

<p>1 Consignor</p> <p>Box 1 – Must be United Kingdom company name and address. For exporters not based in the UK: enter name and address of their UK representative “For and on behalf of” name and address of foreign exporter (only valid for exporters based within the EU)</p>	<p>No. FJ</p>	<p>ORIGINAL</p>
<p>2 Consignee</p> <p>Box 2 – Show the name and address of the overseas consignee. If consignee is not known, enter: “To order” and the country of destination. If payment is by Letter of Credit you can show only the foreign bank name and address and “Notify Party”</p>	<p>EUROPEAN COMMUNITY</p> <hr/> <p>CERTIFICATE OF ORIGIN</p>	
<ul style="list-style-type: none"> • CONSIGNOR AND CONSIGNEE DETAILS MUST MATCH WITH COMMERCIAL INVOICE SUBMITTED TO WATFORD CHAMBER • PRO-FORMA INVOICES ARE NOT ACCEPTABLE 	<p>Box 3 (Country of Origin) – For goods made in this country insert: European Community – United Kingdom (neither may be abbreviated). For goods made in other EU countries insert European Community and the country name in full. If goods have been imported from outside the EU and are now being re-exported, show the name of the country from which were imported e.g. Japan</p>	
<p>4 Transport details (Optional)</p> <p>Box 4 – Optional, but completion of the mode of transport is strongly recommended e.g. sea freight, airfreight, road or rail. Where international transport is by more than one means “mixed transport” may be shown. If means of transport is not yet known “earliest available transport” is acceptable.</p>	<p>5 Remarks</p> <p>Box 5 – Optional, but Customer’s order Number, Letter of Credit number, Commercial Invoice number etc... may be included if required. The Chamber will require evidence as to the accuracy of such additional details (i.e. copy of any such document will have to be submitted).</p>	
<p>6 Item number; marks; numbers, number and kind of packages; description of goods</p> <p>Box 6 – A full commercial description of the goods is required. This should indicate the nature of the goods and not be vague or general e.g. “spare parts for automobile breaking systems” rather than just “spare parts”. However, when there is not enough space on the form to describe the goods adequately, it is then permissible to give a general description followed by the words “As per Invoice Number xxxxxxxx”.</p> <p>Trade names or catalogue references are not acceptable (i.e Marmite would have to be stated as “yeast extract”). For medicines or chemicals, enter the product name and its use i.e: Pharmaceutical products / medicines (Penicillin tablets ip 400mg) Product use: antibiotic</p> <p>Shipping marks and numbers must be shown in this box or if the package is only addressed the word “fully addressed” is sufficient. If there are no shipping marks the word “unmarked” must be shown. You must also describe how the goods are packed (e.g. boxed and palletised).</p>	<p>7 Quantity</p> <p>Box 7 – Gross or net weight in kilos must be shown here. Other units of measurement e.g. volume or number of items which would indicate exact quantities may be used when customary.</p> <p>Watford Chamber will require evidence as to the accuracy of such details i.e. invoice, packing list, shipping document will have to be provided.</p>	
<p>NB: ANY AMENDMENTS/CORRECTIONS MUST BE INITIALED BY THE APPLICANT AND ENDORSED BY THE WATFORD & WEST HERTS CHAMBER OF COMMERCE USING THE WATFORD CHAMBER ALTERATION APPROVED STAMP.</p>		
<p>RULING OFF: - A horizontal line MUST be drawn immediately below the last entry as per example below.</p>		
<p>8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3</p>		
<p>WATFORD CHAMBER OF COMMERCE & INDUSTRY</p> <p>Box 8 – Watford & West Herts Chamber Stamp and Signature of Certifying officer only.</p> <p>DO NOT WRITE IN THIS BOX ON ORIGINAL (beige colour) AND COPY (yellow colour) CERTIFICATES.</p> <p>YOU MUST, HOWEVER, SIGN BOX 8 ON APPLICATION (pink colour) PAGE – the signature on the application form MUST be a handwritten original signature and MUST be followed by name in BLOCK CAPITALS</p>		
<p>Place and date of issue: name, signature and stamp of competent authority</p>		



BOX 3 – GOODS ARE OF FOREIGN ORIGIN (I.E. MANUFACTURED OUTSIDE UK)

CAUTION: you must provide WCCI with proof of foreign origin i.e. copy of foreign certificate of origin, copy of manufacturer's invoice or declaration

BOX 2 – GOODS ARE OF UK ORIGIN BY VIRTUE OF SUBSTANTIAL PROCESSING THAT TOOK PLACE IN THE UK.

The process of manufacture will be sufficient to satisfy origin rules for most goods. However, some goods such as textiles may be subject to more specific origin rules (Please refer to ORIGIN RULES for further information)

BOX 1 – UK GOODS WHOLLY PRODUCED FROM UK RAW MATERIALS OR COMPONENTS (such as meat farmed in the UK, vegetables grown in the UK, fish caught in the UK waters, minerals excavated in the UK)

CAUTION: Most manufactured goods contain some component parts manufactured overseas; Box 2 is often the most appropriate.

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:

1. The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from 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 the virtue of the economically justified substantial process which has occurred in the United Kingdom as indicated below.
3. 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.)

THE NAME AND ADDRESS OF THE MANUFACTURER MUST BE SHOWN HERE

- If manufacturer details are shown in box 6 on the certificate, then it is sufficient to state "As listed in BOX 6"

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)

CAUTION: EVIDENCE REQUIREMENTS

FOR GOODS OF **UK** ORIGIN: it is sufficient to enter name and address of UK manufacturer above

FOR GOODS OF **FOREIGN OR NON-UK** ORIGIN: the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support his declaration of origin by producing:

- A Certificate of Origin of a responsible body in the country of export, OR
- A copy of the invoice from the manufacturer, OR
- A declaration by the actual producer or manufacturer of the goods, OR
- A copy of the import entry against which the goods were cleared by H.M Revenue and Customs

WE CANNOT ACCEPT CERTIFICATES WITHOUT:

1. **BOX 8 ON THE APPLICATION FORM BEING SIGNED**
2. **ORIGIN DECLARATIONS BEING COMPLETED BY TICKING APPROPRIATE BOX**
3. **EVIDENCE SUPPLIED AS NECESSARY (FOR NON-UK GOODS)**

CERTIFICATES OF ORIGIN PRESENTED FOR CERTIFICATION TO THE WATFORD & WEST HERTS CHAMBER OF COMMERCE MUST BE ON THE OFFICIAL ORIGINAL FORMS WHICH WERE OBTAINED FROM THE WATFORD & WEST HERTS CHAMBER OF COMMERCE – WE CANNOT ACCEPT PHOTOCOPIES

NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS

Box 3 Country of Origin

- (i) For goods of European Community origin insert "European Community". Where all goods originate in a particular Member State of the Community, (or several Member States) the words "European Community" may be supplemented by the name of the Member State (or the Member States concerned), thus "European Community-United Kingdom" or "European Community-United Kingdom, France", etc. as applicable.
- (ii) For goods of non-Community origin insert the name of the individual country of origin. Do not use area groupings such as the European Free Trade Association (EFTA)
- (iii) Where a certificate includes goods of more than one origin, it is permissible to insert in Box 3 the words "As shown in box 6" and to indicate the country of origin clearly against each item listed in Box 6.

Box 4 Transport details

Although completion of this box is not essential, it is strongly recommended to state the means of transport in order to facilitate identification and association of the Certificate with the consignment of the goods to which it relates.

Box 7

State quantity expressed in gross or net weight or other units or measure.

Box 8

The signature on the application form must be a handwritten original signature unless the certificate is produced by an approved electronic system. Applicants must NOT sign Box 8 on the Original or Copy Certificates.

RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN AND THE APPLICATION FOR SUCH CERTIFICATE

1. The form shall be completed in typescript in one of the official languages of the Community or, depending on the practice and requirements of the trade, in any other language. If prepared in a foreign language an English translation is required.
2. The certificate and the application must not contain erasures or superimposed corrections. Alterations are to be made by crossing out the erroneous entries and adding the correct entries as required. Any such alteration must be authenticated by the person making it and endorsed by the competent authorities.
3. A horizontal line must be drawn immediately below the final entry. Lines must be drawn through unused space to make any subsequent addition impossible.
4. If the needs of the export trade so require, one or more extra copies of this certificate may be made.