



EUROPEAN CERTIFICATES OF ORIGIN - GUIDANCE ON COMPLETION

GENERAL INFORMATION.

- The European Community Certificate of Origin normally consists of a three-part set: 1 security patterned original, 1 yellow copy, and 1 pink application form.
- The original and copy are returned to the applicant, the Chamber retains the pink application form along with the export invoice which ***MUST*** accompany the Certificate
- If further (yellow) copies are required, they must be purchased separately and added to the set. Photocopies are not acceptable as official copies.
- The Certificate may be typed (remember – they are NOT carbonised) or hand-written in block letters.

Box 1 – Consignor

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

- Where an exporter requires his supplier to raise the certificate, box 1 should show the suppliers name and address and the phrase “***on behalf of***” followed by the exporter’s name and address.

The evidencing invoice from the supplier to the exporter must show the goods’ ultimate country of destination, or, if known to the suppliers, the name of the ultimate consignee.

Box 2 – Consignee

This box should show the name and address of the overseas receiver of the goods shipped. ***The Certificate of Origin is an export document and will never be issued showing a UK consignee.***

- Where the goods are to be shipped to someone other than the buyer, box 2 should be completed “***To the order of***” followed by the buyer’s name and address and “***For Dispatch to***” followed by the name and address of the receiver of the goods overseas.

Box 3 – Country of Origin

This is the most important section as the origin description is the prime function of the certificate.

- Goods that originate in the Community should be designated as of “European Community” origin, amplified to indicate the individual state of the EC e.g. “***European Community – United Kingdom***”.
- The substitution of “England”, “Scotland”, “Wales” or “Northern Ireland” is not acceptable. If this detail is required for commercial reasons it should be added to the correct designation e.g. “***European Community – United Kingdom (Wales)***”.
- For goods of non-community origin the correct designation is the name of the country of origin concerned. Reference to economic groupings like “EFTA” is not acceptable.
- Abbreviations like “EC – UK” are not acceptable. In all cases the origin must clearly be stated in full.





Box 4 – Transport Details

This box can be left blank although it is normal to show the mode of transport e.g. Sea freight, Airfreight, Road or Rail.

- If the method of transport is unknown, the entry “**Earliest Available Transport**” should be inserted.
- Substitution of “Sea freight” for a named vessel is perfectly acceptable, but if the named vessel changes the Certificate must be resubmitted for alteration approval.

Box 5 – Remarks

Although no entry is required, this box is most commonly used for:

- Endorsements which relate to a Certificate being issued to cancel and replace a previously issued Certificate.
- Reference to a Letter of Credit or import license number.

Box 6 – Item number, marks etc.

1. **Marks and Numbers** – The actual marks and numbers stenciled or otherwise affixed to the packages being shipped.
 - Where goods are shipped without marks the Certificate should show the word “Unmarked”.
 - Where packages are merely addressed to the consignee, the Certificate should show the phrase “Fully addressed”.
2. **Number and type of packing** – The number of containers, cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment.
 - Where goods are shipped in bulk or unpacked the Certificate should be marked “Loose” or “In bulk”.
3. **Description of the Goods** – The usual trade description of the goods in sufficient detail to clearly indicate the nature of the goods. Mere reference to “spare parts”, trademarks or brand names is not sufficient.
 - Where an exporter uses an insufficient description for commercial purposes, the normal trade description must be added so long as both descriptions used carry the same meaning.
 - All statements on Certificates must be made in positive terms. Thus, Certificates containing political boycott declarations that goods do not originate from blacklisted countries or sources are forbidden. The Certificate will be refused until the political boycott declaration has been removed.
 - Certificates containing the phrase “said to contain” or the abbreviation “STC” are prohibited.





Box 7 – Quantity

Most Certificates express the quantity in both nett and gross weights. If only one weight is given it must be clear whether it is the nett or gross.

- Other units of measurement can be used where more appropriate e.g. litres, metres, cubic dimensions or simple quantity.
- All such entries must be given using the metric system.

Box 8

No entry to be made on the Original and Copy Certificate by the applicant. However, the applicant **must** complete box 8 on the (pink) application copy with place, date and signature.

Box 9 (pink application form only)

To be completed with the name and address of any agent applying for a Certificate on behalf of an exporter. The agent is usually a freight forwarder/shipping company.

Reverse of pink application form.

Applicants should tick the box appropriate to the goods in question and provide the necessary supporting documents as specified on the form.

- For consignments of multiple origins more than one box can be completed as appropriate.

FURTHER NOTES.

- Replacement for lost Certificates** – Occasionally documents are lost in transit and the need arises for a replacement to be issued. Provided the details agree with first original the replacement can be granted with the following endorsement in box 5: **“This Certificate cancels and replaces Certificate Number 00000 issued(Date of Issue)”**.
- Duplicate Certificates** – Very occasionally an applicant may need more than one ‘original’ Certificate. This is permissible provided that:-
 - i) the numbers on all the ‘original’ documents agree with the first original;
 - ii) the facts are noted on the forms e.g. 1 of 3 originals, 2 of 3 originals; and
 - iii) the facts are noted on the application form.
- Retrospective application for a Certificate** – There is no objection to a retrospective application so long as it is not an attempt to obtain a second Certificate for one consignment.
 - If more than one month has elapsed since the date of shipment, this shipment date must be shown on the Certificate.
 - The date of certification will match the issue date; the Certificate cannot be backdated to the date of shipment.

