

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 fulfil 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.

9 Applicant (If not the consignee)

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

- Applicant signs, adds the date & place.
- The signatory **MUST** be listed in the date Authorised Signatory List held by the Chamber.
- The signature **MUST** match that on the signatory list.

Place and date

Signature of the applicant

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

UK CERTIFICATE OF APPLICATION PAGE (REVERSE)

TO BE COMPLETED IN BLOCK CAPITALS

The applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of the declaration. Tick appropriate box/boxes below and supply the additional information in the space provided:

- The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from United Kingdom materials or components by the company named below. ☐
- The goods whilst not comprised wholly of United Kingdom components or materials are entitled to be considered as of United Kingdom origin by 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). ☐

ORIGIN DECLARATION

- MUST** place a cross in the box / boxes above, for all the origin declarations relevant to the goods being exported.
- NOTE: SEE ADDITIONAL NOTE 4**

Insert above either: name and 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)

Manufacturers/Producers Details

- 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 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 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 it 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 from the overseas company will be required.**
- Note: Sensitive proof of foreign origin goods can be supplied confidentially directly to the Chamber. If this option is used "Supplied directly to Thames Valley Chamber" MUST be added in here.**

ADDITIONAL NOTES

NOTE 1 – Consignor - UK Company Acting as Agent

- A UK company can ONLY act as UK Agent for an overseas company if 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 <ul style="list-style-type: none"> • 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 multi-national has a centralized invoicing system based outside the UK	Solution <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 with 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.