

# UK Certificates of Origin Information & Completion Notes

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## Formal Undertaking

Before applying for a Certificate of Origin (C of O) through Herefordshire & Worcestershire Chamber of Commerce, the applicant must complete a Formal Undertaking for their company.

In the Formal Undertaking, the applicant (exporter) agrees to the Standard Rules as laid out and to take responsibility for ensuring the correctness and accuracy of the information on the C of O. This also includes providing the Chamber with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

The Formal Undertaking must be renewed annually. Signatures can be added or removed at any time, but changes must be signed by the Proprietor, Director, Partner or Company Secretary who signed the original Formal Undertaking. If a signatory leaves your company or no longer has permission to apply for C of O's, the Chamber should be informed immediately, and that person's signature deleted from the Formal undertaking.

If you would like to complete the Formal Undertaking please contact the team on the following email address: [ecert@hwchamber.co.uk](mailto:ecert@hwchamber.co.uk)



### **Important**

**Herefordshire & Worcestershire Chamber of Commerce cannot issue Certificates of Origin or authenticate signatures in any other documents if a current Formal Undertaking including the relevant signatures is not in place.**

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## What is an UK Certificate of Origin (C of O)?

A C of O is an important international trade document that certifies that goods in a particular export shipment are wholly obtained, produced, manufactured or processed in a particular country. They declare the 'nationality' of the product and also serve as a declaration by the exporter to satisfy customs or trade requirements.

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## How to apply for an EC Certificate of Origin (C of O)

Applications for C of O's must be made online through the eCert website. Register your company on <https://www.ecert.sgs.com/uk/>. Your account will be ready to use once the Chamber has received your formal undertaking and has activated your eCert account.

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## How to Complete a Certificate of Origin (C of O)

### **Important**

All information as detailed in a C of O must be fully and accurately evidenced. The commercial or shipping invoice for the shipment must be provided. If all information is not covered on the invoice, a packing list can be used alongside the invoice. If the goods are not manufactured in the UK, evidence of origin will need to be provided (see **Reverse – Manufacturers**).

To complete your application, the following rules and instructions should be followed:

### **Box 1. Consignor**

Insert the name and address of the UK exporter/consignor of the goods. The address must end with "United Kingdom" in full. 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 of... (the buyer's name and address) For shipment to... (the name of the country of destination)".

Abbreviations for countries are not acceptable apart from USA (instead of United States of America) and UAE (United Arab Emirates) e.g. UK cannot be used.

### **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 (if this is quoted a copy of the Letter of Credit will need to be provided as evidence).

Replacement statement

This may be required if the origin has been lost or contained errors.

Select replacement from the drop down box then enter detail of the previously issued C of O: "This Certificate cancels and replaces Certificate of Origin no. (enter C of O no. including letters) issued by the (enter name of original issuing body/Chamber of Commerce) on (enter original C of O date of issue)".

The replacement certificate must be exactly the same as the original certificate. If the original certificate cannot be returned, a letter on the applicant's company letterhead and signed by the applicant must be supplied, explaining why it cannot be returned, detailing the RA certificate no. and date stamp of the original certificate and requesting a replacement.

#### **Box 6. Marks and Numbers**

Detail the actual marks and numbers stencilled or otherwise affixed to the packages being shipped. If the package is addressed to the Consignee only, the words "As Addressed" or "Fully Addressed" can be detailed instead of the full Consignee detail. If the packages are not marked at all, the word "Unmarked" or "No Marks" must be detailed.

#### **Box 6. Description of Goods**

##### ***Number and kind of packages***

Insert the number and type of packages to be consigned. The words package or parcel cannot be used as they do not define the type of packaging used. You may use pallets, cartons, crates, boxes, cardboard boxes, bales, rolls, kegs, jiffy bag, paper packet, plastic packet, or skid.

If the goods are packed inside a dedicated container for that shipment, you can detail 1 x Container etc. If containerised, you may detail the container no. and seal no. if you so wish. The same goes if goods are packed inside a dedicated lorry for that shipment. If the goods are not packed in any way or form, the words "Unpacked", "in bulk" or "loose" may be used.

##### ***Description of goods***

A full commercial description of the goods is required. This must 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 trademark or brand name E.g. 'Hoover' instead of Hoover vacuum cleaner or a catalogue number with no description.

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...".

##### **Box 6. Free Text**

This box can contain any other information that the applicant wants to add e.g. Notify party details, declaration of origin, contract details etc.



### 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. Place

The Chamber stamps as normal following standard procedures.

### Box 9. Applicant

This box must be only be used by an applicant if the applicant is an agent of the exporter e.g. If a freight forwarder is applying for a C of O on behalf of the consignor of the goods. The agent must detail their name and address in this box.

### Reverse – Origin Declaration (pink part of the C of O)

The applicant must tick the box or boxes in the case of multiple origins, appropriate to the goods in question. There are three statements to choose from:

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”*. This relates to UK raw materials or goods manufactured from UK raw materials (minerals, farmed meat, vegetables, and fish). If the product/materials contain any components/items of non-United Kingdom origin, then option 2 should be selected.

2. *“The goods whilst not 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”*. This option should be selected if you are not 100% sure that the materials or components are wholly of United Kingdom origin. Most manufactured goods contain some component parts which were manufactured overseas so this option is usually the most appropriate

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)”*. The country or countries of origin must be declared in box. 3. Supporting documents need to be supplied as evidence of origin.



### Important

The consignee does not see the pink application part of a C of O. Addresses and evidence of origin is for the Chamber's use only and all detail is classed as confidential. When applying for a C of O using the express option in eCert (applicant prints electronically stamped C of O on their premises), the pink form is to be kept by the applicant. When applying for a C of O using the standard postal method in eCert, the Chamber prints the C of O and applies a wet stamp and signature (the Chamber keeps the pink part of the application).

### Reverse – Manufacturers (pink part of the C of O)

The company name and address of all relevant manufacturers/producers must be detailed including the country in which they are based at the end of the address.

For UK manufactured/produced items, no evidence is required but the Chamber may check the authenticity of these companies. The UK company names and addresses must still be detailed including UK at the end of each address. The Chamber has the right to call for evidence for UK manufacturers wherever deemed appropriate.

For items manufactured/produced by the applicant/consignor's own company based in a different country, no evidence is required but the company names and addresses in that country must still be detailed. As with UK manufactured items, the Chamber has the right to call for evidence for these companies wherever deemed appropriate. If the foreign based owned company does not manufacture the goods, full evidence of origin must still be provided.

Documents acceptable as evidence for foreign origin manufactured/produced goods are as follows:

- A certificate of origin of a responsible body in the country of export -Ideal
- A copy of the commercial invoice from the manufacturer/producer – Ideal
- A declaration of non-preferential origin by the manufacturer/producer

Proof of origin as required by the Chamber which will be discussed on an individual basis should any of the above options not be available.

If goods are bought from a supplier who does not know or will not give you the name and address of the manufacturer/producer, please contact the Chamber for help and advice.

 **Important**

**Please check that goods are actually manufactured/produced by the companies you are buying from as it is quite common that goods are not actually manufactured/produced by the seller. If they are just a supplier or a distributor, every effort must be made to find out the name, address, and country of the actual manufacture/producer and to get proof of these details.**

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## Herefordshire & Worcestershire Chamber of Commerce Export Documentation Team Contacts

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