



Animal &  
Plant Health  
Agency

## APHA Briefing Note 46/21

### Movement Assistance Scheme

### Important advice for Official Veterinarians completing and invoicing for EHCs under the Movement Assistance Scheme (MAS)

Date issued: 21 October 2021

#### Purpose

To remind Official Veterinarians (OVs) and other certifiers how to correctly invoice for Export Health Certificates (EHCs) issued through the [Movement Assistance Scheme \(MAS\)](#).

To emphasise that the **end destination** for live animals or products of animal origin **must be Northern Ireland (NI)** for EHCs issued through MAS.

#### Background

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 products of animal origin 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 OV's and other certifiers what they need to include on an invoice, when they make a claim for EHCs issued as part of MAS.

## Action

Check the EHCs you are issuing. They must have NI stated as end destination, as onward movement is not permitted, and they must be completed in EHC Online. Please note that movements from GB to NI through the Republic of Ireland are also covered by MAS. Where livestock or produce has an end destination other than NI, OV's should charge the trader for the EHC.

Include all EHCs being claimed for on one invoice

To avoid unnecessary delays in payment, make sure invoices include nine pieces of essential information:

1. Cost of checks based on existing fees (time spent x charge out rate/hour). This figure is often missing.
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). You should only invoice for time spent on the NI EHCs. This figure is often missing.
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)

OV's should submit the invoice, in pdf file format, to [ServiceDeliveryVetandExportInvoices@apha.gov.uk](mailto: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](#).