

# European Certificate of Origin

## INSTRUCTIONS

### **ORIGINAL – Shipment**

#### **Box 1 – Consignor**

State the full UK name and address (United Kingdom included, not abbreviated) of the person or company concerned. If completing the form on behalf of another company i.e. subsidiaries, please state your Company's full UK name and address, followed by 'ON BEHALF OF' and then the company's name and address. For freight forwarders or shipping agents see Box 9.

#### **Box 2 – Consignee**

State the full name and address of the company the goods are ultimately destined for. This must be the physical address the goods are delivered to, rather than an Invoice address i.e. stored at a warehouse.

#### **Box 3 – Country of Origin**

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 eg. "European Community - United Kingdom". When an item is 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.

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 or financial reasons e.g. Letter of Credit compliance, 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**

State the method of transportation.

#### **Box 5 – Remarks**

If necessary, state one of the following endorsements, otherwise leave blank.

##### **"Replacement"**

If you are applying for a replacement C/O i.e. the original was lost, we will need the completed C/O, with the following statement *'This Certificate cancels and replaces Certificate Number ..... issued .....(date of issue)'*.

##### **"Issued Retrospectively"**

If you are applying for a retrospective C/O i.e. shipment has already left, we will need the completed C/O, marked with 'ISSUED RETROSPECTIVELY. You will also need to provide evidence of the shipment having left i.e. Air Waybill

You can also add references to the terms of sale e.g. Letter of Credit, Order Reference etc.

#### **Box 6 - Description of goods etc.**

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:
  - lead marks, which serve to identify either consignor or consignee;
  - port marks which identify port, airport or other place of destination, e.g. inland clearance depot;
  - any reference or order number required by the contract, usually a combination of letters, numbers or symbols; and
- The actual package numbers, eg 1 of 1, 1-10, 1/15, 1-13 of 13.
- If Goods are shipped without marks, then C/O should show correct wording, either 'Unmarked' or 'No Marks'.
- If the packages are merely addressed to the consignee, the phrase 'Fully addressed' or 'As Addressed Consignee' should be shown.
- 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 use of containerisation the entry may merely refer to a container number. Often details of containerised consignments have the addition of 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.
- If goods are shipped in bulk or unpacked then 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 trade mark or brand name E.g. 'Bisto' instead of gravy granules. It should appear as per the Commercial Invoice.

#### **Box 7 – Quantity**

You will need to state the Gross Weight and if necessary the Net Weight of the goods (must be metric). In addition to this, other measures of quantity can be added here aswell i.e 5 Pieces.

#### **Box 8 – Chamber**

Only complete pink Application copy. Date, sign and state name of applicant.

#### **Box 9 – Applicant (If not consignor)**

This is only applicable to freight forwarders or shipping agents who are authorized to complete export documents on behalf of an Exporter. A letter of authorization will need to be presented to the Chamber, completed by the Exporter declaring this. You will need to state you company name and full UK address.

#### ***COPY (YELLOW) – Exporter copy***

Provide a complete copy of the information stated on the Original

### ***APPLICATION (PINK) – Chamber copy***

Provide a complete copy of the information stated on the Original. You will need to sign and date at the bottom of the page.

On all 3 copies you must rule across Box 6 & 7 after the last entries.

### **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:-

- Where goods are wholly of United Kingdom origin. This relates to UK raw materials or goods manufactured from UK raw materials;
- 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;
- 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.

The manufacturers details will must be stated, and documentary evidence provided i.e. Commercial Invoice. Where goods are of Foreign Origin, please check with the Chamber what further evidence is required.

***All applications must be presented with a copy of the Commercial Invoice, and any other document(s) to support the information stated on the Certificate.***

***The Commercial Invoice should contain the following information:***

- Exporter Full Name & Address
- Importer Full Name & Address (Physical not postal address)
- Invoice Number & Date
- A declaration of the Country of Origin
- The expected Country of final destination
- Detailed and clear Description of Goods
- Quantity
- Shipping Marks and/or Numbers
- Number and kind of packages
- Gross and Net Weight, and Volume (if applicable). Metric only