

1 Consignor (Name, or name of firm, and full address). Vat No. State the name and address of your UK Company with United Kingdom at the end. If you are an exporter completing the Certificate for another exporter also state 'On Behalf of' followed by the Name & address of the overseas Company (which must be stated on your invoice)		No.		APPLICATION	
2 Consignee name & address, if not known state 'To Order for shipment to.....' (country of destination). State the name & address of the overseas Consignee with the country. If you are invoicing one company and delivering to another please state 'To the order of'... (name and address) 'For Despatch to'.. (name and address). Both Companies must also be stated on your invoice.		Example UK COO DONT AMEND			
		UNITED KINGDOM CERTIFICATE OF ORIGIN			
		3 Country of Origin ("UNITED KINGDOM" or country of origin concerned see overleaf) Select the country(ies) of origin from the drop down list on eCert. 'United Kingdom' should be stated 1st if applicable. If applicable, please state Turkey as Türkiye (from drop down list)			
4 Transport details (Optional) This box can be left blank. If you need to please only state the method of transport i.e. Road, Airfreight or Sea freight. Please don't state Vessel or Flight details as this can change prior to shipment.		5 Remarks This should be left blank unless it is a 'Replacement' when you should select this of the drop-down menu. Any other required information such as Letter of Credit Numbers should be stated in the free text area in box 6.			
6 Item number; marks, numbers, number and kind of packages; description of goods (For goods not packed indicate number or "in bulk") State the words, 'Shipping Marks:' followed by how your packages are marked. Or 'As addressed consignee' if applicable. If there are no shipping marks, state 'Unmarked' or 'No Marks' State how the goods are packed i.e '10 pallets containing.....'. followed by a GENERIC GOODS DESCRIPTION for your goods, and your invoice number and invoice date. For example: 2 PALLETs CONTAINING FLOW CONTROL EQUIPMENT AS PER INVOICE NUMBER 1234 DATED 01/04/2023 Please don't state a detailed goods description unless your customer, Purchase Order or Letter of Credit specifically requests this. If the goods are not packed state 'Unpacked', 'Loose' or 'In Bulk' *FREE TEXT* Please only state extra information here if specially requested by the Importer, Letter of Credit or Purchase order. Please note that the Chamber will need proof of everything that you state on the Certificate.		7 Quantity (expressed in gross or net weight or other units of measure) Total Gross: 3.00 KG Total Net: 2.00 KG Total Cube: 1.00 M3 Quantity if not weight: LEAVE THIS FIELD BLANK. Please only state either gross OR net weight in the above field. Please don't state dimensions or cube unless your customer specifically requests it.			
8 I, the undersigned, -APPLY for the issue of a certificate of origin indicating that the goods described above originate in the country shown in box 3. DECLARE that the particulars given in this 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 to which such documents and information relate are those in respect of which this application is made, that the goods fulfil the conditions laid down by the rules concerning the common definition of the concept of the origin of goods. -UNDERTAKE to furnish, at the request of the competent authorities, such additional information and supporting documents as may be required for the issue of the certificate.					
9 Applicant (if not the consignor) Only complete this box if you are an AGENT acting on behalf of an exporter. You must also have already logged a 'Authority Letter' from your customer with us, contact the Chamber for further information if applicable		Burgess Hill Place and date Signature of the applicant The signature must be followed by the name in block capitals			

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 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). ☐

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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:

Please state the name and address of all manufacturers, including the country.

Please note that the Arab-British or Egyptian-British Indemnity will also appear here if you are exporting to the Arab League or Egypt and are just having the document Certified by us at the Sussex Chamber.

Concerning the above boxes:

BOX 2 should be ticked if your goods are of UK manufacturer & origin.

BOX 3 should be ticked if the goods are of Foreign Origin. We need proof of origin for items of foreign origin, cross referenced to the items on the invoice.

Tick BOX 2 & 3 if you are exporting goods of UK manufacturer and of foreign origin.

BOX 1 should only be ticked if your goods are BORN OR GROWN in the UK, this would not apply to most 'manufactured' goods.

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 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 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.