. Cost of checks based on existing fees (time spent x charge out rate/hour). *This is often omitted by mistake.*
2. Travel time spent based on charge out rate (travel time can only be claimed for if it is not already included in your existing charge out rates). *This is often omitted by mistake.*
3. Date of certification completion (this should match the date in EHC Online)
4. Certifier ID
5. EHC serial number
6. VAT (at the appropriate rate) should be shown separately on the invoice as a separate charge
7. Unique invoice number
8. Practice details (registered trading name, address on letterhead and VAT registration number)
9. PO number (as supplied by APHA team)

Submitting an invoice

OVs should include all EHC checks being claimed for on one invoice and submit the invoice, in pdf file format, to ServiceDeliveryVetandExportInvoices@apha.gov.uk.

Useful resources

Full details of how to claim EHC reimbursements, including updated terms and conditions and sample invoices, are included on the [APHA Vet Gateway website](#).

Should you have any questions or queries about this in the meantime, please email traders@defra.gov.uk.