

**INSTRUCTIONS FOR THE PREPARATION OF THE EUROPEAN COMMUNITY
CERTIFICATES**

The Certificate should be completed in typescript. The Export Invoice MUST accompany the Certificate. The appropriate boxes on the Certificate should be completed as follows: -

SECURITY PATTERNED ORIGINAL AND YELLOW COPIES

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| BOX 1 | CONSIGNOR | <p>This box must indicate the name and address of the U.K. exporter.</p> <p>United Kingdom in full, must be stated as part of the address.</p> |
| BOX 2 | CONSIGNEE | <p>Show the name and address of the overseas consignee. The Chamber will not issue a certificate unless it is clear that the goods are to be exported.</p> <p>Country of destination must be stated.</p> |
| BOX 3 | COUNTRY OF ORIGIN | <p>For goods made in this country insert: European Community - United Kingdom (neither may be abbreviated). The words United Kingdom may be omitted, but are a common commercial requirement. For goods made in other Community countries insert the appropriate country name, if necessary. However, if goods are being re-exported which were imported from outside the Community the name of the country will be shown in the usual way e.g. Japan. The following is an example of the correct format and wording: European Community - United Kingdom, Germany, France & Japan, USA</p> |
| BOX 4 | TRANSPORT DETAILS | <p>Optional, but completion of the mode of transport is recommended e.g. sea freight, airfreight, road or rail. Where international transport is by more than one means "mixed transport" may be shown. EAT (Earliest Available Transport) is to be discouraged as it is not a recognised shipping term</p> |
| BOX 5 | REMARKS | <p>Customer's Order Number, Letter of Credit Number etc., may be included if required. The Chamber will require evidence as to the accuracy of such additional details.</p> |
| BOX 6 | ITEM NUMBER: MARKS, NUMBERS, NUMBER AND KIND OF PACKAGES: DESCRIPTION OF GOODS | <p>Shipping marks and numbers should be shown or if the package is only addressed the word "addressed" is sufficient. If there are no shipping marks the word "unmarked" must be shown.</p> <p>The goods must be described by their usual commercial description. This must indicate the nature of the goods and not be vague or general e.g. spare parts. Trade names or catalogue references are not sufficient.</p> <p>When there is not enough space on the form to describe the goods adequately, you can add the wording "as per Invoice No. dated" to complete the description of items. Or if in any doubt, please contact the chamber for completion details.</p> |

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| BOX 7 | QUANTITY | Gross or net weight in Kilos should be shown here. Other units of measurement e.g. volume or number of items which would indicate exact quantities may be used when customary. The Chamber requires evidence as to the accuracy of such details i.e. on invoice, packing list, shipping document. |
| BOX 8 | RULING OFF | These spaces are not completed by the exporter. The exporter does not sign the original or the copies but only the application form (pink) which is dealt with below. A horizontal line must be drawn immediately below the last entry. |
| N.B. | | |

PINK APPLICATION FORM

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| BOX 8 | | Insert the place and date of signature and sign. The name of the individual whose signature appears must be completed. |
| BOX 9 | | This box must be completed when the applicant is an agent of the exporter. The name and address must be shown in this box. |

REVERSE OF THE APPLICATION:

COMPLETION OF ORIGIN DECLARATION

The reverse of the application copy (pink) contains a declaration which must be completed giving details of the manufacture of the goods.

Box 1 will only be ticked where the goods are **wholly of United Kingdom origin**. This relates to UK raw materials or goods manufactured from UK raw materials.

CAUTION: Most manufactured goods contain some overseas raw materials or component parts manufactured overseas; Box 2 is often the most appropriate.

Box 2 should be ticked where the goods are of United Kingdom origin by virtue of the processing that the goods have been subjected to in the U.K.

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. These can be provided by the Chamber upon request.

Box 3 is completed where goods are not of United Kingdom origin.

The name and address of the manufacturer must **always** be given and if the manufacturer is overseas, proof of origin must be provided. No certificates will be accepted without completion of these declarations and accompanied by the appropriate requested evidence.

For further information, contact the Chamber's Documentation Department