

## 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:-

- |              |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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). 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.                                                                                                                                                                          |
| <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 – United Kingdom.<br><br>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.<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 optional but 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 PACKAGES: DESCRIPTION | 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 shipped without marks insert "unmarked"                                                  |



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 OTHERWISE 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