

## Guidance on completing European Certificate of Origin

The applicant should have completed a Formal Undertaking and read a copy of the Rules for the issue of a Certificate 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.

Certificates of Origin should always be provided with the exporter's invoice plus other relevant back-up information as required.

The documents submitted must not contain erasures or superimposed corrections.

Alterations may only be made by crossing out entries as necessary. Any such alterations must be initialled by the person making them and will be authenticated by the Cumbria Chamber of Commerce and Industry.

Submission of Documents When documents are submitted to the Chamber for Certification, the minimum requirements are (a letter of credit or customer may request certification of additional copies).

1. Original Certificate of Origin
2. Copy Invoice (with original signature)
3. Yellow Copy Certificate of Origin.
4. Pink Application (with original signature).

For any other documents - Original and 1 photocopy and full instructions.

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

### **Box 1: Consignor**

This box must indicate the name and address of the UK exporter.

### **Box 2: Consignee**

Show full name and address of the overseas receiver of the goods shipped.

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

The name of the country the goods were manufactured in. This is most important as the origin description is the prime function of the certificate.

The EC rules provide that goods that originate in the Community should be designated as of "European Community" origin. The rules also provide that where the needs of the trade require, this statement can be amplified to indicate the individual state of the EC e.g. "European Community - United Kingdom". When goods are manufactured or produced by processes performed in two or more member states of the EC the rules specify that the goods must be designated simply as of "European Community" origin without further amplification.

Another issue, which should be noted, is that substitution of "England", "Scotland", "Wales" or "Northern Ireland" for United Kingdom is not acceptable. Where, for commercial reasons, such detail is required this should be done by adding to the correct designation e.g. "European Community - United Kingdom (Scotland)".

For goods of non-community origin the correct designation is the name of the country of origin concerned. Reference to an economic grouping of countries, e.g. EFTA, or a vague geographical region, e.g. Western Europe, is not acceptable.

Abbreviations are not acceptable. Use of "EC -UK" is not permitted because such abbreviations do not translate effectively. Similarly, combinations of abbreviations and full entries are not acceptable i.e. "EC - United Kingdom" or "European Community -UK". In all cases the origin must be clearly stated in full.

For goods of multiple origin, if there is insufficient space in **Box 3**, 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**.

#### **Box 4: Transport Details (optional)**

This optional box may be left blank by the applicant if so desired. In normal practice it is usual to show the mode of transport used e.g. Sea freight, Airfreight, Road or Rail.

If the consignment is carried out by different or multi-modal methods of transport, the entry "Mixed Transport" should be used.

The method of transport is unknown, the entry "Earliest Available Transport" should be inserted.

The name of the carrying vessel may be required instead of a reference to "Seafreight", this is perfectly acceptable provided that the applicant understands that any substitution of the named vessel by another will involve resubmitting the C/O for alteration approval.

#### **Box 5: Remarks**

This box was deliberately left as a spare space by the EC when the format of the form was last revised. Although no entry is required in this box there is no objection to allowing use of this box. This occurs in one of two ways. These are:

- a) When the issuing body needs to endorse the certificate in some way. The most frequent endorsement relates to a Certificate that is issued to cancel and replace a previously issued Certificate.
- b) When the applicant is required to include in the certificate information that is additional to the normal requirements of the form but which is relevant to the exportation concerned. There are several examples of this type of endorsement. One of the most common is a reference to a Letter of Credit number and the name of the bank issuing the Letter of Credit. Another common entry is a reference to an import licence number granted by the Country of destination. Information outside the Chambers knowledge such as Customers Order Number, Letter of Credit Number etc., maybe included if required and preceded by the words "Consignors Statement".

#### **Box 6: Item number, marks and kind of packaging: description of goods**

This box covers the goods actually being exported and requires the applicant to provide certain information for the purpose of consignment identification. This information takes

the form of marks and numbers, number and type of packing used, description of the goods and, where appropriate, item numbers.

Marks and Numbers, this refers to the actual marks and numbers stencilled or otherwise affixed to the packages being shipped. Usual practice is for such marks to be a combination of:

- i) lead marks, which serve to identify either consignor or consignee;
- ii) port marks which identify port, airport or other place of destination, e.g. inland clearance depot;
- iii) any reference or order number required by the contract, usually a combination of letters and numbers; and
- iv) the actual package numbers, e.g. 1 of 1, 1-10, 1/15, 1-13 of 13.

Goods are shipped without marks, the C/O should show the word 'Unmarked'. The packages are merely addressed to the consignee, the C/O should show the phrase 'Fully addressed'.

Number and type of packing used. This relates to the number of cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment. With the increasing use of containerisation rather than conventional cargo the entry may merely refer to a container number or a series of container numbers. Often details of containerised consignments are supplemented by reference to the seal numbers used when such containers are finally sealed after loading. For conventional cargo the type of packing used must be specified. The number of packages should in all cases agree with the numbers shown on the marks and numbers.

Goods are shipped in bulk or unpacked, the C/O should be marked "Unpacked" or "Loose" or "In bulk".

Description of the Goods. The goods must be described by their usual trade description. This should be in sufficient detail to clearly indicate the nature of the goods and should not be vague or general, e.g. spare parts, nor should it solely be given by reference to a trademark or brand name.

To ensure that nothing can be added to the C/O after it has been issued, all unused space in **Box 6** should be crossed through. This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space.

Occasionally the space in **Box 6** is insufficient to include the extensive descriptive detail required. This usually occurs when the C/O covers consignments of multiple goods that need to be specified individually. When this occurs the applicant must either: - i. use two or more C/O forms according to the space required. The serial number of the second form and any subsequent forms must be deleted and replaced by the serial number of the first set used.

This alteration should be verified by use of the alteration approved stamp. Each form must also bear the number of forms which comprise the C/O in total e.g. Page 1 of 3, page 2 of 3, page 3 of 3 etc.. The originals of all the sets used should be stapled together, as should the copy certificates and applications thus forming one multi-sheet certificate; or ii. firmly and permanently attach a copy of the export invoice to each sheet of the C/O set.

In this case the C/O must contain a general description of the goods in **Box 6** followed by the phrase "According to the attached invoice number..... dated ....." In such cases, the issuing body should check whether there is a requirement in the country of destination for the invoice to be signed. If this is the case such invoices as are attached to the C/O must be duly signed by an authorised official of the invoicing company.

In any event the original invoice should not be attached as such attachments comprise part of **Box 6** of the certificate and do not serve a dual function. To ensure that such attachments cannot be substituted the issuing body should stamp all sheets of the invoice with the certification stamp and endorse the C/O number on the invoice so attached.

When Certificates are presented for multiple goods and there is sufficient space in **Box 6** to complete the entry each different description must be clearly itemised and numbered Item 1, Item 2 etc. as part of the description in **Box 6**. Where multiple goods are of varying origins the origin in box 3 should be related to the individual items e.g. Item 1 European Community United Kingdom; Item 2 United States of America etc. If the entry "As shown in **Box 6**" is used in Box 3 the itemised description of the goods in **Box 6** must also include the country of origin.

#### **Box 7: Quantity**

The gross and nett weight should be shown in this box. Other appropriate weights will be accepted e.g. Litreage.

#### **Box 8:**

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

#### *Pink Application Copy*

The application copy should be an exact copy of the original Certificate of Origin, and should be signed and dated by one of the applicant company's nominated/authorised signatories in the bottom right hand corner.

The Chamber of Commerce with a copy of the exporters' invoice will retain the application copy after the document has been checked 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 case of agents applying on behalf of consignors, the Chamber requires a letter of authority from the agents' principal.

#### **Reverse**

This forms part of the application and undertaking signed by the applicant in **Box 8** on the application form and must be completed. This is done by the applicant ticking the box appropriate to the goods in question and providing the necessary supporting documents as required. There are three boxes to choose from:

1. Where goods are wholly of United Kingdom origin. This relates to goods manufactured in the UK from materials or components of UK origin (see paragraph 5.1(a));
2. Where goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to in the U.K. The essential rule in these cases is to ascertain, from the origin rules, what 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 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 declaration. Such supporting evidence must be attached to the application and made available for examination.

**Where **Box 2** has been selected the Consignor should also include a brief description of the process of manufacture.**

**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 claims to this. It should be especially noted that waste or scrap products derived from any manufacturing operation in this country and articles collected in the country which are fit for the recovery of raw materials are regarded as wholly originating in that country.