

COMPLETION OF THE EUROPEAN CERTIFICATE

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Under EC rules, the form should be completed in an official Community language, although other languages can be used to meet trade requirements when necessary. When applications are completed in any other language, the applicant **must** provide an English translation for retention by the Chamber.

All typographical errors and any alterations must be corrected by crossing out the incorrect entry and typing/handwriting the correction. All crossings out should be initialled by the applicant on the application copy only and “Alteration Approved” stamped and signed by the Chamber on the original, application and all additional copies.

Under no circumstances should such corrections be made by erasure or by the use of correcting fluids.

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BOX 1 – CONSIGNOR

This box must indicate the name and address of the **UK exporter**. There may be some exceptions to this in which case please contact the Chamber with your query. United Kingdom must be entered in this box after the UK exporter address.

BOX 2 – CONSIGNEE

This box should show the name and address of the overseas receiver of the goods shipped. The Chamber will ensure that an export of goods has been clearly indicated. The C of O is an export document and must never be issued showing a UK consignee. Country abbreviations are not acceptable with the exception of “USA” and “UAE”. “PRC” should be followed by “People’s Republic of China” for example.

BOX 3 – COUNTRY OF ORIGIN

This is most important as the origin description is the prime function of the certificate. A clear understanding of the EC origin rules is necessary to determine the acceptability of the applicant declaration:

1. The EC rules provide that goods that originate in the Community should be designated as of “European Community” origin. The rules also provide that where the needs of the trade requires, this statement can be amplified to indicate the individual state of the EC e.g. “European Community - United Kingdom”.
2. The substitution of “England”, “Scotland”, “Wales” or “Northern Ireland” for United Kingdom is **not** acceptable. Where, for commercial reasons or financial reasons e.g. L/C compliance, such detail is required this should be done by adding to the correct designation e.g. “European Community - United Kingdom (Scotland)”.
3. For goods of non-community origin the correct designation is the name of the country of origin concerned. Reference to an economic grouping of countries, e.g. EFTA, or a vague geographical region, e.g. Western Europe, is not acceptable.
4. Abbreviations are not acceptable. Use of “EC -UK” is not permitted because such abbreviations do not translate effectively. Similarly, combinations of abbreviations and

full entries are not acceptable i.e. “EC - United Kingdom” or “European Community - UK”. In all cases the origin must be clearly stated in full.

5. For goods of multiple origin, if there is insufficient space, the wording in Box 3 should read “As shown in box 6”. The origin designation is then completed by showing the appropriate origin against **each item** in box 6.

BOX 4 – TRANSPORT DETAILS

This optional box may be left blank. In normal practice it is usual to show the mode of transport used e.g. Seafreight, Airfreight, Road or Rail. Applicants should be urged not to state specific transport details e.g. vessel name, sailing dates, flight numbers etc. as these could be subject to change which would mean resubmitting the certificate for amendment by the Chamber.

BOX 5 – REMARKS

This box is deliberately left as a spare space, although no entry is required in this box there is no objection to issuing bodies allowing use of this box. For example:

1. When the Chamber needs to endorse the certificate in some way. The most frequent endorsement relates to a Certificate that is issued to cancel and replace a previously issued Certificate. In this instance the following wording should be used 5 “This Certificate cancels and replaces Certificate Number issued by Mid-Yorkshire Chamber of Commerce on.....(date of issue)”.
2. The remarks box can also be used for any commercial information the applicant wishes to add, such as letter of credit detail, or information required by the consignee. It is important that the information contained in this box is shown on supporting documents.

BOX 6 – DESCRIPTION OF GOODS ETC

This box covers the goods actually being exported and must contain sufficient information so as to identify the goods covered by the application. This information takes the form of marks and numbers, number and type of packing used, description of the goods and, if appropriate, item numbers.

1. **Marks and Numbers**: This refers to the actual wording or labels stencilled or otherwise affixed to the outside of the packages being shipped. In a number of cases these may simply state the packaging is ‘addressed’, or words to that effect, but it is also common practice for additional information to be shown, such as numbering, purchase order, or other additional detail pertinent to the consignment or sales contract.

If goods are shipped without marks then C of O should show ‘Unmarked’ or ‘No Marks’.

2. **Number and type of packaging used**: This relates to the number of cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment. With the use of containerisation the entry may merely refer to a container number, commonly (although not always) combined with the seal number. The number of packages should not contradict any detail shown on the marks and numbers.

If goods are shipped in bulk or unpacked then the C of O should be marked “Unpacked” or “Loose” or “In bulk”.

3. **Description of Goods:** The goods must be described by their usual trade description. This should be in sufficient detail to clearly indicate the nature of the goods and should not be vague or general, e.g. spare parts, nor should it solely be given by reference to a trade mark or brand name. E.g. 'Bisto' would need to be supplemented with further detail, i.e. BISTO GRAVY GRANULES

The Chamber will ensure that the description used is fully consistent with the invoice details submitted with the application e.g. if the price of the goods is shown on the C of O this must be checked with the supporting invoice to ensure agreement. All statements on C of O's must be made in positive terms rather than negative terms. Applicants must therefore declare what the goods are rather than what they are not. Negative statements are not permissible.

The C of O must not contain political boycott declarations that goods do not originate from blacklisted countries or sources as these are forbidden. If not the C of O will be refused until the political boycott declarations are removed either by deleting them from the C of O and approving the alteration or by submission of a new C of O omitting these declarations.

The C of O must not contain the phrase 'said to contain' or its abbreviation 'stc'. This is not allowed because it denies positive knowledge of the goods shipped. The phrase must be deleted from the C of O or a new C of O prepared.

To ensure that nothing can be added to the C of O after it has been issued, **all unused space in Box 6 should be ruled off.** This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space. Certificates issued electronically will only have a horizontal line printed under the last entry.

Occasionally the space in Box 6 is insufficient to include the extensive descriptive detail required. This usually occurs when the C of O covers consignments of multiple goods that need to be specified individually. When this occurs the applicant must either:-

- Use two or more C of O forms according to the space required. The serial number of the second form and any subsequent forms must be deleted and replaced by the serial number of the first set used. This alteration should be verified by use of the alteration approved stamp. Each form must also bear the number of forms which comprise the C of O in total e.g. Page 1 of 3, page 2 of 3, page 3 of 3 etc. The originals of all the sets used should be stapled together, as should the copy certificates and applications thus forming one multisheet certificate; or
- A copy of the export invoice will be sent with each C of O. The C of O must therefore contain a general description of the goods in Box 6 followed by the phrase "As per invoice number..... dated". If there is any further doubt or confusion, you should speak to the Chamber.

BOX 7 – QUANTITY

The vast majority of C of O's include net or gross weights or both. If only one weight is given it should be clearly stated whether it is a net or gross weight. Weight is not the only means of measurement that can be inserted in Box 7 and in certain trades other units of measurement are more appropriate e.g. litres, metres, cubic dimensions or simple quantity. Issuing bodies should ensure that these entries agree with the supporting documents and that all entries are given in

metric. It is possible to include imperial weights if this is requested by the consignee, but only if accompanied by the metric equivalent.

BOX 8

Box 8 on the original and copy of the certificate of origin should **not** be completed by the applicant. This is the space reserved for the Chamber's use to authenticate the document once checking operations have been completed. On the application (pink) copy however, Box 8 must be completed by the applicant because this comprises the formal application for the document together with a declaration that the information given, whether in the body of the Certificate, or in response to information requests from the Chamber, including verbal requests, is correct. The applicant must complete the declaration by signing and dating it **and must add the name of the signatory in block capitals** to assist with identification. Signatories must be duly authorised personnel of the applicant and have been registered with the Chamber under an up-to-date Formal Undertaking.

BOX 9 (ON THE APPLICATION FORM)

This box must be completed when the applicant is an agent of the exporter. In such cases the agent must show his name and address in this box. A specimen signature should be held on file by the Chamber.

THE REVERSE OF THE APPLICATION FORM

This forms part of the application and undertaking signed by the applicant in box 8 on the application form and must be completed. This is done by the applicant ticking the box appropriate to the goods in question and providing the necessary supporting documents as required. There are three boxes to choose from:-

1. **Where goods are wholly of United Kingdom origin:** This relates to UK raw materials or goods manufactured from UK raw materials e.g. such goods are mineral, vegetable, animal and fishery products of the country and goods made exclusively from such products. It should be especially noted that waste or scrap products derived from any manufacturing operation carried out in the country and used articles collected in the country which are fit only for the recovery of raw materials are regarded as wholly originating in that country.
2. **Where goods are of United Kingdom origin by virtue of the processing that the goods have undergone in the U.K.** The essential rule in this case is to ascertain, from the origin rules, what process confirms originating status of the goods and then to determine who has performed that process. It is not essential to establish a detailed picture of the entire manufacturing process associated with the goods;
3. **Where goods are not of United Kingdom origin:** In such circumstances the origin has to be declared and a list of documents given in support of the declaration. Such supporting evidence must be attached to the application and made available for examination i.e.:
 - a Certificate of Origin of a responsible body in the country of export
 - a copy of the invoice from the manufacture
 - a declaration by the actual producer or manufacturer of the goods, or
 - Proof of origin as required by the Chamber.

Certain difficulties may be experienced in completing the reverse of the application. For example:

1. **Evidence:** For United Kingdom origin goods the minimum requirement is the Certificate application and the supporting export invoice. The Chamber does, however, have the right to call for additional evidence whenever they deem this appropriate. Such evidence is usually in the form of manufacturer's or processor's invoices to the consignor.
2. **Agents:** Most agents will only be in a position, to provide a copy of the export invoice as a supporting document. This must contain a signed declaration of origin by the exporter. The Chamber may require further evidence to be obtained and, if necessary, obtained direct from the exporter.
3. **Multiple Origins:** In applications involving multiple origins more than one box should be completed as appropriate.

OTHER PROBLEMS WITH CERTIFICATES OF ORIGIN

Most C of O applications are straightforward and are quickly processed and issued. Certain situations do occur, albeit infrequently, when the normal processing routine has to be modified to accommodate special needs. These are as follows:

- **Replacements for lost certificates:** In such cases the Chamber will compare the original application copy on file with the new replacement. Provided the details agree the replacement can be granted. The document should be endorsed in Box 5 "This Certificate cancels and replaces Certificate Number by (name of Chamber) on (date of issue)". If the details do not match, a suitable written explanation should be sought.
- **Errors in Certificates:** Any alteration will be 'alteration approved' by the Chamber. If, however, the extent of the alterations on the form are such as to render it unintelligible the Chamber may refuse the Certificate and request a new application.
- **Mutilated Certificates:** These will be refused in the same way as unintelligible certificates. The Chamber will have a method for dealing with mutilated documents.
- **Duplicate Certificates:** Occasionally an applicant may have a need for more than one 'original' Certificate, usually for presentation to a bank. This is permissible provided that:-
 - the numbers on all the 'original' certificates are amended to agree with the first original; and alteration approved
 - the facts are noted on the forms e.g. 1 of 3 originals, 2 of 3 originals etc.. Such notation should be given at the top of the forms or in box 5;
- **Backdating an application for a Certificate:** There is no objection to backdating an application provided the Chamber has supporting evidence and they are satisfied that the application is in no way an attempt to secure a fraudulent Certificate.
- **Retrospective application for copy certificates:** This is acceptable provided that the Original Certificate number is entered on the copies and the copies correspond precisely with the original. The copies can be dated with the same date as the original date of issue. It is not essential that they be signed by the same authorised signatory that signed the original forms.
- **Retrospective Applications:** Requests for Certificates of Origin to be issued retrospectively are acceptable up to a date of 2 years.

All Certificate of Origin applications must be accompanied by the export invoice for the shipment