



GLOBAL GROWTH

INVERNESS CHAMBER INTERNATIONAL

INSTRUCTIONS FOR THE PREPARATION OF THE EUROPEAN COMMUNITY CERTIFICATES

The Certificate should be typed. The Export Invoice on which the exporter has declared the country of origin of the goods **MUST** accompany the Certificate.

We MUST be able to verify ALL details contained within the Certificate of Origin by reference to the Export Invoice or other supporting document(s), including proof for foreign origin goods. (This includes the shipping marks, packing details, weights, mode of transport etc).

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

SECURITY PATTERNED ORIGINAL AND YELLOW COPIES

Box 1	CONSIGNOR	This box must indicate the name and address of the UK exporter. (i.e. the firm who will invoice the goods overseas). United Kingdom in full, must be stated as part of the address.
Box 2	CONSIGNEE	Show the name and address of the overseas consignee (ultimate delivery address). The Chamber will not issue a certificate unless it is clear that the goods are to be exported. Country of destination must be stated.
Box 3	COUNTRY OF ORIGIN	For goods made in this in this country insert: European Community – United Kingdom (neither may be abbreviated). For goods made in other Community countries insert the appropriate country name, if necessary. For example: European Community- Germany or other member country (or may be left as: European Community (if there are several member countries). However, if goods are being re-exported which were imported from outside the Community the name of the country will be shown in the usual way e.g. Japan. The following is an example of the correct format and wording: European Community – United Kingdom, Germany, France & Japan, USA
Box 4	TRANSPORT DETAILS	Optional, but completion of the mode of transport is recommended e.g. sea freight, air freight, road or rail.

		Where international transport is by more than one means “mixed transport” may be shown. EAT (Earliest Available Transport) is to be discouraged as it is not a recognised shipping term.
Box 5	REMARKS	Customer’s Order Number, Letter of Credit Number etc., may be included if required. The Chamber will require evidence as to the accuracy of such additional details. This may also be used to add “ISSUED RETROSPECTIVELY” or “THIS CERTIFICATE CANCELS AND REPLACES...”
Box 6	ITEM NUMBER: MARKS, NUMBERS, NUMBER AND KIND OF PACKAGES: DESCRIPTION OF GOODS	This box covers the goods actually being exported including certain information for the purpose of consignment identification. Shipping marks and numbers stencilled on the cases must be shown or if the package is only addressed as in the case of an airfreight or postal parcel it is sufficient to show the phrase “Fully addressed”. For goods shipped without marks insert “unmarked”. Number and type of packaging used relates to the number of cartons, crates, pallets etc that comprises the consignment. If goods are shipped in bulk or unpacked insert “unpacked” or “loose” or “in bulk”. For containerisation merely refer to the container number(s). The goods must be described by their usual commercial description, for each item. This must indicate the nature of the goods and not be vague or general e.g. spare parts. Trade names or catalogue references or brand names are not sufficient. However where there is not enough space on the form to describe the goods adequately, you may attach a copy of the signed export invoice to the Certificate and to the application form. It is then permissible to give a general description of the goods and the words “as per Invoice No..... dated.....” to complete the description of items. The wording SAID TO CONTAIN or APPROXIMATELY is not allowed. Political Statements such as Israeli Boycott are not allowed.
Box 7	QUANTITY	Gross or net weight in Kilos should be shown here. Other units of measurement e.g. volume or number of items which would indicate exact quantities may be used when customary. The Chamber requires evidence as to the accuracy of such details i.e. on invoice, packing list, shipping document.
Box 8		These spaces are not completed by the exporter. The exporter does not sign the original or the copies but only the application form (pink) which is dealt with below. N.B Ruling Off: A horizontal line must be drawn immediately below the last entry. Lines must be drawn through unused space to make any subsequent addition impossible. N.B Alterations: Alterations are to be made by crossing out the incorrect entry and adding the correct entry as required. Correction fluids should not be used. Any such alteration must be initialled by the person making it and endorsed by the Chamber.

PINK APPLICATION FORM

The application copy will be retained by the Chamber. The following additional information must be inserted.

Box 8	Insert the place and date of signature and sign. Signature must be as per the formal undertaking and cannot differ in style. The name of the individual whose signature appears must be typed or written in block letters as well as the signature itself. If the certificate is completed by a commercial agent such as a freight forwarder box 9 must also be completed.
Box 9	If the certificate is signed in Box 8 by someone other than the consignor insert the name and address of the company (or person) concerned. If there is an agency relationship this should be shown e.g. as agents.

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. This **MUST** be completed in all cases and the necessary evidence of origin for the goods inserted as instructed on the form. Yellow copy is your copy, Original- client document.

Box 1 will only be ticked where the goods are **wholly of United Kingdom origin**. This relates to UK raw materials or goods manufactured from UK raw materials.

CAUTION: Most manufactured goods contain some overseas raw materials or component parts manufactured overseas; box 2 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 of 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.

OTHER NOTES

APPLICATION BY
A FORWARDING
AGENT

In addition to the statement of origin made by the agent on the reverse of the application the signed export invoice must include a statement by the Consignor as to the name and address of the manufacturer. If the goods are manufactured by themselves, the words "of our manufacture" should be included. The agent **MUST** be authorised to complete certificate of origin applications on the consignor's behalf and provide a copy of their authorised letter to this effect.

APPLICANTS
RECORDS

Applicants should keep a record of the date of their signature as entered on the application, together with the serial number printed on the certificate. Without these details it will not be possible to issue replacement certificates in the event of loss. Applicants are strongly urged to retain a photocopy of the Certificate of Origin application.

For further information, contact 01463 228387 or email april@inverness-chamber.co.uk