

How to Complete an Egyptian Certificate of Origin

The applicant must complete a Formal Undertaking and read a copy of the Standard Rules before submitting documents for certification.

The Certificate must be completed in typescript.

Certificates of Origin must be submitted with the exporter's invoice plus other relevant back-up information/evidence 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 East Lancs Chamber of Commerce.

Submission of Documents

Certification and Legalisation by the Egyptian Embassy

When documents are submitted to the Chamber for legalisation, the minimum requirements are (a letter of credit or your customer may request or require extra originals or copies to be certified).

1. Original - Certificate of Origin
2. 3 x Invoices (with original signature)
3. Yellow Copy - Certificate of Origin
4. Pink Application – Certificate of Origin (with original signature)
5. Evidence from the manufacturer if the goods have not been manufactured by your company

Certification by the Chamber of Commerce

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2. Invoice (with original signature)
3. Yellow Copy - Certificate of Origin
4. Pink Application - Certificate of Origin (with original signature)
5. Evidence from the manufacturer if the goods have not been manufactured by your company

For any other documents - original and one photocopy.

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.

Some exceptions to this may be:

A UK company has been requested by an overseas company to export goods and raise a Certificate of Origin - Box 1 will give the UK exporter's name and address and the phrase 'on

behalf of' followed by the name and address of the overseas seller. The exporter will present a copy of their export invoice also showing the overseas sellers details.

A subsidiary of a multi-national company is exporting goods from the UK but the multi-national has a centralised invoicing system based outside the UK - The name and address of the UK subsidiary should be entered in box 1 together with the phrase "on behalf of" followed by the name and address of the parent company. The parent company's export invoice to the consignee countersigned by the subsidiary showing that the goods are being shipped from the UK should be produced as supporting evidence.

A multi-national company carries out all of its export administration in the UK regardless of the country from which the goods are exported - Provided that it can be positively shown that the UK company is wholly responsible for the documentation pertaining to the exporter's business, it is permissible for box 1 of Certificates of Origin to refer only to the exporting company, but only if that company is within the European Community. This is the only instance in which the lack of a UK address in Box 1 will not lead to a document being returned to the applicant for amendment, with the companies' European Community address the only one shown.

An overseas company requests a UK Forwarding Agent to raise a Certificate on their behalf - The agent must supply a letter of authority to the Issuing Body from the overseas company authorising the agent to complete the Certificate of Origin on their behalf. Box 1 will state the UK agent's name and address followed by "On behalf of (name and address of the overseas company). The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

Box 2 - Consignee

This box should show the name and address of the overseas receiver of the goods shipped. Issuing bodies must ensure that an export of goods is clearly indicated. The C/O is an export document and must never be issued showing a UK consignee.

The name and address of the overseas receiver is not known and the goods are delivered to a UK port or airport on the instructions of a buyer who is consolidating several consignments into one shipment; or the goods will only be consigned to a named receiver once they are in transit or have arrived in the country of destination - Box 2 should state "To order" followed by the name of the country of destination. Supporting evidence should be the consignor's invoice to the buyer subject to its containing a clear declaration as to the ultimate country of destination.

The goods are to be shipped to someone other than the buyer but for contractual reasons a reference to the buyer is required - Box 2 should state "To the order of" followed by the buyer's name and address and "For Despatch to" followed by the name and address of the receiver of the goods overseas. If the overseas receiver is not known, the name and address of the buyer should be inserted following "For despatch to". Supporting evidence should be the consignor's invoice to the buyer subject to its containing a clear statement as to the overseas receiver or the ultimate country of destination as appropriate.

Box 3 - Country of Origin

This is most important as the origin description is the prime function of the certificate. A clear understanding of the EC origin rules is necessary to determine the acceptability of the applicant declaration.

A clear distinction must be drawn between the regulations in the Certification Manual which relates to non-preferential origin – certificates of origin, and the rules of origin applied under preference agreements. Preference rules of origin are primarily used in respect of the issue of Movement Certificates (EUR1 forms) and they are detailed in Customs Notices 827, 828 & 832 830, which are now found online only via HMRC.

Box 3 - Designation of Origin

1. 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 requires, this statement can be amplified to indicate the individual state of the EC eg. “European Community - United Kingdom”. If an item is manufactured or produced by processes performed in two or more member states of the EC, the goods must simply state of “European Community” origin.
2. 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. L/C compliance, such detail is required this should be done by adding to the correct designation e.g. “European Community - United Kingdom (Scotland)”.
3. 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.
4. 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.
5. For goods of multiple origin, if there is insufficient space, 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

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. Seafreight, Airfreight, Road or Rail. Applicants should be urged not to state specific transport details e.g. vessel name, sailing dates, flight numbers etc. as these could be subject to change which would mean resubmitting the certificate for amendment by the issuing body.

Box 5 - Remarks

This box is deliberately left as a spare space, although no entry is required in this box there is no objection to issuing bodies allowing use of this box. For example:

1. 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. In this instance the following wording should be used 5 “This Certificate cancels and replaces Certificate Number issued by (name of issuing body) on.....(date of issue)”.
2. The remarks box can also be used for any commercial information the applicant wishes to add, such as letter of credit detail, or information required by the consignee. It is important that the information contained in this box is shown on supporting documents.

Box 6 - Description of goods etc

This box covers the goods actually being exported and must contain sufficient information so as to identify the goods covered by the application. This information takes the form of marks and numbers, number and type of packing used, description of the goods and, if appropriate, item numbers.

1. Marks and Numbers: This refers to the actual wording or labels stencilled or otherwise affixed to the outside of the packages being shipped. In a number of cases these may simply state the packaging is ‘addressed’, or words to that effect, but it is also common practice for additional information to be shown, such as numbering, purchase order, or other additional detail pertinent to the consignment or sales contract.

If goods are shipped without marks then C/O should show ‘Unmarked’ or ‘No Marks’.

2. Number and type of packaging 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, commonly (although not always) combined with the seal number. The number of packages should not contradict any detail 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”.

3. 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’ would need to be supplemented with further detail, i.e BISTO GRAVY GRANULES

The exporter uses a description for commercial reasons does not meet these requirements - Such descriptions are permissible in addition to the normal trade description provided that the issuing body is satisfied that both descriptions used are capable of the same meaning E.g. ‘Bisto – gravy granules’.

The issuing body must ensure that the description used is fully consistent with the invoice details submitted with the application. e.g. if the price of the goods is shown on the C/O this must be checked with the supporting invoice to ensure agreement. The EC requires that all

statements on C/O's are made in positive terms rather than negative terms. Applicants must therefore declare what the goods are rather than what they are not. Negative statements are not permissible.

The C/O contains political boycott declarations that goods do not originate from blacklisted countries or sources - These are forbidden. The C/O should be refused until the political boycott declarations are removed either by deleting them from the C/O and approving the alteration or by submission of a new C/O omitting these declarations.

An agent submits an application which incorporates the qualifying phrase 'said to contain' or its abbreviation 'stc' - This is not allowed because it denies positive knowledge of the goods shipped. The exporter's agent must possess such knowledge in order to complete the application correctly. The phrase must be deleted from the C/O or a new C/O prepared.

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

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:-

- a) 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
- b) a copy of the export invoice will be sent with each C/O. The C/O must contain a general description of the goods in Box 6 followed by the phrase "As per invoice number..... dated" .

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 vast majority of C/O's include net or gross weights or both. If only one weight is given it should be clearly stated whether it is a net or gross weight. Weight is not the only means of measurement that can be inserted in Box 7 and in certain trades other units of measurement are more appropriate e.g. litres, metres, cubic dimensions or simple quantity. Issuing bodies should ensure that these entries agree with the supporting documents and that all entries are given in metric. It is possible to include imperial weights if this is requested by the consignee, but only if accompanied by the metric equivalent.

Box 8

Box 8 on the original and copy of the certificate of origin should not be completed by the applicant. This is the space reserved for the issuing body's use to authenticate the document once checking operations have been completed. On the application (pink) copy however, Box 8 must be completed by the applicant because this comprises the formal application for the document together with a declaration that the information given, whether in the body of the Certificate, or in response to information requests from the issuing body, including verbal requests, is correct. The applicant must complete the declaration by signing and dating it and must add the name of the signatory in block capitals to assist with identification. Issuing bodies must ensure that all signatures are of duly authorised personnel of the applicant and have been registered with the issuing body.

Box 9 (on the application form)

This box must be completed when the applicant is an agent of the exporter. In such cases the agent must show his name and address in this box. A specimen signature should be held on file by the Chamber.

The reverse of the application form

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 UK raw materials or goods manufactured from UK raw materials.
2. Where goods are of United Kingdom origin by virtue of the processing that the goods have undergone in the U.K. The essential rule in this case is to ascertain, from the origin rules, what process confirms originating status of 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 documents given in support of the declaration. Such supporting evidence must be attached to the application and made available for examination.

For Certificates to be certified by the Chamber only - insert the following:

In consideration of my/our application for the issue of Certificates of Origin and/or the certification of that date, I/we acknowledge that I/we will not hold the East Lancashire Chamber of Commerce responsible for the refusal of these documents by any Egyptian Chamber, Embassy, Customs Officer, other authority, negotiating banks or the consignee

Certain difficulties may be experienced in completing the reverse of the application. For example:

- a) Evidence. For United Kingdom origin goods the minimum requirement is the Certificate application and the supporting export invoice. Issuing bodies do, however, have the right to call for additional evidence whenever they deem this appropriate.

Such evidence is usually in the form of manufacturer's or processor's invoices to the consignor.

- b) Agents. Most agents will only be in a position, to provide a copy of the export invoice as a supporting document. This must contain a signed declaration of origin by the exporter. Should the issuing body require further evidence to be obtained this should be explained to the agent and, if necessary, obtained direct from the exporter.
- c) Multiple Origins. In applications involving multiple origins more than one box should be completed as appropriate.

Other problems with Certificates of Origin

Most C/O applications are straightforward and are quickly processed and issued. Certain situations do occur, albeit infrequently, when the normal processing routine has to be modified to accommodate special needs. These are as follows:

1. Replacements for lost certificates. In such cases the issuing body should compare the original application copy on file with the new replacement. Provided the details agree the replacement can be granted. The document should be endorsed in Box 5 "This Certificate cancels and replaces Certificate Number by (name of issuing body) on (date of issue)". If the details do not match, a suitable written explanation should be sought.
2. Errors in Certificates. Any alteration should be 'alteration approved' by the issuing body. If, however, the extent of the alterations on the form are such as to render it unintelligible the issuing body should refuse the Certificate and request a new application.
3. Mutilated Certificates. These should be refused in the same way as unintelligible certificates.
4. Duplicate Certificates. Occasionally an applicant may have a need for more than one 'original' Certificate, usually for presentation to a bank. This is permissible provided that:-
 - a) the numbers on all the 'original' certificates are amended to agree with the first original; and alteration approved
 - b) the facts are noted on the forms e.g. 1 of 3 originals, 2 of 3 originals etc.. Such notation should be given at the top of the forms or in box 5;
5. Backdating an application for a Certificate. There is no objection to backdating an application provided the issuing body has supporting evidence and they are satisfied that the application is in no way an attempt to secure a fraudulent Certificate.
6. Retrospective application for copy certificates. This is acceptable provided that the Original Certificate number is entered on the copies and the copies correspond precisely with the original. The copies can be dated with the same date as the original date of issue.

7. Retrospective Applications. Requests for Certificates of Origin to be issued retrospectively are acceptable. However, a copy of the transport document needs to accompany the Certificate.

NB: All Certificate of Origin applications must be accompanied by the export invoice for the shipment

Certification of Invoices and Other Documents

Issuing bodies are regularly requested to certify invoices, packing lists, declarations given by the exporter etc. In which case the Issuing Body can only certify the authenticity of the signature and must hold a specimen signature on file. They must also retain a copy for Chamber records.

The original invoice or other document must also indicate the country of destination of goods or the country of intended use.

In all cases the signature of the applicant on the document should meet the requirements of the country of destination. Increasingly, overseas authorities are prepared to accept facsimile or scanned signatures. In any case of doubt an original signature is always acceptable. Carbon copy signatures are not acceptable.

Multiple page documents the issuing body should authorise the signature on the relevant page. It is good practice to secure the pages with a staple.

Occasionally documents presented for certification bear a forward date. This is acceptable providing the certification is dated by the issuing body on the date the certification is given.

The document should be face checked for obvious errors or statements that are clearly false

Minor alterations to invoices or other documents presented for certification should be 'alteration approved' in exactly the same way as for a Certificate of Origin. Should such alterations be excessive in number or if they have significant impact on fundamental details e.g. marks and numbers, origin statements etc., the issuing body should require the applicant to prepare a fresh invoice.

Certificates issued under Own Letter Heading

These documents are not regulated by the Certification Committee, therefore preparation of such documents and any suggested text should be subject to scrutiny before its use is agreed.

However for guidance certifications should bear a unique reference number for recording and identification purposes; they must be dated on the date the certificate is issued; they must be signed by an authorised signatory of the issuing body and must also identify the overseas country of intended use of the certificate.

Issuing bodies must ensure that such texts as may be used on such certificates are confined to verifiable facts that can be evidenced if need be. It is imperative that issuers do not issue certificates containing mere opinion and conjecture.

In the majority of cases this is a straightforward matter. Examples of commonly requested certifications are:-

- a) that a company is a member of the issuer's Chamber.
- b) that a company is known to the issuer, is incorporated , and is lawfully engaged in a particular business;
- c) that a company is the proprietor of a trade mark or brand name;
- d) that a company is engaged in a specified contract; and
- e) certifications granted in support of a claim of Force Majeure by a company

However, there are certain circumstances that arise where certification cannot be granted because of the nature of the request involved.

The commonest examples of this are;-

- a) Documents containing negative statements of origin, or reference to a political boycott clause.
- b) Documents containing statements as to "100% national origin" or "pure national origin". Certification that 'Value' is correct is subjective.

In such cases, as with all other documents, the certification must be confined simply to authenticating the signature.