

<p>1 Consignor</p> <p>INSERT THE NAME AND ADDRESS OF THE UK EXPORTER. UNITED KINGDOM MUST BE WRITTEN IN FULL.</p> <p>FOR EXPORTERS NOT BASED IN THE UK, ENTER NAME AND ADDRESS OF UK REPRESENTATIVE FOLLOWED BY ' FOR AND ON BEHALF OF' AND THE FOREIGN EXPORTER</p> <p>CONSIGNOR DETAILS MUST MATCH WITH A COMMERCIAL INVOICE SUBMITTED TO SCC – PROFORMA INVOICES ARE NOT ACCEPTABLE.</p>	<p>No. AA 123456</p>	<p>ORIGINAL</p>
<p>2 Consignee</p> <p>NAME AND ADDRESS (INCLUDING COUNTRY IN FULL) OF THE OF OVERSEAS FINAL DESTINATION OF THE GOODS BEING SHIPPED (MUST BE DELIVERY ADDRESS NOT THE INVOICE ADDRESS).</p> <p>IF CONSIGNEE IS NOT KNOWN, ENTER "TO ORDER" FOLLOWED BY COUNTRY OF DESTINATION.</p> <p>IF PAYMENT IS BY LETTER OF CREDIT, YOU CAN SHOW THE FOREIGN BANK NAME AND ADDRESS AND ADD "NOTIFY PARTY" FOLLOWED BY THEIR ADDRESS.</p> <p>CONSIGNEE DETAILS MUST MATCH WITH A COMMERCIAL INVOICE SUBMITTED TO SCC – PROFORMA INVOICES ARE NOT ACCEPTABLE.</p>	<p style="text-align: center;">EUROPEAN COMMUNITY CERTIFICATE OF ORIGIN</p>	
<p>4 Transport details (Optional)</p> <p>THIS IS OPTIONAL HOWEVER MODE OF TRANSPORT IS STRONGLY RECOMMENDED. DO NOT INCLUDE VESSEL NAMES, FLIGHT NUMBER ETC AS THESE CAN CHANGE.</p> <p>IF MORE THAN ONE MODE OF TRANSPORT USED, "MIXED TRANSPORT" MAY BE SHOWN.</p> <p>IF MEANS OF TRANSPORT NOT YET KNOWN, "EARLIEST AVAILABLE TRANSPORT" IS ACCEPTABLE.</p>		
<p>6 Item number; marks, numbers, number and kind of packages; description of goods</p> <p>FULL COMMERCIAL DESCRIPTION OF THE GOODS IS REQUIRED. THIS SHOULD BE THE COMMERCIAL DESCRIPTION OF THE GOODS AND MUST NOT BE VAGUE OR GENERAL E.G. "SPARES PARTS" HOWEVER, WHEN THERE IS NOT ENOUGH SPACE ON THE FORM TO DESCRIBE THE GOODS ADEQUATELY, IT IS THEN PERMISSIBLE TO GIVE A GENERAL DESCRIPTION FOLLOWED BY THE WORDS "AS DETAILED IN INVOICE NUMBER XXXXXX DATED XX/XX/XXXX"</p> <p>TRADE NAMES AND CATALOGUE REFERENCES ARE NOT ACCEPTABLE ON THEIR OWN (I.E. MARMITE WOULD HAVE TO BE STATED AS YEAST EXTRACT).</p> <p>SHIPPING MARKS AND NUMBERS MUST BE SHOWN IN THIS BOX OR IF THE PACKAGE IS ONLY ADDRESSED, THE WORDS "FULLY ADDRESSED" IS SUFFICIENT. IF THERE ARE NO SHIPPING MARKS, THE WORD "UNMARKED" MUST BE SHOWN.</p> <p>YOU MUST ALSO DESCRIBE HOW THE GOODS ARE PACKAGED (E.G. BOX, PALLET)</p> <p>A HORIZONTAL LINE MUST BE DRAWN IMMEDIATELY BELOW THE LAST ENTRY.</p>	<p>7 Quantity</p> <p>GROSS OR NETWEIGHTS IN KG</p> <p>ALL WEIGHTS MUST BE SHOWN USING THE METRIC (KG OR OTHER UNITS OF MEASUREMENT)</p> <p>EVIDENCE IS REQUIRED REGARDING THE ACCURACY OF THIS ON AN INVOICE, PACKING LIST, OTHER SHIPPING DOCUMENT.</p>	
<p>8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3</p> <p style="text-align: center;">FOR SURREY CHAMBERS OF COMMERCE STAMP AND SIGNATURE OF CERTIFYING OFFICERS USE ONLY</p> <p style="text-align: center;">SURREY CHAMBERS OF COMMERCE (INCORPORATED)</p> <p>Place and date of issue; name, signature and stamp of competent authority</p> <p style="text-align: center;">SURREY20</p> <div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p>DO NOT WRITE IN THIS BOX ON ORIGINAL (BEIGE COLOUR) AND COPY (YELLOW) CERTIFICATES.</p> <p>YOU MUST SIGN BOX 8 ON APPLICATION (PINK) PAGE WHICH MUST BE A HANDWRITTEN ORIGINAL SIGNATURE FOLLOWED BY THE NAME OF APPLICANT IN BLOCK CAPITALS.</p> </div>		

BOX 1 – UK GOODS WHOLLY PRODUCED FROM UK RAW MATERIALS OR COMPONENTS
(such as meat farmed, vegetables grown, fish caught, minerals excavated in the UK)

CAUTION: Most manufactured goods contain some components parts manufactured overseas; if you are not 100% certain, please tick Box 2.

BOX 2 – GOODS ARE OF UK ORIGIN BY VIRTUE OF SUBSTANTIAL PROCESSING THAT TOOK PLACE WITHIN THE UK.

The process of manufacture will be sufficient to satisfy origin rules for most goods. However, some goods such as textiles may be subject to more specific origin rules (please refer to ORIGIN RULES for further information)

BOX 3 – GOODS ARE OF FOREIGN ORIGIN (I.E. MANUFACTURED OUTSIDE THE UK)

CAUTION: You must provide SCC with proof of foreign origin. This can be any evidence that has the foreign manufacturer's details (i.e. Invoices, Packing List, Transport documents, statements etc). SCC reserves the right to reject supporting evidence if they feel it does not meet the required details

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 appropriate 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 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 the virtue of the economically justified substantial process which has occurred in the United Kingdom as indicated below.
3. The goods are of foreign origin declared overleaf 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 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)

THE NAME AND THE ADDRESS OF THE MANUFACTURER MUST BE SHOWN HERE.

- If manufacturer details are shown in BOX 6 (Description of Goods) on the certificate, then it is sufficient to state "As listed in Box 6"
- If there is a list of foreign manufacturers, it is sufficient for these to be listed on a company headed paper and for "As detailed on attached list" to be stated.

EVIDENCE REQUIREMENTS

FOR GOODS OF UK ORIGIN: it is sufficient to enter name and address of UK manufacturer.

FOR GOODS OF FOREIGN/ NON-UK ORIGIN: the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support their declaration of origin by producing:

A Certificate of Origin of a responsible body in the country of export **OR** a copy of the invoice from the manufacturer **OR** a declaration by the actual producer or manufacturer of the goods **OR** a copy of the import entry against which the goods were cleared by HMRC.

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 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 the 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 5.

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 the 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 form must be a handwritten original signature unless the certificate is produced by an approved electronic system. Applicants must NOT sign Box 8 on the Original or Copy Certificates.

THE APPLICANT MUST SIGN IN BOX 8 ON THE PINK APPLICATION FORM. THE APPLICANTS SIGNATURE AND NAME MUST APPEAR ON A VALID FORMAL UNDERTAKING HELD BY SCC.

RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN AND THE APPLICATION FOR SUCH CERTIFICATE

1. The form shall be completed in typescript in one of the official languages of the Community or, depending on the practice and requirements of the 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 space 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.

EC CERTIFICATE OF ORIGIN CHECKLIST

1. IS MY FORMAL UNDERTAKING UP TO DATE?
2. HAVE I STATED COUNTRY NAMES IN FULL IN BOXES 1, 2 AND 3?
3. HAVE I STATED MARKS, PACKAGING AND WEIGHT IN BOX 6?
4. HAVE I SUBMITTED A COMMERCIAL INVOICE THAT HAS THE SAME DETAILS THAT ARE ON THE CERTIFICATE?
5. HAVE YOU MADE ANY ALTERATIONS? IF SO, PLEASE INITIAL NEXT TO EACH ONE.
6. HAVE I RULED OFF ALL THREE PAGES OF THE CERTIFICATE APPLICATION UNDER THE LAST ENTRY?
7. HAVE I SIGNED BOX 8 ON THE PINK APPLICATION FORM?
8. IS THE CORRECT BOX TICKED ON THE REVERSE OF THE PINK APPLICATION FORM?
9. ARE THE MANUFACTURERS NAME AND ADDRESS STATED ON THE BACK OF THE PINK APPLICATION FORM?
10. DOES ALL THE INFORMATION I HAVE INCLUDED ON THE CERTIFICATE APPEAR WITHIN THE SUPPORTING EVIDENCE?
11. HAVE I SUBMITTED THE SUPPORTING EVIDENCE WITH MY CERTIFICATE (COMMERCIAL INVOICE, PACKING LIST, AND OTHER EVIDENCE)?
12. IF THE GOODS ARE NON-UK ORIGIN, HAVE I PROVIDED EVIDENCE OF FOREIGN ORIGIN?

ACCEPTABLE FORMS OF FOREIGN EVIDENCE

- CERTIFIED CERTIFICATE OF ORIGIN ISSUED IN COUNTRY OF ORIGIN,
- COMMERCIAL INVOICE FROM FOREIGN MANUFACTURER (MUST BE ON THEIR COMPANY HEADED PAPER AND SIGNED BY REPRESENTATIVE)
- EXPORT TRANSPORT DOCUMENTATION (MUST HAVE MANUFACTURERS ADDRESS)
- DECLARATION BY ACTUAL MANUFACTURER OR PRODUCER OF GOODS (MUST BE ON THEIR COMPANY HEADED PAPER AND SIGNED BY REPRESENTATIVE)
- COPY OF IMPORT ENTRY AGAINST WHICH GOODS WERE CLEARED BY H.M. CUSTOMS,
- PHOTOGRAPHS – MUST INCLUDE PICTURE OF GOODS AND DETAILS OF MANUFACTURER,

IF YOU ARE HAVING DIFFICULTY OBTAINING EVIDENCE OF FOREIGN ORIGIN, PLEASE CONTACT US TO DISCUSS AVAILABLE OPTIONS.

OTHER INFORMATION

EC CERTIFICATE OF ORIGIN CAN BE USED FOR AN ARAB COUNTRY; HOWEVER YOU MUST INCLUDE AN INDEMNITY STATEMENT WITH YOUR APPLICATION.

ALL CERTIFICATES WITH AN ARAB COUNTRY DESTINATION MUST BE TYPED/PRINTED AND NOT HANDWRITTEN. WE RECOMMEND THAT YOU USE AN ARAB CERTIFICATE OF ORIGIN FOR ANY CONSIGNMENT TO AN ARAB NATION, HOWEVER, WE RECOMMEND THAT YOU CHECK WITH YOUR CUSTOMER THEIR REQUIREMENTS, BEFORE APPLYING FOR EITHER AN ARAB CERTIFICATE OF ORIGIN OR EC CERTIFICATE OF ORIGIN.

ALL CERTIFICATES OF ORIGIN PRESENTED FOR CERTIFICATION TO SURREY CHAMBERS OF COMMERCE MUST BE ON THE OFFICIAL ORIGINAL FORMS WHICH WERE OBTAINED FROM SURREY CHAMBERS OF COMMERCE. WE CAN NOT ACCEPT PHOTOCOPIES OR OTHER CHAMBERS CERTIFICATES OF ORIGIN.

THESE NOTES ARE A BASIC GUIDE ONLY AS IT IS NOT POSSIBLE TO COVER EVERY SITUATION.

IF YOU REQUIRE ANY FURTHER HELP, PLEASE CONTACT THE INTERNATIONAL TRADE TEAM ON 01483 735540