

Guidance Notes for preparation of European Community Certificates of Origin

The certificate should be completed in typescript. The Export invoice **MUST** accompany the Certificate. The appropriate boxes on the Certificate should be completed as follows:

BOX 1	CONSIGNOR	This box must indicate the name and address of the UK Exporter. United Kingdom in full must be stated as part of the address.
BOX 2	CONSIGNEE	Show the name and address of the overseas consignee. The Chamber will not issue a certificate unless it is clear that the goods are to be exported. Country of destination must be stated.
BOX 3	COUNTRY OF ORIGIN	For goods made in this country insert: 'European Community – United Kingdom' (neither may be abbreviated). For goods made in other Countries insert the appropriate country name, if necessary. However, if goods are being re-exported which were imported from outside the EU Community the name of the country will be shown in the usual way e.g. Japan. An example of the correct format and wording: European Community – United Kingdom, Germany, France & Japan, USA
BOX 4	TRANSPORT DETAILS	Optional but completion of the mode of transport is recommended e.g. sea freight, airfreight, road or rail. Where international transport is by more than one means "mixed transport" may be shown.
BOX 5	REMARKS	Optional but Customer's Order Number, Letter of Credit Number etc. may be included if required.
BOX 6	ITEM NUMBER: MARKS, NUMBERS, NUMBER AND KIND OF PACKAGES; DESCRIPTION OF GOODS	Shipping marks and numbers should be shown or if the package is only addressed the words "fully addressed" is sufficient. If there are no shipping marks the work "unmarked" must be shown. The goods must be described by their usual commercial description. This must indicate the nature of the goods and not be vague or general e.g. "spare parts for automobile breaking systems" rather than just "spare parts". When there is not enough space to describe the goods adequately, you can add the wording "as per Invoice No. Dated" to complete the description of the items.
BOX 7	QUANTITY	Gross or net weight in kilos should be shown here. Other units of measurement e.g. volume or number of items which would indicate exact quantities can also be shown when customary. The Chamber requires evidence as to the accuracy of such details i.e. on invoice, packing list, shipping document.
BOX 8		These spaces are not completed by the exporter. The exporter does not sign the original or the copies but only the application form (pink) which is described below.
N.B.	RULING OFF	A horizontal line must be drawn immediately below the last entry.

APPLICATION FORM (PINK COPY)

BOX 8		Insert the place and date of signature and sign.
BOX 9		This box must be completed when the applicant is an agent of the exporter. The name and address must be shown in this box.

REVERSE OF THE APPLICATION

COMPLETION OF ORIGIN DECLARATION

The reverse of the application copy (pink) contains a declaration which must be completed giving details of the manufacture of the goods.

Box 1 will only be ticked where the goods are wholly of United Kingdom origin. This relates to UK raw materials or goods manufactured from UK raw materials.

Box 2 should be ticked where the goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to in the UK. The process of manufacture will be sufficient to satisfy origin rules for most goods. However, some goods such as textiles may be subject to more specific origin rules. (Most manufactured goods contain some overseas raw materials or component parts manufactured overseas; Box 2 is often the most appropriate)

Box 3 is completed where goods are not of United Kingdom origin.

The name and address of the manufacturer must **always** be given and if the manufacture is overseas, proof of origin must be provided. No certificates will be accepted without completion of these declarations and accompanied by the appropriate requested evidence.