

Guidance on Completing United Kingdom Certificate of Origin

All certificates must be produced using the on-line eCert system. We can provide you with access just email info@ecert.co.uk in order to complete.

The applicant must complete a **Formal Undertaking** and read a **copy of the Standard Rules** for the issue of a Certificate of Origin before submitting documents for certification. These are located here <https://www.chamberelancs.co.uk/services/international-business/documentation/>

The Certificate should always be submitted with the exporter's commercial invoice plus other relevant back-up information/evidence as required.

All information detailed on the Certificate must be evidenced/mirrored on the commercial invoice or packing list.

The Certificate submitted must not contain discrepancies and we suggest printing draft copy prior to submission.

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

Box 1 – Consignor

This box must indicate the name and address (including country) of the UK exporter.

A UK company has been requested by an overseas company to export goods and raise a Certificate. 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 seller's details.

A subsidiary of a multi-national company is exporting goods from the UK, but the multinational 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 endorsed by the subsidiary showing that the goods are being shipped from the UK should be produced as supporting evidence.

Box 2 – Consignee

This box should show the name and address of the overseas receiver of the goods shipped.

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 be completed by insertion of "To order" followed by the name of the country of destination "For shipment..... (the name of the country of destination). Supporting evidence is provided by the consignor's invoice to the buyer subject to it 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 be completed "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 unknown, the name and address of the overseas country should be inserted following "For despatch to". Supporting evidence is provided by the consignor's invoice to the buyer subject to it containing a clear statement as to the overseas receiver or the ultimate country of destination as appropriate.

Box 3 – Country of Origin

Country of Origin rules follow non preference origin rules not preference (Trade Agreements).

This is most important as the origin description is the prime function of the Certificate. A full study of UK origin rules is required to enable issuers to determine the acceptability of the applicant's declaration. Additionally, a clear understanding of the rules is necessary to ensure that origin is clearly stated in the appropriate manner.

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.

Abbreviations are not acceptable UK is not permitted because such abbreviations do not translate effectively. 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 (optional)

This optional box may be left blank by the applicant if so desired. In normal practice it is usual to show the main mode of transport used e.g., Seafreight, Airfreight, Road or Rail.

Box 5 – Remarks

This box was deliberately left as a spare space by the UK unless the replacement statement is required. Although no entry is required in this box there is no objection to issuing bodies allowing use of this box.

The most frequent remark relates to a Certificate that is issued to cancel and replace a previously issued Certificate. In this instance the following wording should be used

"This Certificate cancels and replaces Certificate Number issued by (name of Issuing Body) on.....(date of issue)".

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 – Item number, marks and kind of packaging: description of goods

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.

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 **‘as addressed’** or **‘fully 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 the Certificate should show ‘Unmarked’ or ‘No Marks’.

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 Certificate should be marked “Unpacked” or “Loose Loaded” or “In bulk” and nett and gross weights the same.

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 trademark or brand name E.g., ‘Bisto’ would need to be supplemented with further detail, i.e., 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 Certificate this must be checked with the supporting invoice to ensure agreement. The phrase ‘as per invoice number... dated.....’ is to be added to this box.

The UK requires that all statements on the Certificate 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 Certificate contains political boycott declarations that goods do not originate from blacklisted countries or sources. These are forbidden. The Certificate should be refused until the political boycott declarations are removed either by deleting them from the Certificate and approving the alteration or by submission of a new Certificate omitting the offending declarations.

An agent submits an application which incorporates the qualifying phrase ‘said to contain’ or its abbreviation ‘stc’. This is prohibited 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 Certificate, or a new Certificate prepared.

To ensure that nothing can be added to the Certificate after it has been issued, all unused space in Box 6 should be crossed through. This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space.

Occasionally the space in Box 6 is insufficient to include the extensive descriptive detail required. This usually occurs when the Certificate covers consignments of multiple goods that need to be specified individually. When this occurs, the applicant must either:

- insert a general description of the goods followed by a phrase 'as per invoice number..... dated.....'
- use two or more Certificate 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 Certificate 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 multiset Certificate.

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 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.

To ensure that nothing can be added to the Certificate after it has been issued, all unused space in Box 6 should be crossed through. This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space.

Box 7 – Quantity

This serves as another means of linking the consignment with the Certificate. The vast majority of Certificate's include nett or gross weights or both. If only one weight is given it should be clearly stated whether it is a nett 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.

Box 8

On the Original and yellow Copy Certificate no entry is permitted by the applicant in Box 8. This is the space reserved for the issuing body to use to authenticate the document having completed its checking operations.

On the pink application form 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, 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.

Yellow Copy

The application copy should be an exact copy of the original Certificate as above.

Pink Application

The application copy should be an exact copy of the original Certificate and should be signed and dated by one of the applicant company's nominated/authorised signatories in the bottom right-hand corner.

The Chamber of Commerce will retain the application copy with a copy of the exporters' invoice after the document has been checked and issued.

Box 9 If the applicant is not the consignor, this box should be completed with the name and address of the applicant applying on the consignor's behalf and the Chamber requires a letter of authority from the applicant's principal.

Reverse of the Pink Application

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 goods manufactured in the UK from materials or components of UK origin.
2. 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.
3. 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.

Note: Many applicants tick box 1 listed above, which indicates that the goods are wholly of United Kingdom Origin. It should be noted that only goods such as mineral, vegetable, animal and fishery products can make claims to this. It should be especially noted that waste or scrap products derived from any manufacturing operation in this country and articles collected in the country which are fit for the recovery of raw materials are regarded as wholly originating in that country.

Certification of Invoices and Other Documents

The applicant is required to submit the original document for certification, together with any additional copies required, and one copy for retention by the issuing body.

The original invoice or other document must be signed, dated and identify the country of destination of goods or the country of intended use of the document.

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-

- Documents containing negative statements of origin, or reference to a political boycott clause. Such documents will contain a declaration on the lines of “The goods covered by this invoice are not of Israeli origin and the manufacturer is not a subsidiary or mother company of any company listed in the Arab boycott of Israel blacklist”.
- Documents containing statements as to “100% national origin” or “pure national origin”. Such statements are generally unverifiable and are more precise than would be required to establish a legitimate claim to a particular country of origin.

Certificates issued under Own Letter Heading

Such 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.

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

- that a company is known to the issuer, is incorporated, or otherwise constituted, and is lawfully engaged in a particular business.
- that a company is the proprietor of a trademark or brand name.
- that a company is engaged in a specified contract; and
- certifications granted in support of a claim of Force Majeure by a company.