

# Plain Paper UK Certificate of Origin

As of **1<sup>st</sup> April 2023**, Lincolnshire Chamber will be switching to plain paper CofO's. From this date the current pre-printed CofO's will no longer be valid, and all UK CofO applications will need to be made via the Ecert system.

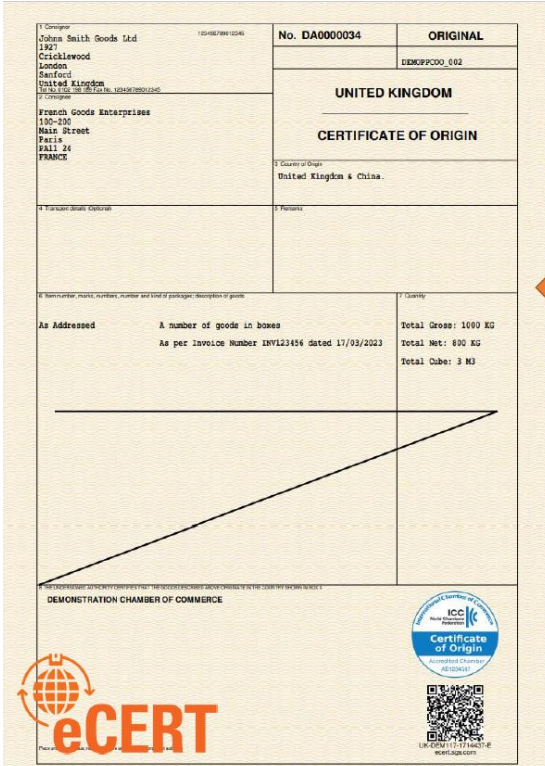
## Key Updates/Changes:

- Ecert Standard and Ecert Express submission methods **still remain** the same:
  - **Express:** Exporter prints out – CofO electronically certified
  - **Standard:** Chamber prints out and requires ink certification
- UK CofO's layout **will not** change – *completion is still exactly the same criteria as at current, including **foreign evidence**.*
- Ecert system auto generates **certificate reference** regardless of whether it is express or standard, this is generated at the checkout stage and is unique to that CofO.
- UK CofO's still requiring ink certification can still be completed and submitted as normal on ecert standard. The Chamber will print onto plain paper, certify and post back as normal.
- Exporters will receive a **'one time only print'** option for express applications.

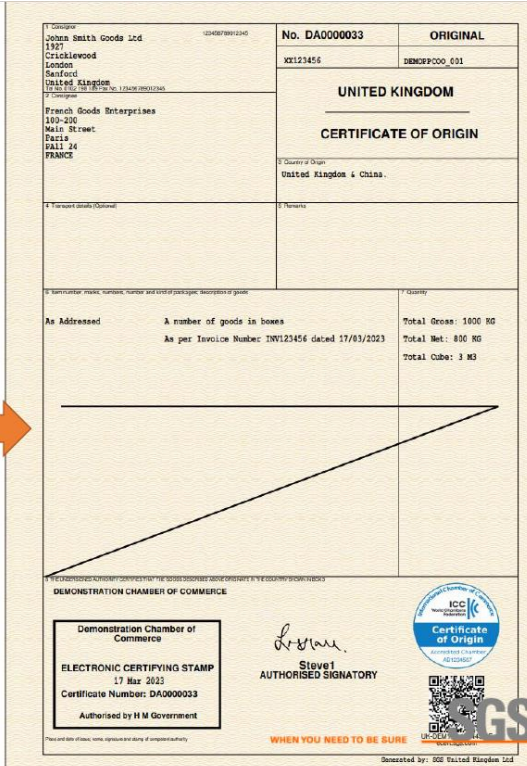
### The Plain Paper Certificate of Origin

Standard

Express



This is a standard Certificate of Origin form. It includes fields for exporter details (John Smith Goods Ltd), consignee details (French Goods Enterprises), and goods description (A number of goods in boxes). It features the ICC logo, a QR code, and the eCERT logo at the bottom.



This is an express Certificate of Origin form. It includes fields for exporter details, consignee details, and goods description. It features the ICC logo, a signature of Steve1, an electronic certifying stamp dated 17 Mar 2023, and the IGS logo at the bottom.

# Ecert Express:

**Exporter will be required to print the electronically certified UK Certificate of Origin.**

- Must be printed in colour with a suitable watermark standard accepted by customs.
- Standard A4 plain paper can be used.

## Key Changes:

1. Once completed and the application is ready to submit, you will checkout as normal, however previously where on express you would input one of the pre-printed certificate references as part of the application submission, this will no longer be required. From 1<sup>st</sup> April 2023 you will now see the message below and a unique reference will be automatically generated as part of the checkout process.

The screenshot displays the 'Document Setup' interface. On the left, a sidebar shows a progress list for 'UK C of O' with items like 'Box 1 Consignor' through 'Box 8 Place', all marked with green checkmarks. The main area is titled 'Delivery Method' and features two radio button options: 'Standard - Chamber of Commerce to print the document(s)' and 'eXpress - Print the document(s) in your own workplace', with the latter selected. A green button 'Proceed to Order Summary >' is in the top right. A message box at the bottom, highlighted with an orange border, contains the text: 'Your issuing body has switched to plain paper CofOs and no longer requires you to enter the certificate number of a pre-printed CofO stationery'. An orange arrow points from this message box up to the 'eXpress' option.

# Ecert Express:

2. **One time Print** – exporters will be given one chance to final print the CofO.

- There is a draft (**preview**) print option which can be used to test the printer etc... multiple times to get the printing format correct. Once the live one-time print is used this is the final print.

**Please note: the Chamber has the option to reset the one-time print if required and this will be reviewed on a case-by-case basis. Please contact the chamber for further information if this happens.**

## Exporter Printing Plain Paper eXpress

Print [Close]

Reference: Example Plain Paper COO    Consignee: Blue Sun Collectibles    Status: Accepted

**Documents Requested**

UK Certificate of Origin

**Plain Paper Print**

Plain paper C of O - No pre-printed stationery required

- 1 x Original
- 1 x Copy - To be retained by the exporter
- 0 x Application - Retained by the issuing body

Once printed, further printing will be disabled. If an issue has occurred please contact your issuing body

Insert blank pages for duplex printing?

Preview One Time Print

### Plain Paper Print

- Will only print the Original and Copy.
- Application only available to print by the Chamber.
- Can insert blank pages for duplex printing.
- Preview print will generate a draft watermarked Original and Copy in a PDF that can be reviewed/test printed by the exporter.
- One Time Print will print the final (actual) Original and Copy versions of the certificate. Once printed the button will lock and the certificate can no longer be printed from eCert.

Preview One Time Print Available to print (one time only)

Preview One Time Print Printed (locked, can no longer be printed)

# Ecert Express:

Express - Final Print Sample:

# Exporter Printing Plain Paper eXpress

Original

Copy  
(Yellow)

<b>1. Consignor</b> John Smith Goods Ltd 1927 Cricklewood London Sanford United Kingdom <small>UK GEN: 117-1714435-E</small>		123456789012345 No. DA0000033 ORIGINAL
<b>2. Consignee</b> French Goods Enterprises 100-200 Main Street Paris PA11 24 FRANCE		XX123456 DEMOPFCOO_001
UNITED KINGDOM <b>CERTIFICATE OF ORIGIN</b>		
<b>3. Country of Origin</b> United Kingdom & China.		
<b>4. Transport details (Optional)</b>		
<b>5. Remarks</b>		
<b>6. Item number, marks, numbers, number and kind of packages, description of goods</b> As Addressed      A number of goods in boxes As per Invoice Number INV123456 dated 17/03/2023		<b>7. Quantity</b> Total Gross: 1000 KG Total Net: 800 KG Total Cube: 3 M3
DEMONSTRATION CHAMBER OF COMMERCE		
Demonstration Chamber of Commerce <b>ELECTRONIC CERTIFYING STAMP</b> 17 Mar 2023 Certificate Number: DA0000033 Authorised by H M Government		Steve1 AUTHORISED SIGNATORY
<small>Generated by: 502 United Kingdom Ltd</small>		

<b>1. Consignor</b> John Smith Goods Ltd 1927 Cricklewood London Sanford United Kingdom <small>UK GEN: 117-1714435-E</small>		123456789012345 No. DA0000033 COPY
<b>2. Consignee</b> French Goods Enterprises 100-200 Main Street Paris PA11 24 FRANCE		XX123456 DEMOPFCOO_001
UNITED KINGDOM <b>CERTIFICATE OF ORIGIN</b>		
<b>3. Country of Origin</b> United Kingdom & China.		
<b>4. Transport details (Optional)</b>		
<b>5. Remarks</b>		
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DEMONSTRATION CHAMBER OF COMMERCE		
Demonstration Chamber of Commerce <b>ELECTRONIC CERTIFYING STAMP</b> 17 Mar 2023 Certificate Number: DA0000033 Authorised by H M Government		Steve1 AUTHORISED SIGNATORY
<small>Generated by: 508 United Kingdom Ltd</small>		



WHEN YOU NEED TO BE SURE





# Ecert Standard

To be used when customer request ink certification on the Certificate of Origin. Chamber will print and ink certify.

## Key Changes & Sample:

- Chamber to print the whole CofO **in colour**.
- Standard **A4 Paper** can be used.
- Chamber will certify using the ink stamps and post back as normal depending on the option the **exporter selects** at checkout.

## The Plain Paper Certificate of Origin Standard

CERTIFIED & RETURNED TO EXPORTER

CERTIFIED & CHAMBER KEEPS

The original Certificate of Origin form is yellow. It contains the following information: Issuing Chamber: DEMONSTRATION CHAMBER OF COMMERCE; No. DA000034; ORIGINAL; UNITED KINGDOM; CERTIFICATE OF ORIGIN; Issued to: United Kingdom & China; As Addressed: A number of goods in boxes: 1; Total Gross: 1000 KG; Total Net: 800 KG; Total Cube: 3 M3; Issued on: 17/03/2023; Issued by: 308 United Kingdom Ltd.

The copy Certificate of Origin form is yellow. It contains the following information: Issuing Chamber: DEMONSTRATION CHAMBER OF COMMERCE; No. DA000034; COPY; UNITED KINGDOM; CERTIFICATE OF ORIGIN; Issued to: United Kingdom & China; As Addressed: A number of goods in boxes: 1; Total Gross: 1000 KG; Total Net: 800 KG; Total Cube: 3 M3; Issued on: 17/03/2023; Issued by: 308 United Kingdom Ltd.

The application Certificate of Origin form is pink. It contains the following information: Issuing Chamber: DEMONSTRATION CHAMBER OF COMMERCE; No. DA000034; APPLICATION; UNITED KINGDOM; CERTIFICATE OF ORIGIN; Issued to: United Kingdom & China; As Addressed: A number of goods in boxes: 1; Total Gross: 1000 KG; Total Net: 800 KG; Total Cube: 3 M3; Issued on: 17/03/2023; Issued by: 308 United Kingdom Ltd.

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-UNITE 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 4" and to indicate the country of origin clearly against each item listed in Box 4.

**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**

Enter quantity expressed in gross or net weight or other units or measures.

**Box 8**

The signature on this application form must be a handwritten original signature unless the certificate is produced by the 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 duplicate 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 completed in a foreign language an English translation is required.
- 2. The certificate and the application must not contain erasures or unauthorised corrections. Alterations are to be made by crossing out the erroneous writing and adding the correct writing 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.



Copy  
(Yellow)

Application  
(Pink)