


<b>1 Consignor</b> UK company address of the exporter/consignor required. Must appear identically to the invoice. 'United Kingdom' must appear after your address in full, UK is not permitted.	<b>No.</b>	Contains unique serial number	<b>ORIGINAL</b>
<b>2 Consignee</b> Insert the name and address of the Consignee or the Delivery address of the goods.  The Final Destination country alone is acceptable.  The details shown must appear on the invoice accompanying the application.	<b>EUROPEAN COMMUNITY</b>  <b>CERTIFICATE OF ORIGIN</b>		
<b>4 Transport details (Optional)</b>  Sea Freight, Air Freight, Road or Rail.  Vessel names are not encouraged in case they change, voiding the Certificate.	<b>3 Country of Origin</b> For goods made in the EC state 'European Community' or 'European Community – [country]'. Other origin, state country - China		
<b>5 Remarks</b>  Insert additional information here [Letters of Credit details etc] all details must be shown on supporting documents.  <b>If a replacement certificate is required insert –</b> 'This Certificate cancels & replaces certificate RA..... issued on .../.../20... by the Essex Chambers of Commerce' <b>OR return the original certificate for cancelling</b>	<b>6 Item number; marks; numbers; number and kind of packages; description of goods</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; padding: 5px;">           Reference to Shipping Marks <b>must</b> be made. 'No Marks' 'As addressed' 'As per Consignee' are all acceptable.            These must appear on either the Invoice or Packing List         </div> <div style="width: 60%; padding: 5px;">           A full commercial description of the goods is required and the statement 'as stated on invoice #....., dated.....'             Trade/Brand names are not permitted to be used as a description i.e Bisto should read 1) gravy granules OR 2) Bisto – gravy granules             The use of 'Said to Contain' or 'STC' is <u>not</u> acceptable.         </div> <div style="width: 10%; padding: 5px;"> <b>7 Quantity</b>             List the Gross or Net weight as per the invoice/packing list         </div> </div>		
The form should be ruled off after the last entry with a horizontal then diagonal line over the remaining space below.			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <b>8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3</b>   <b>ESSEX CHAMBERS OF COMMERCE</b>   <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;">             To be completed by Essex Chambers of Commerce           </div> </div> <div style="width: 35%; text-align: center;">  </div> </div> <div style="margin-top: 20px;">         Place and date of issue, name, signature and stamp of competent authority       </div>			

1 Consignor	No.	Contains unique serial number	COPY
	<div>EUROPEAN COMMUNITY</div> <div>CERTIFICATE OF ORIGIN</div>		
3 Country of Origin			
2 Consignee			
4 Transport details (Optional)	5 Remarks		
6 Item number; marks; numbers; number and kind of packages; description of goods		7 Quantity	
<div>MUST BE IDENTICAL TO THE FIRST 'ORIGINAL' PAGE</div>			
8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3			
<div>ESSEX CHAMBERS OF COMMERCE</div> <div>To be completed by Essex Chambers of Commerce</div>			



1 Consignor (Name, or name of firm, and full address).	No. <div>Contains unique serial number</div>	APPLICATION
2 Consignee name & address, if not known state "To Order for shipment to ..... (country of destination).	<div>EUROPEAN COMMUNITY</div> <hr/> <div>CERTIFICATE OF ORIGIN</div>	
4 Transport details (Optional)		
6 Item number; marks; numbers; number and kind of packages; description of goods (For goods not packed indicate number or "in bulk") <div>MUST BE IDENTICAL TO THE FIRST 'ORIGINAL' PAGE</div>		7 Quantity (expressed in gross or net weight or other units of measure)
8 I, the undersigned,  <b>-APPLY</b> for the issue of a certificate of origin indicating that the goods described above originate in the country shown in box 3.  <b>-DECLARE</b> that the particulars given in this application and the supporting documents and information furnished to the competent authorities with a view to the issue of this certificate are correct, that the goods to which such documents and information relate are those in respect of which this application is made, that the goods fulfil the conditions laid down by the rules concerning the common definition of the concept of the origin goods.  <b>-UNDERTAKE</b> to furnish, at the request of the competent authorities, such additional information and supporting documents as may be required for the issue of the certificate.		
9 Applicant (if not the consignor)  <div>If you applying as an agent or on behalf of the consignor then insert your company name and address here.</div>	<div>Insert place, date, print name and signature. Must be an original signature by someone on your Formal Undertaking we hold on file</div> <div> <div>Place and date</div> <div>Signature of the applicant</div> <div>The signature must be followed by the name in block capitals</div> </div>	



## 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 the declaration. Tick one box/boxes 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 foreign origin as proved by the documents attached to this application as per Standard Rules (e.g. foreign certificate of origin, certified invoice, customs declaration or other documents.)

Insert the name and address of the place of manufacture for the goods listed on the certificate.

Insert above either:

name and address of manufacturer  
name and address of processor with description of process(es), or  
name and address of foreign manufacturer (Attach proof of origin as per standard rules).

Box 1 – For UK goods WHOLLY produced or manufactured from UK raw materials.  
e.g Meat, vegetables, minerals, wood etc. **Most goods contain some overseas components/parts – Box 2 is usually most appropriate**

Box 2 – For goods where a substantial process has taken place in the UK resulting in UK origin status.

Box 3 – For goods of foreign origin. It is mandatory to provide evidence of origin.

Acceptable evidence:-

- A copy of the invoice from the manufacturer.
- A certificate of origin from the country of export.
- A declaration from the manufacturer or producer of the goods.
- Photographic evidence; this should show the serial number/model that can be matched to your invoice and the country of origin 'Made in.....'

## NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS

### 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 in Box 3 the words "As shown in Box 6" 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 to state the means of transport in order to facilitate identification and association of the Certificate with the consignment of goods to which it relates.

### Box 7

State quantity expressed in gross or net weight or other units or measure.

### Box 8

The signature on the application must be a handwritten original unless the certificate is produced by an approved electronic system. 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 form should be completed in typescript in one of the official languages of the Community or, depending on the practice and requirements of trade, in any other language. If prepared in a foreign language an English translation is required.
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. A horizontal line must be drawn immediately below the final entry. Lines must be drawn through unused spaces to make any subsequent addition impossible.
4. If the needs of the export trade so require, one or more extra copies of this certificate may be made.