

### 2024/25 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 Friday 17 December, after this date please collect or use special delivery.

The Chamber Main Office will be **closed from 1600 Monday 23 December and re-open at 0800 Friday 3 January 2025.**

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

<b>Date</b>	<b>Main Office Red Rose Court</b>	<b>International Business Department Only Advice/Support</b>	<b>Electronic Certification (On-Line Only) and Customs Declarations</b>
Tuesday 24 December 2024	Closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Friday 27 December 2024	Closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Monday 30 December 2024	Closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Tuesday 31 December 2024	Closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100
Thursday 2 January 2025	Closed	Urgent advice 0900 to 1100	Reduced service 0900 to 1100

**For any urgent advice please telephone:**

**Mandy 07974948091 or Marie 07557 904345**