GUIDANCE NOTES

1 Consignor

Box 1 – Must be UK Company name and address (address must end with "United Kingdom"). 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.

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 the foreign bank name and address and add "Notify Party:" and the recipient's name and address.

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

ORIGINAL

EUROPEAN COMMUNITY

CERTIFICATE OF ORIGIN

Box 3 (COUNTRY OF ORIGIN) – For goods made in this country insert: European Community - United Kingdom (**neither may be abbreviated**). For goods made in other EU countries insert European Community and the country name in full. If goods have been imported from outside the EU and are now being re-exported, show the name of the country from which they were imported e.g. Japan.

4 Transport details (Optional)

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 "earliest available transport" is acceptable.

5 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**).

6 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).

7 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.

NB: ANY AMENDMENTS/CORRECTIONS MUST BE INITIALLED 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.

8 THE UNDERSIGNED 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

..... 20 .....

London Chamber of Commerce & Industry

Tate Freight Forms Tel: 01908 221162

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.*

(Space for additional particulars required by individual states)

TO BE COMPLETED IN BLOCK CAPITALS

The applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of declaration. Tick one box below and supply the additional information in the space provided:

1. The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from United Kingdom materials or components by the company named below. ☐
2. The goods whilst not comprised wholly of United Kingdom components or materials, are entitled to be considered as of United Kingdom origin by virtue of the economically justified substantial process which has occurred in the United Kingdom, as indicated below. ☐
3. The goods are of the foreign origin declared overleaf as indicated by the documents listed below and attached to this application (e.g. foreign certificate of origin, certified invoice, customs declaration or other documents (specified). ☐

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".***

Insert above either: name and address of manufacturer
name and address of processor with description of process(es), or
list of documents attached to establish foreign origin.

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 manufacture, 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

Box 3 Country of Origin

(i) For goods of European Community origin insert "European Community". Where all the goods originate in a particular Member State of the Community, (or several Member States) the words "European Community" may be supplemented by the name of that Member State (or the Member States concerned), thus "European Community – United Kingdom" or "European Community – United Kingdom & France", etc, as applicable.

(ii) For goods of non-Community origin insert the name of the individual country of origin. Do *not* use area groupings such as the European Free Trade Association (EFTA).

(iii) Where a certificate includes goods of more than one origin, it is permissible to insert the words "As shown in Box 6" in Box 3 and to indicate the country of origin clearly against *each* item listed in Box 6.

Box 4 Transport details

Although completion of this box is not essential, it is strongly recommended in order to facilitate identification of the Certificate with the consignment of goods to which it relates. State the means of transport, including, if known, the name of the ship for consignments by sea.

Box 8

The signature of the application form must be a handwritten original signature – a facsimile signature, however produced, is not acceptable. Where the applicant is an agent, his signature must be followed by his name in block capitals. Applicants must NOT sign Box 8 on the Original or Copy Certificates.

RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN AND THE APPLICATION FOR SUCH CERTIFICATE

1. The forms shall be completed in typescript or by hand, in an identical manner, in one of the official languages of the Community or, depending on the practice and requirements of trade, in any other language. Where forms are completed by hand, this shall be done in ink and in block capitals.
2. The certificate and the application must not contain erasures or superimposed corrections. Alterations are to be made by crossing out the erroneous entries and adding the correct entries as required. Any such alteration must be authenticated by the person making it and endorsed by the competent authorities.
3. Each item listed in the application and on the certificate must be preceded by an item number. A horizontal line must be drawn immediately below the final entry. Lines must be drawn through unused spaces to make any subsequent addition impossible.

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? ☐

EXAMPLE OF A CORRECTLY COMPLETED EC CERTIFICATE OF ORIGIN
(the information must be identical on all three pages of the Certificate)

1 Consignor
ABCD LTD
33 QUEEN STREET
LONDON
EC4R 1AP
UNITED KINGDOM

No. PA 2361448

ORIGINAL

2 Consignee
DEFG LTD
1 PEARL RIVER STREET
GUANGZHOU
GUANGDONG
CHINA

EUROPEAN COMMUNITY

CERTIFICATE OF ORIGIN

3 Country of Origin
EUROPEAN COMMUNITY - UNITED KINGDOM, GERMANY AND ALSO JAPAN, KOREA

4 Transport details (Optional)
BY AIR

5 Remarks
LETTER OF CREDIT NUMBER 123456789, DATED 1/1/2001

6 Item number; marks, number and kind of packages; description of goods

280 PIECES OF MENS AND LADIES CLOTHING
50 PACKS OF PENICILIN TABLETS IP 400MG (PHARMACEUTICAL PRODUCTS)
20 JARSOF MARMITE (YEAST EXTRACT)
10 DRUMS OF PARALOID™ K-175 ER (ACRYLIC IMPACT MODIFIER POWDER)

AS PER INVOICE NUMBER INV12345, DATED 01/01/2001

PACKAGING: 1 PALLET CONTAINING 12 CARTONS

MARKS: AS ADDRESSED

7 Quantity
150 KG GROSS
120 KG NETT