Thames Valley Chamber of Commerce

INSTRUCTIONS FOR THE PREPARATION OF THE UNITED KINGDOM CERTIFICATE OF ORIGIN

The Certificate must be applied for using an approved electronic platform. Once processed these need to be printed in colour onto plain white paper.

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)

Amendments to processed documents are not allowed. A replacement certificate must be applied for and the correct replacement statement added to the remarks box.

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

BOX 1	CONSIGNOR	Insert here the name and address of the UK exporter. (i.e. the firm who will invoice the goods overseas). The name and address of an EU multinational company on its own will no longer be allowed in this box but can be issued "for and on behalf of" an overseas company.
BOX 2	CONSIGNEE	Insert here the full name and address of the overseas consignee (ultimate delivery address).
BOX 3	Country of Origin	For UK manufactured goods insert – United Kingdom. For goods NOT manufactured in the United Kingdom, list the individual
		countries or origin in the other countries in alphabetical order. European Community is no longer allowed.
		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
BOX 4	TRANSPORT DETAILS	Completion of this box is optional but recommended, using wording Sea freight, Road freight or Airfreight.
BOX 5	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.
BOX 6	ITEM NUMBER, MARKS,	This box covers the goods actually being exported including certain information for the purpose of consignment identification.
	NUMBERS, NUMBER AND KIND OF PACKAGES: DESCRIPTION	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 shipped without marks insert "unmarked"

	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 it is then permissible to give a general description of the goods and the words "as per Invoice No Dated The general description needs to be added to the accompanying invoice.
		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 copy application page which is dealt with below.

COPY APPLICATION FORM

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

BOX 8	The place, date and signature is added automatically by the on line platform. Uploaded signatures must be as per the formal undertaking and cannot differ in style. 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 COPY APPLICATION FORM

This MUST be completed in all cases with the company name and address of where the goods are made including the country at the end of the address.

OTHER NOTES

APPLICATION BY A In addition to the statement of origin made by the agent on the reverse

- FORWARDING AGENT 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 if requested.
- 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 OTHERISE INSTRUCTED BY THE CLIENT TO RETURN BY RECORDED OR SPECIAL DELIVERY AND WILL BE CHARGED ACCORDINGLY. THERE WILL BE AN ADDITIONAL CHARGE FOR COLOUR PRINTING OF DOCUMENTS BY THE CHAMBER. PLEASE NOTE THAT THE CHAMBER ACCEPTS NO RESPONSIBILITY FOR NON DELIVERY.

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