

## Thames Valley Chamber of Commerce

### INSTRUCTIONS FOR THE PREPARATION OF THE EUROPEAN COMMUNITY CERTIFICATE OF ORIGIN

The Certificate may be typed or may be hand-written in block capitals. Please note we cannot guarantee that Arab countries will accept hand written document.

The signed Export Invoice on which the exporter has declared the country of origin of the goods MUST accompany the Certificate.

**We MUST be able to verify ALL details contained within the Certificate of Origin by reference to the Export Invoice or other supporting document(s). (This includes the shipping marks, packing details, weights, mode of transport etc)**

CORRECTION FLUID ALTERATIONS ARE NOT ALLOWED ERRORS SHOULD BE CROSSED THROUGH AND INITIALLED.

The appropriate boxes on the Certificate should be completed as follows:-

- |              |   |  |
|--------------|---|--|
| <b>BOX 1</b> | CONSIGNOR                                       | Insert here the name and address of the UK exporter. (i.e. the firm who will invoice the goods overseas)   |
| <b>BOX 2</b> | CONSIGNEE                                       | Insert here the full name and address of the overseas consignee (ultimate delivery address).   |
| <b>BOX 3</b> | COUNTRY OF ORIGIN                               | For UK manufactured goods insert – European Community-United Kingdom.<br><br>For goods manufactured in the European Community state – for example European Community – Germany or other member country.<br><br>For goods manufactured outside the community state country, for example Japan.<br><br>You will need to provide supporting evidence to prove origin of foreign goods, such as copy foreign certificate of origin, manufacturers sales invoice or manufacturers declaration for our records |
| <b>BOX 4</b> | TRANSPORT DETAILS                               | Completion of this box is recommended, using wording Sea freight /Road freight or Airfreight.  |
| <b>BOX 5</b> | REMARKS   | Can be left blank or used for reference to the customer's Order Number, Letter of Credit Number etc, as required. Any reference used must be clearly defined.  |
| <b>BOX 6</b> | ITEM NUMBER, MARKS, NUMBERS, NUMBER AND KIND OF | This box covers the goods actually being exported including certain information for the purpose of consignment identification.<br><br>Shipping marks and numbers stencilled on the cases must be shown or if the package is only addressed as in the case of an airfreight or postal parcel it is sufficient to show the phrase "Fully addressed". For goods   |

PACKAGES: shipped without marks insert "unmarked"  
DESCRIPTION  
OF GOODS Number and type of packaging used relates to the number of cartons, crates, pallets etc that comprises the consignment. If goods are shipped in bulk or unpacked insert "Unpacked" or "Loose" or "In bulk". For containerisation merely refer to the container number(s).

Description of the goods, an adequate commercial description must be given for each item. This should be in sufficient detail to clearly indicate the nature of the goods and should not be vague or general, e.g. spare parts, nor should it solely be given by reference to a trademark or brand name. However, when there is not enough space on the form to describe the goods adequately, you may attach a copy of the signed export invoice to the Certificate and to the application form. It is then permissible to give a general description of the goods and the words "as per Invoice No.....Dated....."

The wording SAID TO CONTAIN /APPROXIMATELY is not allowed.

Negative statements & political statements such as Israeli Boycott are not allowed.

**BOX 7** QUANTITY Gross and net weight should be shown here expressed using the metric system: if only one weight is given it should be clearly stated whether it is a net or gross weight. In certain trades other metric units of measurement may also be used if more appropriate e.g. litres, metres, cubic dimensions etc.

**BOX 8** These spaces are not completed by the exporter. The exporter does not sign the original or the copies but only the pink application form which is dealt with below.

**N.B** RULING OFF A horizontal line must be drawn immediately below the final entry. Lines must be drawn through unused space to make any subsequent addition impossible.

ALTERATIONS Alternations are to be made by crossing out the incorrect entry and adding the correct entry as required. Correction fluids should not be used. Any such alteration must be initialled by the person making it and endorsed by the chamber.

### **PINK APPLICATION FORM**

The application copy will be retained by the Chamber. The following additional information must be inserted.

**BOX 8** Insert the place and date of signature and sign. Signatures must be as per the formal undertaking and cannot differ in style. The name of the individual whose signatures appears must be typed or written in block letters as well as the signature itself. If the certificate is completed by a commercial agent such as a freight forwarder box 9 must also be completed

**BOX 9** If the certificate is signed in Box 8 by someone other than the consignor insert the name and address of the company (or person) concerned. If there is an agency relationship this should be shown e.g. as agents.

## **REVERSE OF THE PINK APPLICATION FORM**

This **MUST** be completed in all cases and the necessary evidence of origin for the goods inserted as instructed on the form. (Please detach the application form when completing other wise your entry will show through onto the other copies.)

### **OTHER NOTES**

#### **APPLICATION BY A FORWARDING AGENT**

In addition to the statement of origin made by the agent on the reverse of the application the signed export invoice must include a statement by the Consignor as to the name and address of the manufacturer. If the goods are manufactured by themselves, the words "of our manufacture" should be included.

The agent must be authorised to complete certificate of origin applications on the consignor's behalf and provide a copy of their authorisation letter to this effect.

#### **APPLICANTS RECORDS**

Applicants should keep a record of the date of their signature as entered on the application, together with the serial number printed on the certificate. Without these details it will not be possible to issue replacement certificates in the event of loss. Applicants are strongly urged to retain a photocopy of the Certificate of Origin application.

**PLEASE NOTE: ALL HARD COPY DOCUMENTS WILL BE RETURNED WHEN PROCESSED BY FIRST CLASS POST UNLESS OTHERWISE INSTRUCTED BY THE CLIENT. ANY ADDITIONAL COST INCURRED FOR SPECIAL DELIVERY ETC WILL BE CHARGED TO THE CLIENT.**

For further assistance contact the Chambers International Trade Team on 01753 870560