



Notes for completing a United Kingdom Certificate of Origin

- Box 1 Name and address of consignor (exporter) must be stated - the address must also state United Kingdom in full.
- Box 2 Full name and address of the consignee, including country of destination.
May alternatively state "To Order: For shipment to XXXX" (country of destination).
- Box 3 Insert the country of origin of the goods. United Kingdom origin will be declared first followed by goods originating in other countries in alphabetical order.
European Community or European Union **must not** be used.
The only countries where abbreviations can be accepted are USA & UAE.
- Box 4 The method of transport – Road, Air freight, Sea freight – can be declared, however this is an optional box which can also be left blank. Where more than one method of transport is being used you should insert 'Mixed Transport'.
Vessel names should not be used unless part of a letter of credit.
The Chamber must be able to verify the method of transport on your supporting paperwork.
- Box 5 This can be left blank unless the replacement statement is required or any additional information, such as letter of credit details.
- Box 6 This box must state the following:
- Shipping marks, ie any markings on the packages being sent. Most packages are marked with at least the consignee address, which can simply be stated "As Addressed". If the packages bare no markings then "unmarked" or "No Marks" should be stated – this usually only applies to goods loaded direct into a cargo hold such as sand, unbottled wine etc.
 - Number/type of packages – i.e. 6 boxes, packed on 1 pallet
 - Generic description of the goods. This can be supplemented by part numbers and trade descriptions as required, however the idea behind the requirement for a generic description is that any person should be able to understand what is in the package and what it is used for
 - When using a generic description, rather than listing each individual item, you should include 'as per invoice number xxxxx dated xxxxx.

Once this information has been inserted any unused space should be ruled off.

Box 7 Weight in metric stating gross or net or other unit of measure must be shown; the box then needs to be ruled off.

Box 8 **Pink copy only** (manual applications)
Must be signed by an authorised signatory of your company (one that appears on the combined formal undertaking/ signatory list that was registered with Cambridgeshire Chambers of Commerce), followed by name printed in block capitals, place where signed and dated.

Box 9 **Pink copy only** (manual applications)
This is only completed if the company applying for the certificate of origin is not the company named as consignor in box 1, for example a freight forwarder applying on behalf of his customer.

Reverse **Pink copy only.** The reverse of the application (pink) page must be completed. The relevant box or boxes must be ticked as follows:
Box 1 - goods that have come out of the ground/sea or been born and bred here and haven't been through any kind of manufacturing process
Box 2 - goods that are manufactured in the United Kingdom
Box 3 - goods that are of foreign origin
If you are shipping some goods of UK origin and some of foreign origin then you are able to tick two boxes as applicable.

The space below should be used to state the name(s) and address(es) of all manufacturer(s), not suppliers, of the goods declared on the certificate of origin. We require a hard copy of backup evidence to support the origin declaration of all goods not manufactured by you.

Please remember this is your legal declaration.

Notes: We require a copy of each document submitted for processing for our records.

An application for a certificate of origin must always be supported by a commercial invoice, proforma invoices are **not** acceptable as backup. Where packing details are not stated on the commercial invoice we require a copy of the packing list to support the information stated on the certificate of origin.

If you are using a United Kingdom Certificate of Origin for an Arab League state or for Egypt (that isn't going to be legalised), we also require a completed indemnity letter supplied with your application.