

EUROPEAN COMMUNITY CERTIFICATE OF ORIGIN COMPLETION GUIDE


INTERNATIONAL
TRADE SERVICES

The Certificate of Origin comprises of a three-part set as seen below:

1. The original certificate (white coloured sheet printed in cream)
2. Copy of certificate (yellow sheet)
3. The certification application form (pink sheet) which will be retained by the Chamber.

Instructions for the completion of the European Community Certificate of Origin are outlined on the pink application form.


PAGE 1

1 Consignor	No. FJ 976465	ORIGINAL
2 Consignee	EUROPEAN COMMUNITY <hr/> CERTIFICATE OF ORIGIN	
4 Transport details (Optional)	3 Country of Origin	
	5 Remarks	
6 Item number; marks; numbers, number and kind of packages; description of goods		7 Quantity
<p>8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3</p> <p style="text-align: center;">GREATER MANCHESTER CHAMBER OF COMMERCE</p> <div style="text-align: right;">  </div> <p style="font-size: small;">Place and date of issue: name, signature and stamp of competent authority</p>		
<p style="font-size: x-small;">DTI/XP 13026 Mercury Print & Packaging Ltd, Leeds</p>		

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INTERNATIONAL
TRADE SERVICES

PAGE 2

1 Consignor	No. FJ 976465	COPY
2 Consignee	EUROPEAN COMMUNITY <hr/> CERTIFICATE OF ORIGIN	
4 Transport details (Optional)	3 Country of Origin	
6 Item number; marks; numbers, number and kind of packages; description of goods	5 Remarks	
8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3 GREATER MANCHESTER CHAMBER OF COMMERCE Place and date of issue: name, signature and stamp of competent authority	7 Quantity	
		

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PAGE 3

Box 1 - Enter full name, address and country of exporter

Box 2 - Enter the full name and address of the importer. If the products are made to order or the importer is unknown insert 'To order. For shipment to ...'

Box 3 - Enter the country of origin/country of manufacture. For goods of European Community origin insert 'European Community'. Where all goods originate in a particular Member State of the Community, (or several Member States) the words 'European Community' may be supplemented by the name of the Member State (or the Member States concerned), thus 'European Community-United Kingdom' or 'European Community-United Kingdom, France', etc. as applicable.

Box 4 - Enter the transport details (optional)

Box 5 - This should be left blank unless a duplicate, retrospective or replacement is required

Box 6 - Enter the description of goods (e.g. computer), as well as any identification marks and numbers on packages. If they are not marked, put 'no marks and numbers.' The quantity shown must be the quantity stated on the invoice, for example 50 cartons on 5 pallets.

Box 7 - Enter the gross or net weight of the product.

Box 8 - Enter the place where the application is being signed, date and name of the person signing the application

Box 9 - Should be completed if agent applies for certificate.

PLEASE READ THE RULES AND NOTES OVERLEAF BEFORE COMPLETING THIS FORM

1 Consignor (Name, or name of firm, and full address).		No. FJ 976465	APPLICATION
2 Consignee name and address, if not known state 'To Order for shipment to (country of destination)'.		EUROPEAN COMMUNITY	
3 Country of Origin ("European Community" or country of origin concerned, see overleaf)		CERTIFICATE OF ORIGIN	
4 Transport details (Optional)	5 Remarks		
6 Item number; marks; numbers, number and kind of packages; description of goods (For goods not packed indicate number or "in bulk")		7 Quantity (expressed in gross or net weight or other units of measure)	
<p>8 I, the undersigned,</p> <ul style="list-style-type: none"> - APPLY for the issue of a certificate of origin indicating that the goods described above originate in the country shown in box 3. - DECLARE that the particulars given in this application and the supporting documents and information furnished to the competent authorities with a view to the issue of this certificate are correct, that the goods to which such documents and information relate are those in respect of which this application is made, that the goods fulfil the conditions laid down by the rules concerning the common definition of the concept of the origin of goods - UNDERTAKE to furnish, at the request of the competent authorities, such additional information and supporting documents as may be required for the issue of the certificate. 			
9 Applicant (if not the consignor)		Place and date	Signature of the applicant The signature must be followed by the name in block capitals

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PAGE 3B

Disclaimer - to be completed in block capitals

Option 2 will cover the majority of UK origin exports if the goods are foreign origin, you must provide evidence

TO BE COMPLETED IN BLOCK CAPITALS

The applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of the declaration. Tick appropriate box/boxes below and supply the additional information in the space provided:

1. The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from materials or components by the company named below.
2. The goods whilst not comprised wholly of United Kingdom components or materials are entitled to be considered as of United Kingdom origin by the virtue of the economically justified substantial process which has occurred in the United Kingdom as indicated below.
3. The goods are of foreign origin as proved by the documents attached to this application as per Standard Rules (e.g. foreign certificate of origin, certified invoice, customs declaration or other documents.)

.....
.....
.....

Insert above either: name and address of manufacturer
name and address of processor with description of process(es) or
name and address of foreign manufacturer (attach proof of origin as per Standard Rules)

NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS

Box 3 Country of Origin

- (i) For goods of European Community origin insert "European Community". Where all goods originate in a particular Member State of the Community, (or several Member States) the words "European Community" may be supplemented by the name of the Member State (or the Member States concerned), thus "European Community-United Kingdom" or "European Community-United Kingdom, France", etc. as applicable.
- (ii) For goods of non-Community origin insert the name of the individual country of origin. Do not use area groupings such as the European Free Trade Association (EFTA)
- (iii) Where a certificate includes goods of more than one origin, it is permissible to insert in Box 3 the words "As shown in box 6" and to indicate the country of origin clearly against each item listed in Box 6.

Box 4 Transport details

Although completion of this box is not essential, it is strongly recommended to state the means of transport in order to facilitate identification and association of the Certificate with the consignment of the goods to which it relates.

Box 7

State quantity expressed in gross or net weight or other units or measure.

Box 8

The signature on the application form must be a handwritten original signature unless the certificate is produced by an approved electronic system. Applicants must NOT sign Box 8 on the Original or Copy Certificates.

RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN AND THE APPLICATION FOR SUCH CERTIFICATE

1. The form shall be completed in typescript in one of the official languages of the Community or, depending on the practice and requirements of the trade, in any other language. If prepared in a foreign language an English translation is required.
2. The certificate and the application must not contain erasures or superimposed corrections. Alterations are to be made by crossing out the erroneous entries and adding the correct entries as required. Any such alteration must be authenticated by the person making it and endorsed by the competent authorities.
3. A horizontal line must be drawn immediately below the final entry. Lines must be drawn through unused space to make any subsequent addition impossible.
4. If the needs of the export trade so require, one or more extra copies of this certificate may be made.