- 1 Consignor
- MUST have the full name and address of an UK exporter. UNITED KINGDOM must be shown in full.
- An overseas company name and address in Box 1 on its own is NOT ACCEPTABLE.
- A UK company name and address can act "as agent for" an overseas name and address in some circumstances See Additional Note 1.
- 2 Consignee
- MUST show the name and address, including the country name of the overseas consignee (delivery address).
- If the Consignee is "TO ORDER", the country of destination MUST additionally be shown
- The Chamber CANNOT certify a C of O if there is not an overseas destination country declared. It must be clear that the goods are to be exported.
- The ONLY country abbreviations accepted are UAE or USA.
- NOTE: SEE ADDITIONAL NOTE NO. 2 Country Specific Info
- 4 Transport details (Optional)
- OPTIONAL BOX
- SHOULD ONLY state mode of transport, e.g. Sea freight, Air freight, Road or Rail.
- Advisable not to add specific transport details, e.g. vessel name, sailing dates, flight numbers, etc, unless part of a letter of credit, as these could be subject to change which would mean submitting a new application to the Chamber with the "cancels and replaces" clause in Box 5, incurring additional certification fees.

# No. PA 2700851

# ORIGINAL

# **UNITED KINGDOM**

# **CERTIFICATE OF ORIGIN**

# Country of Origin

- If UK origin, United Kingdom MUST be shown in full, countries need to in alphabetical order with United Kingdom (if applicable) to be shown first
- Grouping of countries such as European Union or ASEAN CANNOT be used.
- The ONLY country abbreviations accepted are USA or UAE.
- NOTE: SEE ADDITIONAL NOTE 3 Origins Not Fitting in Box
  - 5 Remarks
  - **CAN BE LEFT BLANK**
- Official use- the cancels and replaces statement, when an original certified
  CofO has been lost, destroyed or requires significant changes. Wording MUST
  BE USED "This Certificate cancels and replaces Certificate Number (insert
  number of original certificate) issued by (name of issuing body) on (date of
  issue)".and a written confirmation of the reason for replacement given to
  Chamber.
- It can be used for any additional text you wish to include in the CofO, such as letter of credit number, part shipment or more than 1 original CofO statement.

6 Item number; marks, number and kind of packages; description of goods

# **SHIPPING MARKS**

### MANDATORY

- "As Addressed" used if packages addressed to the consignee.
- If unmarked use "No Marks" or Unmarked.
- NOTE: If they differ from the Consignee address, they MUST be shown on the support documents.

### **PACKAGING**

- MUST state number & kind of packaging,
  - e.g 10 Pallets.
- If good shipped in bulk or unpacked state "Unpacked, Loose or In Bulk".
- NOTE: The use of just "Packages" or "Pieces" is NOT ACCEPTABLE

### **GOODS DESCRIPTION**

- Two options can be used:
  - 1. List all goods
  - 2. Use a recognisable general description
- NOTE: If using a general description, it is MANDATORY to add "as per invoice number...... dated......"
- If all goods are listed, they must show a commercial goods description.
- Vague description CANNOT be used e, g electrical spares, product numbers in isolation.
- Trade names CANNOT be used on their own.

# 7.Quantity

- MUST be a unit of measure not just the quantity of items.
- Enter Gross or Net weight and/or other unit of measure.
- MUST be shown in metric.
- Supporting evidence submitted with the application MUST include the units of measure.
- NOTE: If good shipped in bulk or unpacked state "Unpacked, Loose or In Bulk".
- NOTE: Some SAP systems will round up or down weights – if this is below 0.25kg this is acceptable.

# **ADDITIONAL INFORMATION**

- Following Statements are **NOT PERMITTED** on the certificate: "Said to Contain" or "STC", pollical boycott clauses and any other negative clause.
- RULE OFF The unused space must be ruled off after the final items in this box.
   If, additional information is added bellow this line, the documents will be rejected the overseas authorities.

8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3

### CHAMBER USE ONLY

This box is stamped with the with the certifying stamp and signed & dated by a Chamber authorised signatory.



THAMES VALLEY CHAMBER OF COMMERCE & INDUSTRY

# **UK CERTIFICATE OF ORIGIN - COPY**

• Boxes 1 -7 MUST be completed with the same information as shown on the original

# **UK CERTIFICATE OF APPLICATION PAGE (FRONT)**

- Boxes 1 to 7 MUST be completed with the same information as shown on the original & copy.
- Box 8 and 9 MUST be completed as below

#### 8 I, the undersigned.

-APPLY for the issue of a certificate of origin indicating that the goods described above originate in the country shown in box 3

-DECLARE that the particulars given in this application and the supporting documents and information furnished to the competent authorities with the view to the issue of this certificate are correct, that the goods to which such documents and information relate are those in respect of which this application is made, that the goods fulfill the conditions laid down by the rules concerning the common definition of the concept of the origin of goods.

-UNDERTAKE to furnish, at the request of the competent authorities, such additional information and supporting documents as may be required for the issue of the certificate.

# Applicant signs, adds the date & place.

- The signatory MUST be listed the in date Authorised Signatory List held by the Chamber.
- The signature MUST match that on the signatory list.

# 9 Applicant (If not the consignor)

- MUST be completed when the applicant is an agent of the exporter.
- The agent MUST show their name and address in this box.

Place and date

Screture of the applicant

The signature of an agent must be followed by his name in block capitals:

# UK CERTIFICATE OF APPLICATION PAGE (REVERSE)

	E COMPLETED IN BLOCK CAPITALS
	applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of the aration. Tick appropriate box/boxes below and supply the additional information in the space provided:
1.	The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from United Kingdom materials or components by
	the company named below.
2.	The goods whilst not comprised wholly of United Kingdom components or materials are entitled to be considered as of United Kingdom origin by
3.	the virtue of the economically justified substantial process which has occurred in the United Kingdom as indicated below.  The goods are of foreign origin as proved by the documents attached to this application as per Standard Rules (e.g. foreign certificate of origin.
	certified invoice, customs declaration or other documents.
0	IGIN DECLARATIONS
	UST place a cross in the box / boxes above, for all the origin declarations relevant to the goods being exported.  OTE: SEE ADDITIONAL NOTE 4
	Insert above either: name ass address of manufacturer
	name and address of processor with description of process(es) or
	name and address of foreign manufacturer (attach proof of origin as per Standard Rules)
	The name and address of the manufacturer/producer needs to be provided. All details will be reviewed by the Chamber.  Company name which indicates they are wholesalers/ distributors in the UK will also be scrutinised as may not be the manufacturer/producer of the goods. Example: RS Components are distributors/suppliers only and do not
•	Chamber.  Company name which indicates they are wholesalers/ distributors in the UK will also be scrutinised as may not be the manufacturer/producer of the goods. Example: RS Components are distributers/suppliers only and do not manufacturer so showing RS Components as the manufacturer WILL NOT be accepted.  Addresses provided for the manufacturing plant are clearly not areas where the goods are manufactured may be queried. Example – Plant machinery manufactured in Mayfair, London.  If the manufacturer is overseas, additional proof of origin MUST be provided to support the origin claim and the
9 0	Chamber.  Company name which indicates they are wholesalers/ distributors in the UK will also be scrutinised as may not be he manufacturer/producer of the goods. Example: RS Components are distributers/suppliers only and do not manufacturer so showing RS Components as the manufacturer WILL NOT be accepted.  Addresses provided for the manufacturing plant are clearly not areas where the goods are manufactured may be queried. Example – Plant machinery manufactured in Mayfair, London.  If the manufacturer is overseas, additional proof of origin MUST be provided to support the origin claim and the Chamber cannot certify a C of O without this evidence.  The goods on the foreign proof supplied MUST be identifiable against the goods being exported.
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	Chamber.  Company name which indicates they are wholesalers/ distributors in the UK will also be scrutinised as may not be the manufacturer/producer of the goods. Example: RS Components are distributers/suppliers only and do not manufacturer so showing RS Components as the manufacturer WILL NOT be accepted.  Addresses provided for the manufacturing plant are clearly not areas where the goods are manufactured may be queried. Example – Plant machinery manufactured in Mayfair, London.  If the manufacturer is overseas, additional proof of origin MUST be provided to support the origin claim and the Chamber cannot certify a C of O without this evidence.  The goods on the foreign proof supplied MUST be identifiable against the goods being exported.  Proof of foreign origin can include:  An overseas certified certificate of origin  Manufacturers/ producers Invoice stating origin  Manufacturers / producers Invoice stating origin  Manufacturers / producers declaration of origin.  Supplier invoice clearly showing origin for each item. If the manufacturer/producer is unknown, then the reverse of the Application Form should state: "Proof of French, xxx, xxx origin, supplied by name of the supplier / company.  Photographic evidence showing the origin and manufacturer/producer  Note: Proforma invoices cannot be used as proof of origin backup unless is states that the goods have been paid for. If a proforma does not state this – the export invoice or a declaration of origin relating to the goods

# NOTE 1 - Consignor - UK Company Acting as Agent

• A UK company can ONLY act as UK Agent for an overseas company is they are some a commercial involvement in the shipment, or they are an sister or parent company of the overseas ones.

Problem A A UK company has been requested by an overseas company to export goods and raise a Certificate of Origin.	Solution  Firstly, there must be a relationship with the overseas company in relation to the shipment  If there is a relationship, then Box 1 must state the UK exporter's name and address and the "as agents for" followed by the name and address of the overseas seller. The exporter will present a copy of their export invoice also showing the overseas sellers' details, with the UK agent shown also.
Problem B A subsidiary of a multi-national company is exporting goods from the UK but the multinational has a centralized invoicing system based outside the UK	The name and address of the UK subsidiary should be entered in box 1 together with the phrase or "as agents for" followed by the name and address of the parent company. The parent company's export invoice to the consignee countersigned by the subsidiary showing that the goods are being shipped from the UK should be produced as supporting evidence.
Problem C An overseas company requests a UK Forwarding Agent to raise a Certificate on their behalf.	Solution  Again, there must be a commercial relationship with the overseas company in relation to the shipment. Box 1 must be completed as pre-problem A. Please note: Best practice is that the overseas company supplies and authority letter, signed by a director to the agent, which is submitted with the application.  If no relationship and then they cannot act as an agent in Box 1. The certificate would need to be raised in the country where the company resides.

### NOTE 2 - Country Specific Requirement

• Correct spelling of Türkiye: The country name in the address should always be shown as Türkiye. However, on a few occasions the Turkey may be part of the exporters name, and it is still registered as this name on their national company registration body (equivalent to UK Companies House) so therefore Turkey will still show in the name.

### NOTE 3 - Large Number of Origin

• For goods of multiple origin: if there is insufficient space in Box 3, the final country should be followed by two asterisks and the remainder of the origins should ideally be placed in Box 5, Remarks Box as close to the Box 3 Country of Origin as possible, coming with two asterisks. Alternatively, Box 3 should state "As shown in Box 6" and then the origin listed in Box 6.

#### **NOTE 4 - Origin Declarations**

- The correct procedure is done by the applicant ticking the box or boxes appropriate to the goods declared and providing the necessary supporting documents or information as stated in the declaration.
- The origin declaration options are:
  - Where the goods are wholly of United Kingdom origin. This relates to UK raw materials or goods manufactured from UK raw material or produce which is born, grown or raised in the UK.
  - Where goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to in the UK. The
    essential rule in these cases is to ascertain, from the origin rules, which process confers originating status to the goods and then to
    determine who has performed that process. It is not essential to establish a detailed picture of the entire manufacturing process
    associated with the goods.
  - Where the goods are not of United Kingdom origin. In such circumstances the origin has to be declared, and a list of supporting documents given in support of the application and copies made available for examination.
- For applications involving multiple origins, more than one box may be completed as appropriate.

### NOTE 5 - Multiple Original Certificates of Origin

• If additional original the CofO are required it MUST state 1 of 2, 2 of 2 for example, either remarks box 5 or top right below certificate number.

# NOTE 6 - Foreign Origin Evidence Declaration

A small proportion of companies, those with a large number of products lines, foreign origin goods and manufacturers, for example large
retailers, can be granted an Evidence Declaration by the Chamber following an audit of their processes. This enables them not to
submitted supporting foreign evidence with every application. NOTE: If a company may be suitable for this you MUST speak with
the Chamber, who will discuss the process wit you and what is required for the audit.

# NOTE 7 - Minimum Supporting Document

• A commercial export invoice is required with full company details or an invoice for Customs purposes where no sale has taken place.

# NOTE 8 - Formal Undertaking & Signature List

- An in date Formal Undertaking and Signatory List MUST be held by the Chamber for all consignors or agents signing the applications to
  ensure to process your export documentation.
- These documents MUST be updated every year or more if should there be several changes to personnel.
- They MUST also be signed by a legal responsible director of the company.

### NOTE 9 - Raising a certificate of origin under a Letter of Credit

- When applying for a Certificate of Origin under a Letter of Credit, please ensure that the certificate application complies with the Certificate
  of Origin of completion instructions as well as the Letter of Credit requirements.
- The Chamber cannot approve any applications that do not comply with our completion instructions and/or have incorrect information contained within, even if that is what is stated in the Letter of Credit.

# NOTE 10 - Validity period of a Certificate of Origin

- The is not validity period which a certificate origin must be used but once issued it only relates to the goods shown on the invoice shipment it relates to.
- If the Chamber was asked to raise a certificate of origin for goods which were two years previous, the Chamber would ask for a reason why this is being requested.