



INSTRUCTIONS FOR THE PREPARATION OF THE UNITED KINGDOM CERTIFICATES OF ORIGIN

The Certificate should be completed in TYPESCRIPT and the Export Invoice must accompany the Certificate.

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

SECURITY PATTERNED ORIGINAL AND YELLOW COPIES

BOX 1	CONSIGNOR	Insert the full name and address (including country) of the UK exporter. The name and address of an EU multi-national company on its own will no longer be allowed in this box but can be issued "for and on behalf of" an overseas company.
BOX 2	CONSIGNEE	Insert the full name and address of the foreign recipient of the goods. If the consignment is made to order and the consignee is not known, then insert "To Order: For shipment to....." (the name of the country of destination)
BOX 3	COUNTRY OF ORIGIN	Insert the country of origin of the goods. UK Origin will be declared first followed by goods originating in the other countries in alphabetical order. As we are no longer in the European Union or the transition period we will no longer use either "European Community" or "European Union" in Box 3. United Kingdom must be shown in full.
BOX 4	TRANSPORT DETAILS	(Optional) Although the method of transport of the goods can be indicated, e.g. road, airfreight, seafreight etc. It is an box and therefore it can be left blank. Where more than one method of transport is being used insert "Mixed transport". We would recommend the name of vessels are not used unless it is required as part of a letter of credit, as vessels used can be changed prior to shipment.
BOX 5	REMARKS	This can be left blank unless the Replacement statement is required or any additional information e.g. Letter of Credit details need to be quoted. The Chamber will require evidence as to the accuracy of such additional details.

BOX 6	ITEM NUMBER MARKS NUMBERS NUMBER & KIND OF PACKAGES DESCRIPTION OF GOODS	<p>Insert the number and type of packages to be consigned e.g. 4 boxes, 3 bales, 5 cartons, etc., together with any shipping marks and numbers appearing on the packages. If the goods are not marked, then indicate "Unmarked" or "No Marks". If the goods consigned are not packed insert "unpacked". If the goods are simply addressed to the customer insert "fully addressed".</p> <p>Insert the description of the goods. This must be sufficient detail to clearly indicate the nature of the goods. Descriptions must not be too general, vague, ambiguous or solely given by trademark or brand name e.g. Spare parts or Hoovers or something similar.</p> <p>Should there be insufficient space in box 6 to describe all the goods adequately, then it is permissible to insert a general description of the goods followed by the phrase "as per Invoice number... dated...."</p> <p>After the final entry in box 6, the box should be ruled across and all unused space crossed through diagonally.</p> <p>If any doubt, please contact the Chamber for completion details.</p>
BOX 7	QUANTITY	<p>Insert gross and net weight in kilos. The weight can be shown in imperial, but a metric weight must also be shown. Should the weight be unknown, this detail may be replaced by other identifying particulars e.g. number of individual items, metres, litres etc.</p> <p>The Chamber requires evidence as to the accuracy of such details i.e. on invoice, packing list, shipping document,</p>
BOX 8		<p>These spaces are not completed by the exporter.</p>

		The exporter does not sign the original or the copies but only the application form (pink) – which is dealt with below.
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PINK APPLICATION FORM

BOX 8		<p>Insert the place and date of signature and sign.</p> <p>The name of the individual whose signature appears must be completed.</p>
BOX 9		<p>This box must be completed when the applicant is an agent(if not the consignor).</p> <p>The name and address must be shown in this box.</p>

REVERSE OF THE APPLICATION

COMPLETION OF ORIGIN DECLARATION

The reverse of the application copy (pink) contains a declaration which must be completed giving details of the manufacture of the goods.

BOX 1

Should only be ticked where the goods are wholly of United Kingdom origin. This relates to UK raw materials or goods from UK raw materials.

(e.g., mined, farmed, fished)

CAUTION:

Most manufactured goods contain some overseas raw materials or component parts manufacturers overseas – Box 2 therefore is often the most appropriate.

BOX 2

Should be ticked where the goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to 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.

These can be provided by the Chamber upon request.

BOX 3

Is completed where goods are not United Kingdom origin.

The name and address of the manufacturer must always be given and, if the manufacturer is overseas, proof of origin must be provided. No Certificates will be accepted without completion of these declarations and accompanied by the appropriate requested evidence.