

## EC Certificates of Origin

Before submitting documents for certification applicants must:

- Complete a formal undertaking
- Provide a list of specimen authorised signatures
- Have read a copy of the Rules for the issue of Certificates of Origin

The certificate should be completed in typescript whenever possible. Each page must be completed in an identical manner ie using carbon paper if required

Certificates of Origin must be accompanied by the corresponding Export invoice. Proforma invoices are not acceptable.

The Certificate of Origin should be completed as follows:

### **Box 1 – CONSIGNOR**

This box must indicate the name and address of the UK exporter, including 'United Kingdom'

### **Box 2 – CONSIGNEE**

Show full name and address, including country, of the overseas receiver of the goods shipped

### **Box 3 – COUNTRY OF ORIGIN**

The name of the country the goods were manufactured in. If UK insert "European Community – United Kingdom\*" (neither may be abbreviated), for other EC member states show European Community – name of country\*, for all other countries full country name is required.

\*name of country may be omitted if of EC origin but commercially this is usually a requirement.

### **Box 4 – TRANSPORT DETAILS (Optional)**

This box is optional, but completion with mode of transport is recommended (eg airfreight, seafreight, mixed transport) if not yet known "earliest available transport" is acceptable.

### **Box 5 – REMARKS**

Please ensure you leave this box blank.

**Box 6 – ITEM NUMBER, MARKS, NUMBER & KIND OF PACKAGES, DESCRIPTION OF GOODS**

An adequate commercial description of the goods must be given, however a general description may be given if followed by “according to the attached invoice”.

Abbreviations, the description approximately or said to contain are not acceptable. Trade names are not acceptable.

Shipping marks and numbers must be shown, or if the package is only addressed then the word addressed is sufficient. If no marks then Certificate should show “Unmarked”/“No Marks”

**Box 7 – QUANTITY**

The Gross or net weight in kilos should be shown here and specified. Other units of measurement eg: volume, no. of items can be used where appropriate

**Box 8**

This part of the document is completed by the Chamber and should not be completed by the exporter.

Ruling off – the document should be ruled off after the last entry in boxes 6 & 7.

**Pink application form**

The application copy should be an exact copy of the original Certificate of Origin and should be signed and dated by an authorised signatory of the applicant Company in the bottom right hand corner. The application copy is retained by the Chamber with a copy of the exporters invoice.

**Box 9**

If the applicant is not the consignor this box should be completed with the name and address of the person applying on the consignors behalf.

**Reverse**

The reverse of the application copy must be completed with details of the manufacture of the goods.

The name and address of the manufacturer must be given & if the manufacturer is overseas proof of origin must be provided.

Note: many applicants tick the box against the first listed criterion, which indicates that the goods are **wholly of UK origin**.

It should be noted that only goods such as mineral, vegetable, animal and fishery products can make claims to this.

Most manufactured goods contain some component parts manufactured overseas; therefore, box 2 is often the most appropriate.

If you are unsure about which box to tick, please contact the International Trade Team on 01603 729712.

