

Guidance for issuing UK Certificates of Origin

From the end of the Brexit transition period on the 31st December 2020 the UK will start issuing UK Certificates of Origin.

Although the process and the requirements for foreign evidence will remain unchanged there will be a few amendments as follows:

- **Box 1 – Consignor**

Insert the full name and address (including country) of the UK exporter. The name and address of an EU multi-national company on its own will no longer be allowed in this box but can be issued “for and on behalf of” an overseas company.

- **Box 2 – Consignee**

Insert the full name and address of the foreign recipient of the goods. If the consignment is made to order and the consignee is not known, then insert "To Order: For shipment to (the name of the country of destination)".

- **Box 3 – Country of Origin**

Insert the country of origin of the goods. UK Origin will be declared first followed by goods originating in the other countries in alphabetical order. As we are no longer in the European Union or the transition period we will no longer use either “European Community” or “European Union” in Box 3.

- **Box 4 – Transport details (optional)**

Although the method of transport of the goods can be indicated, e.g. road, airfreight, sea freight etc. It is an option box and therefore it can be left blank. Where more than one method of transport is being used insert "Mixed transport". We would recommend the name of vessels are not used unless it is required as part of a letter of credit, as vessels used can be changed prior to shipment.

- **Box 5 – Remarks**

This can be left blank unless the Replacement statement is required or any additional information e.g. Letter of Credit details need to be quoted.

- **Box 6 – Shipping marks, item numbers, number and kind of packages, description of goods**

Insert the number and type of packages to be consigned e.g. 4 boxes, 3 bales, 5 cartons, etc., together with any shipping marks and numbers appearing on the packages.

If the goods are not marked, then indicate "Unmarked" or “No Marks”.

If the goods consigned are not packed insert "unpacked". If the goods are simply addressed to the customer insert "fully addressed".

Insert the description of the goods. This must be sufficient detail to clearly indicate the nature of the goods. Descriptions must not be too general, vague, ambiguous or solely given by trademark or brand name e.g. Spare parts or Hoovers or something similar.

Should there be insufficient space in box 6 to describe all the goods adequately, then it is permissible to insert a general description of the goods followed by the phrase "as per invoice number... dated.....".

After the final entry in box 6, the box should be ruled across and all unused space crossed through diagonally.

- **Box 7 – Quantity**

Insert gross and net weight in kilos. The weight can be shown in imperial, but a metric weight must also be shown. Should the weight be unknown, this detail may be replaced by other identifying particulars e.g. number of individual items, metres, litres etc.

- **Box 8 (Certificate of Origin)**

The Chamber stamps as normal following standard procedures.