

HOW TO COMPLETE AN EC CERTIFICATE OF ORIGIN

Before West Kent Chamber of Commerce can certify any export documentation we must be in receipt of a valid Formal Undertaking and Arab Indemnity document.

The Certificate should be typed (using carbon for the copies), electronically produced (e-cert) or clearly hand-written in **BLOCK** letters.

The Certificate **MUST** always be accompanied by the Commercial Invoice.

The appropriate boxes on the Certificate should be completed as follows:

BOX 1 CONSIGNOR

Insert the name and address of the Exporter to include United Kingdom (in full).

BOX 2 CONSIGNEE

This box should show the full name and address of the overseas consignee. However, if this is not known then refer to the Chamber.

BOX 3 COUNTRY OF ORIGIN

For goods manufactured in the United Kingdom insert: **EUROPEAN COMMUNITY – UNITED KINGDOM** (NOT TO BE ABBEVIATED). For goods manufactured in the European Community always give the full title – European Community followed by the full name of the Individual State. For non-European Community goods use the full name of the Country.

BOX 4 TRANSPORT DETAILS

Optional, although completion of this box is recommended, ie sea freight, airfreight, road, rail or mixed transport. If the means of transport is not known then “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

The goods must be described by the usual commercial description, to include number of items. This must indicate the nature of the goods and must not be vague or general, ie spare parts. Trade names are not sufficient.

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.

However, when there is not enough space on the form to describe the goods adequately it is then permissible to either: give the number of items and a general description followed by the words “as detailed in invoice number ...”. However, kindly note that this general description **MUST** also appear on your commercial invoice. Or alternatively: give the number of items and a general description followed by the words “according to the ATTACHED invoice number ...”. Thereafter, an ORIGINAL commercial invoice must be attached to each copy of the Certificate including the pink copy for the Chamber. Once again this general description **MUST** also appear on your commercial invoice

BOX 7 QUANTITY

Gross weight or net weight in kilos, or any other appropriate measurement is acceptable in this box. The Chamber requires evidence as to the accuracy of such details, ie commercial invoice, packing list or shipping document.

BOX 8

This box is for the issuing Chamber and should not be completed by the Exporter apart from the pink copy (see below for further details).

N.B RULING OFF – A horizontal line must be drawn immediately below the last entry in box 6 and 7.

Kindly ensure that the wording “said to contain or STC” does not appear on the Certificate.

PINK APPLICATION FORM

The pink application form should be an exact copy of the original and will be retained by the Chamber along with the supporting commercial invoice.

BOX 8

Insert the place, date and sign.

The signatory must be authorised by a Director of the Company or Company Secretary and a specimen signature lodged with the Chamber on their Formal Undertaking.

If the Certificate is completed by a **Freight Forwarder or agent then Box 9** must also be completed showing the full name and address of the Freight Forwarder/agent. It is also desirable that a letter of authorisation from the freight forwarder/agent’s customer is held on file authorising them to obtain export documentation on their behalf.

REVERSE OF THE PINK APPLICATION FORM

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 United Kingdom. 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 ticked 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.

N.B. If a letter of credit is being referred to on a certificate of origin then this information must be stated on the commercial invoice. Or alternatively a copy of the letter of credit is supplied for our records.

Any foreign language statement must be accompanied by an English translation.

Kindly note that all postal applications must include a self addressed envelope with the appropriate value of stamps attached for the document to be returned.

Should you have any queries whilst completing this document please contact West Kent Chamber of Commerce on telephone number 01732 366653.