

1 Consignor	<p>Box 1 – Consignor Full name and address (including country) of the UK exporter. Can also show the UK exporters name and address followed by 'On behalf of' and another name and address. United Kingdom in full must also be stated.</p>	No. KA	<p>Pre printed Reference ORIGINAL</p>
2 Consignee	<p>Box 2- Consignee. Full name and address of foreign recipient where the goods are delivered to. If the consignment is made to order and the consignee is not known, then insert "To Order: For shipment to (the name of the country of destination)"</p>	<p>UNITED KINGDOM</p> <p>CERTIFICATE OF ORIGIN</p>	
4 Transport details (Optional)		3 Country of Origin	<p>Box 3 – Country of Origin. Must show country of origin of the goods being shipped. UK will be declared first, followed by goods originating in the other countries in alphabetical order. E.g., If goods are manufactured in the UK this will need to state: United Kingdom</p>
<p>Box 4 – Transport Details. Optional box which can be left blank. Only Road, Seafreight, Airfreight & Mixed transport can be in this box</p>		5 Remarks	
6 Item number; marks, numbers, number and kind of packages; description		<p>Box 5 – Remarks. This box is optional and can be left blank. Only used for Replacement Statement or Letter of Credit Number</p>	
<p>Box 6</p> <p>Marks and Numbers – the actual marks and numbers on the package (labelling on the packaging) – If there are none it must state 'Unmarked.' 'Fully addressed' can be quoted if package is addressed to the consignee</p> <p>Numbers and Types of Packages – enter the number & types of packaging e.g., boxes, pallets etc for shipment. If the goods are shipped in bulk or unpacked, can show 'Unpacked' 'Loose' or 'In Bulk'.</p> <p>Description of Goods – goods must be described by their usual trade description, and this should be in enough details to clearly indicate what the goods are and should not be vague. A general description can also be used followed by the phrase 'as per invoice number ... dated....'</p> <p>To ensure that no additional information can be added in box 6 after it has been issued, Box 6 must be ruled off after the last entry</p>		7 Quantity	<p>Box 7 – Quantity.</p> <p>Insert Gross & Net Weights</p> <p>The weight can be shown in imperial, but a metric weight must also be shown</p> <p><i>Please note: The Gross Weight is Mandatory</i></p>
8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 3			
<p>Pre-printed – issuing body name</p>		<p>Box 8. No entry by the applicant is allowed in box 8 on the original and copy certificates. This space is for the issuing body to use to authenticate the certificate.</p>	
<p>Place and date of issue; name, signature and stamp of competent authority</p>			

1 Consignor (Name, or name of firm, and full address, as in the commercial register).	No. KA Pre Printed Reference	APPLICATION
2 Consignee (Name, or name of firm, and address if known or mention "to order").	EUROPEAN COMMUNITY <hr/> CERTIFICATE OF ORIGIN	
4 Transport details (Optional)	3 Country of Origin ("European Community" or country of origin concerned)	
6 Item number; marks, numbers, number and kind of packages; description of goods (For goods not packed indicate number or "in bulk")	5 Remarks	
8 I, the undersigned, -APPLY for the issue of a certificate of origin indicating that the goods described above originate in the country of origin concerned; -DECLARE that the particulars given in this application and the supporting documents and information relate to the goods to which such documents and information relate are those in respect of which this application is made; -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.	7 Quantity (expressed in gross or net weight or other units of measure)	
9 Applicant (Name, or name of firm, and full address, as in the commercial register).	<p>Box 8. Must be signed and dated by the applicant. Ecert will input. The signature on the pink application must be held on file by the issuing body via the formal undertaking document.</p> <p>Box 9 (pink application only). This box is only to be completed by a Freight Forwarder or Agent, where the applicant is not the exporter, otherwise this should be left blank.</p> <p>Place and date _____ Signature of the applicant The signature of an agent must be followed by his name in block capitals</p>	

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(Space for additional particulars required by individual states)

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 declaration. Tick one box 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 the foreign origin declared overleaf as indicated by the documents listed below and attached to this application (e.g. foreign certificate of origin, certified invoice, customs declaration or other documents (specified)).

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Insert above either: name and address of manufacturer
 name and address of processor with description of process(es), or
 list of documents attached to establish foreign origin.

Reverse of Pink Application. The appropriate box should be ticked on the back of the pink application. For goods manufactured in the UK, this is generally box 2, unless the goods are wholly and completely manufactured from materials and components of UK origin. If the goods are of foreign origin, box 3 should be ticked. In all cases, the name and address of the manufacturer of the goods should be shown in the space provided.

Supporting evidence is required for goods of foreign origin such as a foreign certificate of origin or a foreign supplier's invoice etc.

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 the 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 that 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 the words "As shown in Box 6" in Box 3 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 in order to facilitate identification of the Certificate with the consignment of goods to which it relates. State the means of transport, including, if known, the name of the ship for consignments by sea.

Box 8

The signature of the application form must be a handwritten original signature - a facsimile signature, however produced, is not acceptable. Where the applicant is an agent, his signature must be followed by his name in block capitals. 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 forms shall be completed in typescript or by hand, in an identical manner, in one of the official languages of the Community or, depending on the practice and requirements of trade, in any other language. Where forms are completed by hand, this shall be done in ink and in block capitals.
- 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. Each item listed in the application and on the certificate must be preceded by an item number. 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.