



## GUIDANCE ON COMPLETING EUROPEAN CERTIFICATES OF ORIGIN

The applicant should have completed a Formal Undertaking and read and understood a copy of the Rules for the Issue of Certificates of Origin before submitting documents for certification.

The Certificate should be completed in typescript whenever possible. In exceptional circumstances where certificates are completed by hand, they will only be accepted by the certification staff if they are clearly written using **BLOCK** letters.

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

### **Box 1**            Consignor

This must indicate the name and address of the UK exporter & insert “United Kingdom” at the end of the UK address. If being done on behalf of another company, you should write your company name and address followed by “for & on behalf of” - writing the other company address, esp. if this is an overseas company.

### **Box 2**            Consignee

Show full name and address of the overseas **final destination** of the goods. Indicate the country of destination.

### **Box 3**            Country of Origin

The name of the country the goods were manufactured in.  
For UK Manufactured goods, insert '**EUROPEAN COMMUNITY – UNITED KINGDOM**' & **THIS IS NOT TO BE ABBREVIATED e.g. UK.**

For any goods manufactured in the European Community always give the full title '**European Community**' followed by the full name of the individual state. For non Community goods, again always use the full name of the country.

### **Box 4**            Transport Details

Completion of this box is strongly recommended. If the transport details are not known at the time of presentation of documents, earliest available transport “EAT” is accepted in this box. Air Freight, Sea Freight or Truck is acceptable. You don't need to write the name or number of the vessel as this can be subject to change by the transporters.

### **Box 5**            Remarks

Information outside the Chambers knowledge such as Customers Order Number, Letter of Credit Number etc., may be included if required and preceded by the word's “Consignors Statement”

**Box 6**      [Item number, marks, number and kind of packaging; description of goods](#)

An adequate commercial description must be given. Care must be taken to ensure that any special description of the goods shown on a letter of credit is also shown. The description of goods should indicate if the goods are “packed” or “loose”.

***E.g. “10 XYZ ice cream making machines packed onto 2 pallets” is an adequate description.***

Weights must be stated using the metric system and must be followed by the unit of measure i.e. kgs.

Any marks shown on the packages such as the address of the importer should also be shown. If there are no mark & numbers on the packages/goods to be shipped then this must be stated as **“No marks & numbers”**.

**N.B. NOWHERE ON THE CERTIFICATE MUST THE WORDS 'SAID TO CONTAIN' OR 'STC' APPEAR OR CONTAIN ANY EMBARGO/POLITICAL STATEMENTS.**

**Box 7**      [Quantity](#)

The gross weight must be stated using the metric system and must be followed by the unit of measure i.e. **kgs**.

**Box 8**      This part of the document will be completed by the Issuing Authority and should not have any entries by the exporter.

**The document should be ruled off after the last entry in box's 6 and 7.**

[Pink application copy](#)

The application copy should be an exact copy of the original C of O, and should be signed and dated by one of the application companies nominated / authorised signatories in the bottom right hand corner i.e. authorised signatory as it appears on current Formal Undertaking.

The application copy will be retained by the Chamber with a copy of the exporters invoice after the document has been checked, signed and issued.

**Box 9**      If the applicant is not the consignor, this box should be completed with the name and address of the applicant applying on the consignors behalf.

In the case of agents applying on behalf of consignors, the Chamber may require a letter of authority from the agents principal.

[Reverse](#)

The reverse of the application copy should be read and completed in all cases of application for Certificates of Origin.

One of the three boxes should be ticked, and additional information relevant to the origin of the goods should be provided.

**Note** Many applicants tick the box against the first listed criterion which indicates that the goods are **wholly of United Kingdom origin**.

It should be noted that only goods such as mineral, vegetable, animal and fishery products can make claim to this. It should be especially noted that waste or scrap products derived from any manufacturing operation in this country and used articles collected in the country which are fit only for the recovery of raw materials are regarded as wholly originating in that country.

If box three is ticked then supporting documentary evidence of origin should be supplied i.e. invoice of the foreign manufacturer.

A copy of the exporters invoice should be submitted with all the completed documents.

**Alterations** Documents MUST not be altered after Certification or Certification & Legalisation.

Any alterations made to documents before the above process (es) occur must be legible, and errors should be initialled have a line drawn through them. Alterations made after certification & legalisation must be returned to the Chamber for correction which incurs a charge of £5.00 + vat per document. **Tippex should NEVER be used.**

The Formal Undertaking must be updated every two years in January.