GUIDANCE NOTES

1 Consignor

Box 1 – Must be UK Company name and address. For exporters not based in the UK: enter name and address of their UK representative “For and on behalf of” name and address of foreign exporter (only valid for exporters based within the EU)

2 Consignee

Box 2 – Show the name and address of the overseas consignee. If consignee is not known, enter: “To order” and the country of destination. If payment is by Letter of Credit you can show only the foreign bank name and address and add “Notify Party”.

CONSIGNOR AND CONSIGNEE DETAILS MUST MATCH WITH COMMERCIAL INVOICE SUBMITTED TO LCCI N. B. PRO-FORMA INVOICES ARE NOT ACCEPTABLE

3 Transport details

Box 4 - Optional, but completion of the mode of transport is strongly 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 “easiest available transport” is acceptable.

4 Remarks

Box 5 – Optional, but Customer’s Order Number, Letter of Credit Number, Commercial Invoice number etc., may be included if required. The Chamber will require evidence as to the accuracy of such additional details (i.e. copy of any such document will have to be submitted).

5 Item number, marks, number and kind of packages: description of goods

Box 6 – A full commercial description of the goods is required. This should indicate the nature of the goods and not be vague or general e.g. “spare parts for automobile breaking systems” rather than just “spare parts”. However, when there is not enough space on the form to describe the goods adequately, it is then permissible to give a general description followed by the words “As per Invoice Number xxxxxxx”.

Trade names or catalogue references are not acceptable (i.e. Marmite would have to be stated as “yeast extract”). For medicines or chemicals, enter the product name and its use i.e: Pharmaceutical products / medicines (Penicillin tablets ip 400mg)

Product use: antibiotic

Shipping marks and numbers must be shown in this box or if the package is only addressed the word “fully addressed” is sufficient. If there are no shipping marks the word “unmarked” must be shown. You must also describe how the goods are packaged (e.g. boxed and palletised).

NB: ANY AMENDMENTS/CORRECTIONS MUST BE INITIATED BY THE APPLICANT AND ENDORSED BY THE LONDON CHAMBER OF COMMERCE USING THE LCCI ALTERATION APPROVED STAMP.

RULING OFF: – A horizontal line MUST be drawn immediately below the last entry as per example below. Failure to do so may result in your application being refused.

6 Quantity

Box 7 - Gross or net weight in Kilos must be shown here. Other units of measurement e.g. volume or number of items which would indicate exact quantities may be used when customary.

LCCI will require evidence as to the accuracy of such details i.e. invoice, packing list, shipping document will have to be provided.

7 THE UNSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3

LONDON CHAMBER OF COMMERCE & INDUSTRY

Box 8 – London Chamber Stamp and Signature of Certifying officer only.

DO NOT WRITE IN THIS BOX ON ORIGINAL (beige colour) AND COPY (yellow colour) CERTIFICATES.

YOU MUST, HOWEVER, SIGN BOX 8 ON APPLICATION (pink colour) PAGE – the signature on the application form must be a handwritten original signature and must be followed by name in BLOCK CAPITALS.

Place and date of issue; name, signature and stamp of competent authority

London
GUIDANCE NOTES

BOXES 3 – GOODS ARE OF FOREIGN ORIGIN (I.E. MANUFACTURED OUTSIDE UK)
CAUTION: You must provide LCCI with proof of foreign origin (I.e. copy of foreign Certificate of Origin, copy of manufacturer’s Invoice or declaration)

BOX 2 – GOODS ARE OF UK ORIGIN BY VIRTUE OF SUBSTANTIAL PROCESSING THAT TOOK PLACE 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 (please refer to ORIGIN RULES for further information)

BOX 1 – UK GOODS WHOLLY PRODUCED FROM UK RAW MATERIALS OR COMPONENTS (such as meat farmed in the UK, vegetables grown in the UK, fish caught in the UK waters, minerals excavated in the UK)
CAUTION: Most manufactured goods contain some component parts manufactured overseas; Box 2 is often the most appropriate.

THE NAME AND THE ADDRESS OF THE MANUFACTURER MUST BE SHOWN HERE
- If manufacturer details are shown in BOX 6 on the Certificate, then it is sufficient to state “As listed in BOX 6”
- If full manufacturer details (i.e. name + address) are shown on the 3rd party evidence (i.e. foreign Certificate of Origin, Manufacturer’s Invoice) then it is sufficient to state “as per enclosed C/O, Manufacturer’s Invoice etc”.

CAUTION: EVIDENCE REQUIREMENTS

FOR GOODS OF UK ORIGIN: it is sufficient to enter name and address of UK manufacturer above

FOR GOODS OF FOREIGN OR NON-UK ORIGIN: the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support his declaration of origin by producing:

- a Certificate of Origin of a responsible body in the country of export, OR
- a copy of the invoice from the manufacturer, OR
- a declaration by the actual producer or manufacturer of the goods, OR
- a copy of the import entry against which the goods were cleared by H.M. Revenue & Customs

WE CANNOT ACCEPT CERTIFICATES WITHOUT:
1. BOX 8 ON APPLICATION FORM BEING SIGNED
2. ORIGIN DECLARATIONS BEING COMPLETED BY TICKING APPROPRIATE BOX
3. EVIDENCE SUPPLIED AS NECESSARY (FOR NON-UK GOODS)

CERTIFICATES OF ORIGIN PRESENTED FOR CERTIFICATION TO THE LONDON CHAMBER OF COMMERCE MUST BE ON THE OFFICIAL ORIGINAL FORMS WHICH WERE OBTAINED FROM THE LONDON CHAMBER OF COMMERCE - WE CANNOT ACCEPT PHOTOCOPIES

CHECKLIST

1. IS MY FORMAL UNDERTAKING UP TO DATE?
2. HAVE I STATED MARKS, PACKAGING AND WEIGHT?
3. HAVE I SIGNED BOX 8 ON APPLICATION FORM?
4. HAVE I RULED OFF ALL 3 PAGES OF CERTIFICATE?
5. HAVE I INITIALLED ANY ALTERATIONS?
6. HAVE I SUBMITTED A COMMERCIAL INVOICE?
7. IS FULL DESCRIPTION (OR REFERENCE TO INVOICE) GIVEN?
8. IS CORRECT BOX TICKED ON REVERSE OF APPLICATION FORM?
9. ARE MANUFACTURER NAME + ADDRESS STATED ON APP FORM?
10. HAVE I PROVIDED EVIDENCE OF FOREIGN ORIGIN?