

## 2023/24 Christmas and New Year Holidays

**The International Business Department will be open to assist companies in certification of documents, Customs Declarations, and urgent advice on the following days over the Christmas period.**

The last day for returning documents via Royal Mail will be Tuesday 19 December after this date please collect.

The Chamber Main Office will be **closed from 1600 Friday 22 December and re-open at 0800 Wednesday 3 January 2024.**

No documents sent by the Standard service will be certified during this period.

Date	Main Office	International Business Department Advice/Support	Electronic Certification ( <b>Express Only</b> ) and Customs Declarations
Wednesday 27 December 2023	Red Rose Court closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Thursday 28 December 2023	Red Rose Court closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Friday 29 December 2023	Red Rose Court closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Tuesday 2 January 2024	Red Rose Court closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100

**For any urgent advice please telephone:**

**Stef 07813 339008**  
**Marie 07557 904345**