

How to Guide to Complete an UK Certificate of Origin

The Certificate of Origin (C of O) should be completed in typescript. Handwritten documents are not permitted. The export invoice **MUST** accompany the C of O. The boxes on the C of O should be completed as follows:

BOX 1 - Consignor

There must always be a reference in the consignor box to a UK party. The name and address of the UK exporter should appear here, irrespective of whether the exporter himself is making the application for the certificate or whether an agent on his behalf is applying it.

On occasion it may be necessary for a Certificate to be made by a UK supplier of export goods for which the supplier's customer will be the "Consignor" to an overseas Certificate of Origin. If the Chamber is satisfied with the necessity, such application will be accepted provided that the entry in box 1 shows the facts, e.g. a composite entry of the supplier's name and address, "on behalf of" and then the name and address of the exporter.

Problem A	Solution
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.
Problem B 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	Solution 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.
<p>Problem C</p> <p>An overseas company requests a UK Forwarding Agent to raise a Certificate on their behalf.</p>	<p>Solution</p> <p>The agent must supply a letter of authority to GMCC 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 GMCC will authenticate the agent's signature.</p>

BOX 2 – Consignee

This box should generally show the name and address of the overseas receiver of the goods. The Chamber will not issue a certificate unless it is clear that the goods specified in it are to be exported.

Where goods are not being despatched by the exporter directly to the foreign destination but, instead, are being delivered into the possession of a UK based buyer or representative, it is generally appropriate for the latter to apply for the Certificate of Origin – as the actual exporter. When the goods are being sent to a different destination from the name and address to which the invoice is addressed, e.g. when the purchaser has requested the goods to be delivered directly to a customer to whom he has already re-sold the goods, box 2 should then read name and address of the person to whom the goods are invoiced in addition to that of the consignee. This applies even if the consignee and the purchaser are in different countries.

Occasionally, also, instances arise in which the exporter is not sending the goods directly to a port or airport for exportation but instead sending them to an export packer. In most cases the exporter or agent should still be able to do so if an overseas agent acting for the foreign buyer has placed the order for the goods. In these circumstances it is acceptable for the entry in box 2 to read, "To order for despatch to..." (Country of ultimate destination).

Problem A	Solution
<p>The goods are to be shipped to someone other than the buyer but for contractual reasons a reference to the buyer is required.</p>	<p>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.</p>

BOX 3 - Country of Origin

- If the goods are of United Kingdom origin, please insert United Kingdom on its own. It must be noted that the substitution of "England", "Scotland", "Wales" or "Northern Ireland" for "United Kingdom" is not acceptable but can be added in addition.
- European Community is not permitted in this box anymore. Please list each European country separately.
- If the goods are of United Kingdom origin plus multiple other origins, please list United Kingdom first followed by "&" and the rest of the countries of origin listed in alphabetical order. e.g., United Kingdom & Australia, France, Germany, USA
- 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.



- **Non-UK Origin**

- For goods of non-UK origin, the entry in box 3 should show the actual country from which the goods originated e.g. Canada, Japan etc. It is not acceptable for the entry to show the name or initials of a grouping of countries such as EFTA, CARICOM etc. It should also be noted that it is the country of origin, which is to be named, not the country from which the goods were imported if this is different.
- Several Countries of Origin one certificate
- In any cases in which a Certificate of Origin covers several items for which different countries of origin are appropriate, the entry in box 3 will be an alphabetical list of all countries. But if United Kingdom is one of the countries this will appear first then followed by others.
- Abbreviations: The use of abbreviations is not acceptable, apart from USA

BOX 4 - Transport Details

- Completion of this box on a European C of O is optional.
- If completing this box, please state mode of transport only, e.g. Sea freight, Airfreight, Road or Rail.
- Specific transport details, e.g., vessel name, sailing dates, flight numbers, etc, should not be stated as these could be subject to change which would mean resubmitting the certificate to the Chamber for amendment.

BOX 5 – Remarks

- This box can be left blank.
- It can be used for any additional text you wish to include in the C of O, such as Letter of Credit number or details of a cancellation and replacement certificate.
- In the instance of a cancellation and replacement certificate, the following wording **MUST** be used:

“This Certificate cancels and replaces Certificate Numberissued by (name of issuing body) on.....(date of issue)”.



BOX 6 - Item Number; Marks, Number and Kind of Packages; Description of Goods

- Shipping marks and numbers **MUST** be shown on the C of O.
- If the package is only addressed, the word **ADDRESSED** is sufficient.
- If there are no shipping marks, “**No marks**” or “**Unmarked**” should be entered.
- 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 the C/O should be marked “Unpacked” or “Loose” or “In bulk”.
- The goods must be described by their commercial goods description. Trade or brand names are not allowed.

e.g. X **Hoover**

✓ **Hoover – Vacuum Cleaner**

✓ **Vacuum Cleaner**

If there is not enough space on the C of O to describe the goods adequately, a detailed invoice must be attached to the Certificate. You can then give a general description of the goods, followed by the words “**as per invoice number ... dated ...**”

- Please note that the following are not permitted on a Certificate of Origin
 - Political boycott statement
 - “Said to Contain” or “STC”
 - any negative statement
- To ensure that no additional information can be added to Box 6 after it has been issued, Applicant’s **MUST** rule off after the last entry.

BOX 7 – Quantity

- Either Gross or Net weight or other units of measurement can be shown in this box - please note that units of weight or measurement **MUST** be in **metric**.



- If the weights nor the measurements are known, the exact number of each item must be used.
- Please ensure that your export invoice backs up the accuracy of the information that you put in this box.

N.B. Ruling off

- A horizontal and diagonal line (to make a Z shape) **MUST** be drawn through boxes 6 and 7 immediately below the last entry.

BOX 8 - Application Copy (the Pink)

- You must state the place and date of the 'signature of the applicant'.
- Please note that the person signing the form **MUST** appear on the Chamber's copy of your Authorised Signatory list. If the person does not appear on this list, the Chamber cannot certify your C of O.

BOX 9 - Application Copy (the Pink)

-This box must be completed when the applicant is an agent of the exporter. The agent must show his name and address in this box.

REVERSE OF THE APPLICATION (the Pink)

-The reverse of the pink copy certificate of origin forms an important part of the application and undertaking by the applicant and **MUST** be completed. Unfortunately, this requirement is sometimes overlooked or completed incorrectly. The correct procedure is done by the applicant ticking the box appropriate to the goods declared and providing the necessary supporting documents or information as stated in the declaration.

1. **Where the goods are wholly of United Kingdom origin.** This relates to UK raw materials or goods manufactured from UK raw material. Evidence is usually attached in the form of an exporter's invoice to the consignee.
2. **Where goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to in the UK.** The essential rule in these cases is to ascertain, from the origin

rules, which 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 the 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 application and copies made available for examination.

- For applications involving multiple origins, more than one box may be completed as appropriate.
- The name and address of the manufacturer **MUST** always be provided. If the manufacturer is overseas, proof of origin **MUST** be provided. The Chamber cannot certify a C of O without this evidence.

What is not acceptable

The Chamber is under instructions not to accept documents carrying any of the following:

- Erasures or super-impositions of entries by any means (including the use of correcting fluid) –alterations should be made by crossing out any incorrect entry and adding the corrected detail. The applicant should sign or initial any such alteration.
- Negative Statements e.g. S.T.C. (Said to Contain)/Purporting to Contain or any other statement, which suggests uncertainty. Documents must only carry positive and true declarations/statements
- Boycott Statements e.g. “goods were not manufactured in certain countries” or do not contain any materials from said countries.
- Box 3 Origin Unknown

Trail of Evidence

1. Export Invoice “Goods of our own manufacture” declaration
2. Export Invoice “Manufactured by... declaration and manufacturers invoice to applicant

3. Export Invoice and Suppliers Invoice containing signed declaration of origin
4. Export Invoice and copy of Certificate of Origin issued in country of export etc
5. Export Invoice and copy of manufacturers invoice to supplier or signed declaration of origin on suppliers invoice
6. Copy of export invoice from shipper bearing signed declaration of origin (for UK goods only)

Need Help going through the Certificate with a member of the team?

Book up to one hour one-to-one with a member of our team by emailing exportbritain@gmchamber.co.uk or call at 0161 393 4314 or call our airport office at 0161 489 3170.

- Members: £27.5+VAT
- Non-Members: £54+VAT

Also, check our Certificates Step by Step workshops, to check if we have any coming up, click [here](#) or queried when is our next one by emailing exportbritain@gmchamber.co.uk