

INSTRUCTIONS FOR THE PREPARATION OF: EUROPEAN COMMUNITY CERTIFICATES OF ORIGIN

This Certificate comprises of three sheets, Top = Original, the Yellow = Copy and the Pink = Application and should all be completed in typescript.

The Certificate must be accompanied by an Export Invoice.

*Any errors must be clearly 'X'd out and initialled by the alteration. Correction fluid and overtyping must not be used.*

A horizontal line must be drawn immediately below the final entry in box 6 on all three sheets (draw it across the page from left border edge of box 6 to right border edge of box 7).

Correct completion is as follows:

- BOX 1** Consignor Insert the full name and address of the UK exporter
- BOX 2** Consignee Insert the full name and address of the overseas receiver of the goods.
- BOX 3** Country of Origin Enter the country *or countries* of origin. No abbreviations are acceptable and all European Community countries must have this prefix, European Community – followed by the country name or countries)
- BOX 4** Transport This box is optional, but completion is recommended. Where transport is by more than one means "mixed transport" may be shown. If transport is not yet known, "earliest available transport" may be inserted.
- BOX 5** Remarks This box is optional, but the Chamber will require evidence of any additional details entered.
- BOX 6** Item number, marks, numbers, number & kind of packages, description of goods  
 Enter the full description of the goods. This must be a complete description and not vague or general (e.g. Spare parts). Trade names or catalogue references are not acceptable.  
 Shipping marks and numbers must be shown. If there are no shipping marks then the words "unmarked" must be shown.  
 If there is not enough space on the form to describe the goods adequately, then it is permissible to give a general description followed by the words "according to the attached invoice number ..... dated ....." And a copy of the invoice must be attached to each copy of the Certificate including the Chambers application.
- BOX 7** Quantity Gross or Nett weight in Kilos. In certain trades other metric Units may also be used if more appropriate e.g. litres, metres cubic dimensions etc.
- BOX 8** Is *not* completed by the exporter, with the exception of the pink application, (see below)

## PINK APPLICATION FORM

This part of the application is kept by the Chamber. The following additional information must be inserted.

**BOX 8** Insert the place and date of signature and sign it (by a person authorised to do so). The name of the signatory must also be included.

**BOX 9** This box should only be filled in by a third party, (e.g. an agent) raising the document on behalf of the consignor. The agents name and address should be filled out in full and they should also sign box 8 as above. Back up invoices need to be signed by both the exporter and countersigned by the agent stating "for and on behalf of" and the agent company.

## REVERSE OF THE PINK APPLICATION

The reverse of the pink application copy contains a declaration which must be completed giving details of the manufacture of the goods.

**Box 1** will only be ticked when the goods are **wholly of United Kingdom origin**. This relates to goods manufactured in the UK from raw components of UK origin, (e.g. animal, vegetable, mineral)

**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 the 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 are available from the Chamber on request.

**Caution: Most manufactured goods contain some component parts manufactured overseas and Box 2 is often the most appropriate.**

**Box 3** is ticked when the goods are not of United Kingdom origin.

*NB More than one box may be ticked.*

The name and address of the manufacturer must **always** be given. Enter this on the dotted lines below **Box 3**. and if the manufacturer is overseas, proof of origin must be provided (e.g. copy of invoice).

No certificates will be accepted without completion of these declarations and accompanied by the appropriate requested evidence.

### Cornwall Chamber of Commerce

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