

### How To Complete A European Certificate of Origin

The Certificate of Origin (C of O) should be completed in typescript. Handwritten documents are not permitted. The export invoice **MUST** accompany the C of O. The boxes on the C of O should be completed as follows:

#### **BOX 1 - Consignor**

-This box **MUST** indicate the name and address of the UK exporter. The full address of the UK exporter must appear in this box - **UNITED KINGDOM** must be included as part of the address.

<p><b>Problem A</b> A UK company has been requested by an overseas company to export goods and raise a Certificate of Origin.</p>	<p><b>Solution</b> Box 1 will give the UK exporter's name and address and the phrase 'on behalf of' 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.</p>
<p><b>Problem B</b> A subsidiary of a multi-national company is exporting goods from the UK but the multi-national has a centralised invoicing system based outside the UK</p>	<p><b>Solution</b> The name and address of the UK subsidiary should be entered in box 1 together with the phrase "on behalf of" 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.</p>
<p><b>Problem C</b> An overseas company requests a UK Forwarding Agent to raise a Certificate on their behalf.</p>	<p><b>Solution</b> The agent must supply a letter of authority to HHCC from the overseas company authorising the agent to complete the Certificate of Origin on their behalf. Box 1 will state the UK agent's name and address followed by "On behalf of ..... (name and address of the overseas company). The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent unless it is required to be certified in which case HHCC will authenticate the agent's signature.</p>

#### **BOX 2 – Consignee**

-This box should show the name and address of the overseas consignee - please remember to include the name of the overseas country in the consignee's address.

-If the Consignee is **"TO ORDER"**, the **country of destination** must additionally be declared

-The Chamber cannot certify a C of O if there is not an overseas destination country declared. It has to be clear that the goods are to be exported.

<p><b>Problem A</b> The goods are to be shipped to someone other than the buyer but for contractual reasons a reference to the buyer is required.</p>	<p><b>Solution</b> Box 2 should state "To the order of" followed by the buyer's name and address and "For Despatch to" followed by the name and address of the receiver of the goods overseas. If the overseas receiver is not known, the name and address of the buyer should be inserted following "For despatch to". Supporting evidence should be the consignor's invoice to the buyer subject to its containing a clear statement as to the overseas receiver or the ultimate country of destination as appropriate.</p>
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#### **BOX 3 - Country of Origin**

-If the country of origin is a European Community member, the origin may be declared as **EUROPEAN COMMUNITY**.

-Alternatively, you may declare the origin as **EUROPEAN COMMUNITY** followed by the name of the member state(s) - Please note that it is not acceptable to omit European Community.

e.g. **European Community - United Kingdom**

-If you include a country of origin that is not a European Community member, please note the order that the countries must be listed in Box 3;

e.g. **European Community - United Kingdom & USA**                      OR  
**European Community & USA**

-The non-European Community member must be listed after any European Community member countries and appear after the ampersand, &.

-For goods of multiple origin, if there is insufficient space, the wording in Box 3 should read "As shown in box 6". The origin designation is then completed by showing the appropriate origin against each item in box 6.

**Please note that it is not acceptable to use any country abbreviations apart from USA.**

**BOX 4 - Transport Details**

-Completion of this box on a European C of O is optional.

-If completing this box, please state mode of transport only, e.g. **Seafreight, Airfreight, Road or Rail.**

-Specific transport details, e.g. vessel name, sailing dates, flight numbers, etc, should not be stated as these could be subject to change which would mean resubmitting the certificate to the Chamber for amendment.

**BOX 5 – Remarks**

-This box can be left blank.

-It can be used for any additional text you wish to include in the C of O, such as Letter of Credit number or details of a cancellation and replacement certificate.

-In the instance of a cancellation and replacement certificate, the following wording **MUST** be used:

*"This Certificate cancels and replaces Certificate Number ..... issued by (name of issuing body) on.....(date of issue)".*

**BOX 6 - Item Number; Marks, Number and Kind of Packages; Description of Goods**

-Shipping marks and numbers **MUST** be shown on the C of O.

-If the package is only addressed, the word **ADDRESSED** is sufficient.

-If there are no shipping marks, "**No marks**" or "**Unmarked**" should be entered.

-Number and type of packaging used: This relates to the number of cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment. With the use of containerisation the entry may merely refer to a container number, commonly (although not always) combined with the seal number. The number of packages should not contradict any detail shown on the marks and numbers.

-If goods are shipped in bulk or unpacked the C/O should be marked "Unpacked" or "Loose" or "In bulk".

-The goods must be described by their commercial goods description. Trade or brand names are not allowed.

e.g. <b>Hoover</b>	<b>✗</b>
<b>Hoover – Vacuum Cleaner</b>	<b>✓</b>
<b>Vacuum Cleaner</b>	<b>✓</b>

-If there is not enough space on the C of O to describe the goods adequately, a detailed invoice must be attached to the Certificate. You can then give a general description of the goods, followed by the words "**as per invoice number ... dated ...**"

-Please note that the following are not permitted on a Certificate of Origin

-Political boycott statement

-“Said to Contain” or “STC”

-any negative statement

-To ensure that no additional information can be added to Box 6 after it has been issued, Applicant's MUST rule off after the last entry.

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#### **BOX 7 – Quantity**

-Either Gross or Net weight or other units of measurement can be shown in this box - please note that units of weight or measurement **MUST** be in **metric**.

-If the weights nor the measurements are known, the exact number of each item must be used.

-Please ensure that your export invoice backs up the accuracy of the information that you put in this box.

#### **N.B. Ruling off**

-A horizontal and diagonal line (to make a Z shape) **MUST** be drawn through boxes 6 and 7 immediately below the last entry.

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#### **BOX 8 - Application Copy (the Pink)**

-You must state the place and date of the 'signature of the applicant'.

-Please note that the person signing the form **MUST** appear on the Chamber's copy of your Authorised Signatory list. If the person does not appear on this list, the Chamber cannot certify your C of O.

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#### **BOX 9 - Application Copy (the Pink)**

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

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#### **REVERSE OF THE APPLICATION (the Pink)**

-The reverse of the pink copy certificate of origin forms an important part of the application and undertaking by the applicant and **MUST** be completed. Unfortunately this requirement is sometimes overlooked or completed incorrectly. The correct procedure is done by the applicant ticking the box appropriate to the goods declared and providing the necessary supporting documents or information as stated in the declaration.

1. **Where the goods are wholly of United Kingdom origin.** This relates to UK raw materials or goods manufactured from UK raw material. Evidence is usually attached in the form of an exporter's invoice to the consignee.

2. **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.

3. **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.

-The name and address of the manufacturer **MUST** always be provided. If the manufacturer is overseas, proof of origin **MUST** be provided. The Chamber cannot certify a C of O without this evidence.

#### **OTHER POINTS TO NOTE**

-The Chamber will not issue a C of O containing any negative declaration  
e.g. the goods are not of a particular origin

-Nor will the Chamber issue a C of O containing any statements relating to any political boycotts

-The C of O must not contain any erasures or superimposed corrections. Alterations should be made by crossing out the wrong entries and adding the correct entry as required. All alterations should be initialled by the applicant and endorsed by the Chamber.

-In order for the Chamber to process your export documentation, you must lodge a Formal Undertaking and a list of Authorised Signatories with us.