

## **ADDITIONAL CERTIFICATE of ORIGIN NOTES**

The Certificate of Origin is an official export document that confirms the origins of the goods listed on it and should be completed and applied for by the exporter or the exporter's agents.

The certificate must be certified by an authorised issuing body i.e. Chambers of Commerce and it comes as a three part set: the Original, customers yellow copy and the issuing bodies pink application copy. The application copy and the supporting evidence are retained by the issuing body for two years.

These notes cover additional procedures for alternative scenarios not covered on the basic [Guide Sheet](#).

### **Box 1 – Consignor**

- If a UK company has been requested by an overseas company to export the goods and raise a CofO they will need to enter their name and address, the wording 'on behalf of' followed by the overseas sellers name and address. The accompanying invoice MUST show these details.
- If a UK Forwarding Agent has been requested by an overseas company to export the goods and raise a CofO they will need to enter their name and address, the wording 'on behalf of' followed by the overseas sellers name and address. The agent must supply an Overseas Letter of Authority and the overseas company's commercial invoice. See our [Authority Letter](#) page for templates.

### **Box 2 – Consignee**

- If the destination address is unknown enter '**To Order**' followed by the name of the country of destination.
- If the goods are being shipped to someone who isn't the buyer but reference to them is still needed enter '**To the Order of**' followed by the buyers name and address, '**For Despatch to**' followed by the receivers name and address

These details MUST be reflected on the invoice.

### **Box 3 – Country of Origin**

- Countries MUST be stated in full. If there is insufficient space, the list of countries should continue into the box below, Box 5.
- The substitution of United Kingdom with England, Scotland, Wales or Northern Ireland is NOT acceptable. If required, European Community – United Kingdom (Scotland) can be used.

### **Box 6 – Description of Goods**

- If the space provided is insufficient to include an extensive shipment and a general covering description cannot be used, the applicant must use additional CofO sets. The serial number on the subsequent CofO's must be replaced with serial number of the first set used and each form must bear the number of forms of the total CofO i.e. Page 1 of 3, page 2 of 3, page 3 of 3. These changes must be alteration approved by a Chamber of Commerce.

### **Multiple Originals**

- If you need multiple original Certificates you must ensure all CofO sets are identical. The serial number on the subsequent CofO's must be replaced with serial number of the first set used and each form must bear the number of originals of the application i.e. Original 1 of 3, Original 2 of 3, Original 3 of 3. These changes must be alteration approved by a Chamber of Commerce.