

HOW TO COMPLETE A UK CERTIFICATE OF ORIGIN

The following lays out how to fill in a UK Certificate of Origin. If you have any conflicts with this, please contact the Chamber.

Box 1 - Consignor

The FULL name, address, and country of the Exporter in the United Kingdom. No abbreviations of the company name are allowed unless they are recognised ones and United Kingdom (in full) must conclude the address. There are EXCEPTIONS to this. Contact the Chamber if necessary.

Box 2 - Consignee

The FULL name, address, and country of the overseas receiver of the goods shipped (person, government office or company). This address is usually the deliver to address and should be for overseas however there are EXCEPTIONS to this. Contact the Chamber if necessary.

Box 3 – Country of Origin

Put name of the country or countries where the goods were made. Do not abbreviate UK show it in full as UNITED KINGDOM. If there are too many countries of origin to fit in this box, the term “As shown in box 6” may be used. The appropriate origin must then be shown against *each* item in box 6. However, it is preferable to try to fit them in this box.

Box 4 – Transport details (Optional)

Method of transport, i.e.: Airfreight, Seafreight road or rail etc. It is preferable to fill this box in, although it is advised not to state specific vessel names unless specially requested to do so. The terms “Mixed Transport” or “Earliest Available Transport” may be used if appropriate, but as this box is optional it may be left blank.

Box 5 – Remarks

This box is deliberately left as a spare space and no entry is required. However, any additional information required may be shown here, such as Letter of Credit number or Invoice number, or when a Replacement Certificate of Origin is being raised...

When this is the case the following declaration must be shown here: *This Certificate cancels and replaces Certificate no. (FLxxxxxx) issued by the Hertfordshire Chamber of Commerce on (date of issue).*

Box 6 – Item number, marks, numbers and kind of packages, description of goods

This box covers the goods being exported.

ITEM NUMBER: Literally number of items, i.e.: Item 1, 2, 3, etc., not essential.

MARKS:

This means the actual markings or stencils on the packages. The terms “Addressed as Consignee”, “Unmarked”, “Unpacked”, “Loose” or “In Bulk” may be used where applicable.

NUMBER AND KIND OF PACKAGES:

Literally the quantity and type of package, i.e.: 3 cases, 1 pallet etc.

DESCRIPTION OF GOODS:

It is not essential to list every item individually, a general heading describing the goods is sufficient provided it corresponds with the accompanying invoice. Brand and Trade names are accepted provided that a general description of the product is also stated, i.e. 10 tins of Dulux (paint). It is not necessary either to list serial numbers etc., unless specifically requested by your customer or by the terms of a Letter of Credit. A description of goods comprising of commercial or technical jargon, i.e. 10 x pvt 790’s is acceptable provided it is preceded by a general heading describing the goods, i.e. electrical resistors. The term STC (*Said To Contain*) must NOT be used. **NB:** If using a Letter of Credit (L/C) you must use the description exactly as described on the L/C. **TIP!** Make all your documents consistent with one-another.

Box 7 – Quantity, weight

Usually, should be the total gross weight in KG’s - the metric system must be used, if imperial measurements are required,

then the metric must also be shown. Litres, metres, cubic dimensions, or a simple amount may be used where appropriate.

Box 8 – I the undersigned (Application page only)

APPLICATION PAGE: YOU MUST SIGN THIS PAGE

Place and date, i.e.: Hatfield, Herts – today’s date
Signature and print the name of applicant. It is this signature that is checked against the Formal Undertaking & Specimen Signature Records held on file from ALL companies that request Certificates of Origin and other certifications.

Box 9 – Applicant (if not the consignor) (Application page only)

If an AGENT is preparing the CofO then their name and address should be here. Or if the details in box 1 – Consignor, are different from the company submitting the application (different from the Formal Undertaking) or a different address to return the certificate to.

Reverse – (Back of the Application page of the certificate only) VERY IMPORTANT.

The name and address of the manufacturer MUST be shown. Tick the appropriate *Box 1, 2 or 3*, and enter the name and address of the manufacturer(s). If it is you, then you may state “manufactured by ourselves”. This will be sufficient.

- Box 1* is for goods wholly of United Kingdom origin, such as fish, coal, and wool. TIP! Think animal vegetable or mineral. **CAUTION: most manufactured goods will contain some component parts or materials manufactured overseas. Box 2 is deemed the appropriate box to tick for all manufactured goods of United Kingdom origin (goods made in the UK).**
- Box 2* is for all goods of United Kingdom origin (see above).
- Box 3* is for goods not of United Kingdom origin; that is, made overseas. Proof of foreign origin is required (see additional requirements)

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ADDITIONAL REQUIREMENTS:

A copy of the Commercial invoice (or Export/Shipping invoice) in respect of the goods described in the Certificate of Origin must accompany the Certificate.

Evidence of Foreign Origin:

a. In cases where the goods are of **foreign origin**, i.e., not made in the United Kingdom, the applicant must produce documentary evidence to identify the foreign origin goods. This may be either:

- i. a Certificate of Origin of a responsible body issued in the country of export, or
- ii. a copy of the invoice from the manufacture (not pro-forma), or
- iii. a declaration by the actual producer or manufacturer of the goods, or
- iv. proof of origin as required by the issuing body

The applicant must be able to provide any further information the issuing body deems necessary. If you have difficulty with EVIDENCE, please contact the Chamber.

Photocopies are accepted for back-up documentation. Any manual amendments or corrections (Errors) MUST be crossed out and initialled. DO NOT USE TIPPEX! If you require your documentation returned by post, give clear instructions what you require and where to return the certificate to.

EXCEPTIONS

There may be times where you cannot fill in the details required for operational reasons. In these cases, there are some allowances that may help. Always contact the Chamber before you do this and if you have any other queries.

For additional guidance please contact the Hertfordshire Chamber of Commerce - Export Department.


Hatfield:

Tel: 01707 502192 or 01707 502196

E-mail: export@hertschamber.com

Hertfordshire Chamber of Commerce
York House
8-12 Salisbury Square
Old Hatfield, Hertfordshire
AL9 5AD

EXAMPLE:

1. Consignor (Name or name of firm, and full address) <small>and VAT No.</small> AG Services 45 Grosvenor Road St. Albans Herts AL1 3AW UNITED KINGDOM		No.	APPLICATION
2. Consignee (Name & address, if not known state TO ORDER for shipment to.....) <small>(Country of destination)</small> HELLO UTENSILS LTD 15 West Daminger Street Mumbai 123 456 INDIA		1234	
UNITED KINGDOM			
CERTIFICATE OF ORIGIN			
3. Country of Origin (UNITED KINGDOM or country of origin (where not UK)) United Kingdom			
4. Transport details (optional)	5. Remarks		
6. High number (marks, numbers, number and kind of packages, description of goods) <small>(For goods not packed indicate number or 'in bulk')</small>	7. Quantity expressed in gross or net weight <small>or other units of measure</small>		
Addressed as Consignee 1 Box Cutlery "Excellence 100" Finest English Flatware As per Invoice Number 1234 dated 04/04/2023	Total Gross: 50 KG		
8. Declaration <small>APPLY TO THE VALUE OF A CERTIFICATE OF ORIGIN CONCERNING THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3. I DECLARE AND THE PARTIES HERETO IN THE APPLICATION AND THE SUPPORTING DOCUMENTS AND INFORMATION FURNISHED TO THE COMPETENT AUTHORITIES WITH A VIEW TO THE ISSUE OF THIS CERTIFICATE ARE CORRECT, THAT THE GOODS IN WHICH THIS CERTIFICATE IS EVIDENCED WERE MANUFACTURED ORIGINALLY IN THE COUNTRY SHOWN IN BOX 3 AND THAT THE GOODS WERE THE PROPERTY OF THE APPLICANT AT THE TIME OF THE MANUFACTURE OF THE GOODS. In exceptional circumstances, at the request of the competent authorities, such additional statements and supporting documents as may be required by the issue of this certificate.</small>			
9. Applicant (if not the consignor)		 St Albans Herts S I Gosture <small>Place and date Signature of the applicant The signature must be followed by the name in block capitals.</small>	
<small>Generated by: SIB United Kingdom Ltd</small>			

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 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 United Kingdom 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 virtue of the economically justified substantial process which has occurred in the United Kingdom, as indicated below.
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).

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).

Goods Manufactured by:
AG Services Ltd, 45 Grosvenor Road, St. Albans, Herts. AL1 3AW United Kingdom.

NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS

Box 3 Country of Origin

- (i) For goods of UNITED KINGDOM origin insert "UNITED KINGDOM".
- (ii) For goods of non-UNITED KINGDOM origin insert the name of the individual country of origin. Do not use 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 6.

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 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.

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 United Kingdom 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 authorised 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 spaces 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.

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AG Services Ltd
45 Grosvenor Road
St. Albans, Herts AL1 3AW United Kingdom

Invoice No. 1234

INVOICE

Customer		Export	
Name	Hello Utensils Ltd	Date	04/04/2025
Address	15 West Janragar Street	Order No.	HELLOIN2810
City	Mumbai Country India Zip 123 660	Ref	Excellence100
Phone	00 + 91 22 345 678 910	Yr Ref	AG/UK/2810

Qty	Description	Unit Price	TOTAL
	"Excellence 100" Finest English Flatware - Silver plated		
	Cutlery comprising of		
100	Knives (FISH)	£1.00	£100.00
100	Forks	£1.00	£100.00
100	Spoons	£1.00	£100.00

Commodity code: 821510 20 00

We hereby certify this invoice to be true and correct and that the goods referred to are of UK Origin. Manufactured by AG Services Ltd.

S I Gnature - Director, AG Service Ltd *S.I. Gnanesan*

Payment Cash	Sub Total	£300.00
	Shipping	£50.00
	Tax Rate(s) 0.00%	£0.00
	0.00%	£0.00
	TOTAL	£350.00

Freight CIF
Contact Sanjay Patel
Tel: 00 + 91 22 345 678 911
Fax: 00 + 91 22 345 678 912

Office Use Only

Net Wt: 25Kgs
Gross Wt: 50 Kgs
1 x Box 100 x 50 x 25 cm Cube 20M³

Tel: 01707 398400 Fax: 01707 398430
Val Number: 002 123456