

BOX 1 completion on EUR1 Movement Certificates and UK Certificates of Origin when agents are involved in the issuance of the document

There is occasionally some confusion over how Box 1 in EUR and CO needs to be completed when an agent signs a Certificate on behalf of the exporter i.e. the company selling the goods. This document outlines the correct procedure that applies to the following scenarios.

EUR1 Certificates

1. EUR1 Certificates for UK based exporters: UK agent is applying on behalf of UK company
2. EUR1 Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas seller
3. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch
4. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate but agent is signing the Certificate

United Kingdom Certificates of Origin

5. United Kingdom Certificates of Origin for UK based exporters: UK agent is applying on behalf of UK company
6. United Kingdom Certificates of Origin for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company
7. United Kingdom Certificates of Origin for overseas exporters: UK branch of the company is applying for a Certificate on behalf of its foreign branch
8. United Kingdom Certificates of Origin for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but agent is signing the Certificate

1. EUR1 Certificates for UK based exporters: UK agent is applying for a Certificate on behalf of the UK company (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the UK exporter (seller), Letter of Authorisation (from exporter to UK agent) must confirm that the goods are of preferential UK origin. Individual letter will be required for each application.

Box 1 will state the UK exporter's name and address only.

UK agent will sign + date Box 12 on pages 1 and 3 and complete reverse of page 4.

Formal Undertaking must be completed / submitted by the UK Agent.

2. EUR1 Certificates for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas seller (goods must be shipped from the UK):

- If a UK agent is signing the Certificate on behalf of the overseas exporter (seller), Letter of Authorisation (from overseas exporter to UK agent) must confirm that the goods are of preferential UK origin. Individual letter will be required for each application.

Box 1 will state the UK agent's name and address followed by "on behalf of" name and address of the foreign 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 the Issuing Body will authenticate the agent's signature.

UK agent will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

Formal Undertaking must be completed / submitted by the UK Agent.

3. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch (goods must be shipped from the UK):

- If a UK company is signing the Certificate on behalf of their overseas branch (seller), Letter of Authorisation (from the overseas branch to UK branch) must confirm that the goods are of preferential UK origin. Individual letter will be required for each application.

Box 1 will state the UK branch (company) name and address followed by "on behalf of....." name and address of the foreign company. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent's signature.

UK branch will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

Formal Undertaking must be completed / submitted by the UK branch of the company.

4. EUR1 Certificates for overseas exporters – UK branch of the company is applying for a Certificate but agent is signing the Certificate (goods must be shipped from the UK):

- If a UK company is applying for the Certificate on behalf of their overseas branch but UK agent will be signing the Certificate then the Letter of Authorisation (from UK company to UK agent) must confirm that the goods are of preferential UK origin. Individual letter will be required for each application.

Box 1 will state the UK branch (company) name and address followed by “on behalf of.....” name and address of the foreign company. The overseas company's commercial invoice must be supplied as back up. The invoice need not be stamped and signed by the agent or UK branch unless it is required to be certified in which case the Issuing Body will authenticate the agent / UK branch signature.

UK agent will sign + date Box 12 on pages 1 and 3 and complete the reverse of page 4.

Formal Undertaking must be completed / submitted by the UK Agent.

5. United Kingdom Certificates of Origin for UK based exporters: UK agent is applying on behalf of a UK company

- If a UK agent is raising a Certificate on behalf of the UK exporter (seller) the agent must hold a Letter of Authorisation from the exporter, however, this does not need to be submitted to the issuing Chamber. The letter can cover multiple applications (for the same Consignor) issued over period of time provided it states what period the authorisation is valid for.

Box 1 will state the state the UK exporter's name and address only.

UK Agent must put their name and address in box 9 of the pink Application Form.

The invoice need not be stamped and signed by the agent unless it is required to be certified, in which case, the Issuing Body will authenticate the agent signature.

Formal Undertaking must be completed / submitted by the UK agent.

6. United Kingdom Certificates of Origin for overseas exporters: UK agent is applying for a Certificate on behalf of the overseas company:

- If a UK Forwarding Agent is raising a Certificate on behalf of the overseas exporter (seller) the agent must supply a Letter of Authorisation to the Issuing Body (from the overseas company) authorising the agent to complete the Certificate of Origin on their behalf. The letter can cover multiple applications (for the same Consignor) issued over period of time provided the overseas company states what period the authorisation is valid for.

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 must be stamped and signed by the UK agent.

Agents must put their name and address in box 9 of the pink Application Form.

Formal Undertaking must be completed / submitted by UK Agent.

7. United Kingdom Certificates of Origin for overseas exporters: UK branch of the company is applying for a Certificate on behalf of its foreign branch:

- If a UK company is raising and signing a Certificate on behalf of their overseas branch (seller) then the **Box 1** will state the UK company's name and address followed by "On behalf of" overseas company name and address.

The overseas company's commercial invoice must be supplied as back up. The invoice must be counter signed and stamped by the UK branch of the company.

UK branch must put their name and address in box 9 of the pink Application Form.

Formal Undertaking must be completed / submitted by the UK branch of the company.

8. United Kingdom Certificates of Origin for overseas exporters – UK branch of the company is applying for a Certificate on behalf of its overseas branch but UK agent is signing the Certificate:

- If a UK company is raising a Certificate on behalf of their overseas branch (seller) but the UK agent is signing the Certificate, then the UK branch must supply a Letter of Authorisation to the Issuing Body authorising the UK agent to complete the Certificate of Origin on their behalf. The letter can cover multiple applications (for the same Consignor) issued over period of time provided the company states what period the authorisation is valid for.

Box 1 will state the UK Agent company'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 must be signed and stamped by the UK Agent of the company.

UK Agent must put their stamp/name and address in box 9 of the pink Application Form.

Formal Undertaking must be completed / submitted by the UK Agent.