

Instructions For The Preparation Of The European Community Certificates

The applicant should have completed a **Formal Undertaking** and read a copy of the **Standard Rules** for the issue of a Certificate of Origin, before submitting documents for Certification.

The Certificate should be completed in type script. (If the Certificate **has** to be completed by hand, it must be clearly written using BLOCK letters)

The Certificate **MUST** be accompanied by the Export Invoice. (Plus other relevant back- up information as required)

Alterations on documents submitted may only be made by crossing out the incorrect entry and then initialled by the person completing the form.

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 U.K Exporter.
BOX 2	CONSIGNEE	Show the name and address of the overseas consignee. The Chamber will not issue a certificate unless it is clear that the good are to be exported.
BOX 3	COUNTRY OF ORIGIN	For goods made in this country insert: European Community - United Kingdom (neither may be abbreviated). The words United Kingdom may be omitted, but are a common commercial requirement. For goods made in other Community countries insert the appropriate country name, if necessary. 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.
BOX 4	TRANSPORT DETAILS	Optional, but completion of the mode of transport is recommended e.g. sea freight, airfreight, road or rail. Where international transport is by more than one means "mixed transport" may be shown. If means of transport is not yet known "earliest available transport" is acceptable.
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.
BOX 6	ITEM NUMBER: MARKS, NUMBERS, NUMBER AND KIND OF PACKAGES: DESCRIPTION OF GOODS	<p>The goods must be described by their usual commercial description. This must indicate the nature of the good and not be vague or general e.g. spare parts. Trade names or catalogue references are not sufficient.</p> <p>Shipping marks and numbers should be shown or if the package is only addressed the word "addressed" is sufficient. If there are no shipping marks the word "unmarked" must be shown.</p> <p>However, when there is not enough space on the form to describe the goods adequately, a detailed invoice for the shipment must be attached to the Certificate. It is then permissible to give a general description followed by the words "According to the attached invoice", and a copy of the invoice must be attached to each copy of the Certificate including the Chamber's application.</p>

- 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 which is dealt with below.
- N.B. RULING OFF** A horizontal line must be drawn immediately below the last entry.

PINK APPLICATION FORM

- BOX 8** Insert the place and date of signature and sign. The name of the individual whose signature appears must be completed.
- BOX 9** 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.

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.

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

CAUTION : Most manufactured goods contain some 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 U.K. 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.

For further information, contact the Chamber's Documentation Department
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