

International Certificate of Origin Guidelines



The world business organization



International Certificat of Origin Guidelines





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USE / PURPOSE OF CERTIFICATES OF ORIGIN

Although Certificates of Origin have been in existence for many years, it was not until 1923 that their issue, and the associated certification of other export documents, was first regularized. This came about under the provisions of the International Convention relating to the Simplification of Customs Formalities held in Geneva. Under those provisions, national governments were allowed to delegate the administration of the certification scheme to suitable organizations.

There does not appear to be any widely accepted legal requirements for documents to be certified. International Trade or customs agreements do not call for such procedures, but in many countries (especially in the Middle-East and Asia), there is a requirement or an understanding that the stamp or seal of a Chamber on a document lends credibility, authenticity or third party veracity to what is stated in the document. These countries will consistently look for a Chamber stamp before either letting goods into a country or processing exporter requests for entry procedures.

It is therefore, important that any accredited organization putting its name on documents is aware of the commitment they are making and take steps to ensure that their stamp or seal is used in an appropriate fashion. The stamp and accompanying signature may indeed be closely scrutinized or challenged.

The act of certification or legalization involves providing an acknowledgement of the authenticity of signature or documents. The types of documents that may be presented to a Chamber to certify can vary widely. Therefore, different procedures have to be followed for different types of documents.

It is impossible to predict what kinds of documents a Chamber may be asked to stamp or certify. In recent years, the variety of documents presented has grown considerably.

A Certificate of Origin is a document which states the origin of goods being exported. In customs terms, determining the 'origin' of a good can be a complicated and contentious procedure. However, determining the origin of an exported good is one of the key bases for applying tariff and other important criteria.

Whether the exporter needs a Certificate of Origin depends on a variety of factors, e.g., where the goods are being shipped, what the goods are, if it is requested by the bank or financial institution involved in the export sale, etc...

The burden of determining whether a Certificate of Origin is necessary does not fall on the Chamber – this is the exporter's responsibility to comply with the requirements of the importing country. It is also the exporter's responsibility to obtain the Certificate of Origin form, in accordance with the buyer's requirement.

Invoices and Other Shipping Documents

Along with a Certificate of Origin, Chambers are often asked to certify invoices or other shipping documents. The purpose of this is to provide the importing country with greater certainty that the information being provided by an importer is correct.

Use of the Certificate of Origin

- 1. Certificates of Origin are intended solely to prove the origin of goods in order to satisfy customs or trade requirements such as supporting letters of credit. They can be used as supporting documents for the issue of certificates by another authorized Chamber.
- 2. Certificates should be issued only where they are actually needed. Only the importer knows if a certificate is actually needed and he/she should request it.

DEFINITIONS AND LANGUAGE

Certificate of Origin: a printed form for completion by the exporter or his agent and certification by an authorized issuing body, certifying the origin of the goods specified therein.

The application form shall be printed in the official language or in one or more of the official languages of the exporting country. The Certificate of Origin form shall be printed in one or more of the official languages of the exporting country (or community) or, depending on the practice and requirements of trade, in any other language.

Documentary Evidence of Origin shall be issued in the English language, or another language according to commercial custom. If the importing country demands a translation of a Certificate of Origin this may be provided in addition to the English version but not in place of it. To facilitate the issuing of a certificate in such circumstances the Chamber shall hold an official translation of the certificate and copies of these shall be made available to issuing Chambers upon request.

The term "documentary evidence of origin" means a Certificate of Origin, a certified declaration of origin or a declaration of origin; the term "Certificate of Origin" means a specific form identifying the goods, in which the authority or body empowered to issue it certifies expressly that the goods to which the certificate relates, originate in a specific country.² This certificate may also include a declaration by the manufacturer, producer, supplier, exporter or other competent person. In South Africa certificates must only be issued against an affidavit.

The term "certified declaration of origin" means a "declaration of origin" certified by an authority or body such as an authorized Chamber of Commerce & Industry, empowered to do so.

¹ It should be noted that for Certificates of Origin required in the context of documentary credit, the information on such documents must be confined to the details printed on the certificate.

In this definition the word "country" may (1) include a group of countries (2) a region in or a part of a country (3) Customs Unions (4) it may also apply where the concept of cumulative origin (or cumulative treatment) is used i.e. where the rules of origin permit manufacturing or processing operations which have been carried out successively in different countries belonging to the same geographic region or to the same group, to be treated cumulatively for purposes of applying the substantial transformation criterion or by the use of "preferential or specified countries" as in the AGOA agreement.

The term "declaration of origin" means an appropriate statement as to the origin of the goods made, in connection with their exportation, by the manufacturer, producer, supplier, exporter or authorized agent/person on the commercial invoice or any other document relating to the goods;

Note: the statement may be worded as follows:

"The country of origin of the goods described herein is...... (country of origin)."

The term "Certified invoice" means a commercial invoice on which the exporter has declared the country of origin of the goods, or has given a certificate required by the authorities of the country to which the goods are to be exported for certification by a Chamber of Commerce & Industry.

AUTHORITY OF THE CHAMBERS OF COMMERCE AND INDUSTRY

The role of chambers of commerce delivering certificates of origin can be traced back to the 1923 Geneva Convention relating to the Simplification of Customs Formalities (Article 11) (eventually updated by the Kyoto Convention).

Under the Conventon, its signatory governments were obliged to make the process and procedures as simple as possible for companies requiring certificates of origin. In addition, it was specified that the State may allow these certificates to be issued by other organizations, "which possess the necessary authority and offer the necessary guarantees" to the State. Thus due to the widespread network of the chamber of commerce community in nearly all countries around the world, and its facility and ease, plus respected reputation of serving the business community, in most countries, chambers of commerce issue certificates of origin.

The responsibility for the issue of Certificates of Origin is restricted to any organization that can be classed as a "reliable authority or agency duly authorized for that purpose by the country of issue".³

Such authorization binds the issuing body to act at all times in accordance with the agreed conditions, rules and instructions. As a guideline, Appendix 2 gives an example of the conditions to be fulfilled by applicants in order to qualify for authorization. The applicant's ability to provide appropriate office facilities, staffing levels and adequately trained staff is also a pre-requisite of approval.

A prime concern is that the applicant should be impartial and, in the case of membership-based organizations, should undertake to offer certification facilities to both members and non-members alike.

Additional criteria for selection of issuing bodies is that they should have direct members who are exporters and should retain profile details of the exporters in their database. An issuing body should not be an organization that provides services to exporters such as freight forwarders, which could compromise their integrity and impartiality in the authentication of Certificates of Origin.

³ For example, in the United Kindom, in line with the provisions of EC Regulation 2454/93 such authorization is granted by the UK Government and is subject to the issue of a written undertaking from the applicant body to the UK Government. Appendix 1.B gives examples of the letter of authorization from the UK Government, together with the text approved in respect of the undertaking (Appendix 1.A).

This will not be the case however, in many countries where governments are not involved, or only involved with certain trade agreements e.g. SA/EU. A similar requirement however, should be put in place by the national body of the Chamber who, after offering training and ongoing monitoring, can accredit a local Chamber to issue.

In accepting authorization to issue Certificates of Origin, issuing bodies have accepted the responsibility to government which the work involves. Each issuing body, and all members of staff involved in certification work, must bear in mind that the work is an onerous responsibility undertaken as the nominee of the Government.

All letters of authorization normally contain no limitation to the time period covered by such authorization but are subject to the issuing body maintaining the standards required. To ensure that this is the case all issuing bodies should be subject to a regular programme of inspection. Failure to obtain a satisfactory report from the inspection team will call into question the issuing body's capacity to perform the work required. In such circumstances a review of the issuer's authorization will be undertaken which may result in a recommendation to the Government that such authorization be withdrawn.

It should be noted that, in serious cases of failure, the inspectors are authorized to suspend the certification work of an issuing body pending compliance with instructions to rectify failure or the outcome of a full review of the issuer's authorization. Such suspensions can be imposed without notice should the inspection team consider that the failure of the issuer is so serious that this is necessary.

PLACE OF ISSUE / ISSUING FACILITIES

The Chamber of Commerce and Industry which issues the certificate will normally (but not necessarily) be that within which the applicant resides or, if a company, has its registered office.

The issuing body must show that it can provide adequate facilities at the place of issue for the provision of satisfactory service to applicants for Certificates.

All issuing bodies need to maintain certain minimum records and files if they are to discharge their responsibilities. These can be classified into three types:

- a) records and files relating to applicant companies
- b) storage provision affecting two areas:
 - i. stockholding of supplies of blank forms
 - ii. storage of certificate applications together with all relevant supporting evidence
- c) general administration and financial records

All records must be kept under strict security to safeguard confidential trade information with appropriate penalties for disclosure.

All of these operations, whilst routine in nature, are vital to the smooth running of certification operations generally. The importance of efficient management of these areas becomes obvious in the event of challenge to, or requests for verification of, certifications granted. Attention to detail needs to be maintained just as much in back-office operations as in front-office work.

Records and files relating to applicants need to be maintained in respect of:

- a) the applicant's membership status
- b) Formal Undertakings given to the issuing body by the applicant
- c) names and specimen signatures of applicant's authorized personnel
- d) forwarding agents authorized to act on behalf of consignors
- e) records of any arrangements covering:
 - i. standing documentary evidence lodged for use over a period
 - ii. specific indemnities given other than Formal Undertakings
- f) certification applications and their supporting evidence (if requested by the Chamber of Commerce)

The applicant's membership status is primarily of importance in terms of ensuring that correct fees are charged. Most issuing bodies compile a membership list which is available in the form of a directory. In certification operations such directories need constant updating to add new members to the listing and to delete companies that no longer continue in membership. Increasingly, the use of computerization enables the membership records to be compiled in database form and continuously updated. Larger issuers may centralise this function and arrange a system of networking to a variety of separate departments.

Formal Undertakings and records of applicant authorization of specified individuals as signatories are recommended elements of the certification process. Formal Undertakings should be renewed at least every two years. An example of the form of text to be used is given in Appendix 3. Authorized Signatures should be constantly updated by applicants when changes occur, but, as this requirement can be easily overlooked, issuing bodies should formally request an updated list from applicants on an annual basis. Nowadays many issuing bodies simplify this work by incorporating the Formal Undertaking and authorized signatory request in asingle document which is renewed annualy. This simplification is recommended to issuing bodies as best practice.

All applicants for Certificates of Origin, all declarations made in connection with such applications and all declarations on invoices or on other documents for which certification is sought must be signed by principals, i.e.:

- a) in the case of a sole trader, by the proprietor himself;
- b) in the case of a partnership, by a partner of the firm;
- c) in the case of a corporate body, by a director or the Secretary;

Alternatively, declarations etc may be signed by a duly authorized official or agent of a sole trader, firm or corporate body. In the case of officials, a letter of authority signed by the Proprietor, a Partner of the firm, or a Director or the Secretary of the corporate body, together with a specimen signature of the person concerned, must be deposited with the issuing body (recommended in the form of the Formal Undertaking combined with the list of authorized signatories). In the case of an agent such as a shipping or forwarding agent, the issuing body can proceed with the application on the basis of the applicant's Formal Undertaking, but if there is any doubt whether the person who has signed the application or the agent has the necessary authority, a written authorization etc., from the exporting company should be requested.

Standing arrangements and agreements are not widely used in certification operations and most issuing bodies do not actively encourage them. However in certain trades it becomes virtually impossible to operate standard certification procedures and arrangements have to be agreed in order to strike a basis for proceeding with certification that is satisfactory to both the issuing body and the applicant. Clearly all such arrangements are established individually dependent on the trader's circumstances.

The most common arrangement made is for evidence to be lodged with the issuing body to cover certifications granted over a period of time. This occurs where an exporter buys goods in large quantities but only exports them in small quantities. The result of this in standard procedure terms is that the same supporting documentary evidence would be presented to the issuer many times over and this offers much potential for confusion and abuse. It is therefore more satisfactory for evidence to be lodged initially with the issuer and for subsequent applications to refer to the evidence so deposited.

PRINTING AND DISTRIBUTION OF FORMS

Countries issuing Certificates of Origin may reserve to themselves the right to print Certificates of Origin or may specifically authorise printers to do so. In the latter event, and if required, each Certificate of Origin should bear the name and address of the printer or a distinctive mark allocated to the printer.

Certificates of Origin, including the application forms, must conform to the design and specification prescribed by the issuing authority. The documents should be super-imposable and meet the requirements laid down in the paragraphs below. The appropriate authorities in each country may decide the additional details to be furnished on the reverse of the application forms.

The layout of a Certificate of Origin varies from country to country and examples are shown at Appendix 5.

Each Certificate issued must bear a unique official serial number on the documents.

The application form must be printed in the official language or in one or more of the official languages of the exporting country. The Certificate of Origin form must be printed in one or more of the official languages of the exporting country (or community) or, depending on the practice and requirements of trade, in any other language.

Any form not in accordance with the above standards or not bearing a reference to the authorization of the printer must be rejected by the Chamber of Commerce to which it is presented.

Forms are distributed by Chambers of Commerce and Industry or authorized bodies or printers.

Chambers should arrange for the printing of their own supplies that should conform to the standard forms as set out above.

In some countries for example, supplies of Certificates of Origin forms are available only from authorized printers. Each printer may be given an approved reference number which may appear in the bottom left-hand corner of the forms supplied.

Printers are under instructions to supply only authorized issuing bodies and to ensure that all such supplies are overprinted with the name of individual issuing bodies so supplied. The issuing bodies are responsible for payment to the printers for the supplies obtained.

Normal supplies of forms may be provided in pads of sets made up in the sequence: Original certificate, Copy Certificate, and Application form. Pads of additional Copy Certificate forms can also be obtained. Additional copy pads do not carry such references and it is imperative that issuing bodies ensure that, before certified additional copies are issued, the reference number of the original certificate is entered into the reference number box. Please note this reference number is different from the unique official serial number which is not to be pre-printed on the form until it is issued. This number shall only be assigned upon the issuance of the Certificate of Origin.

Approved printers can supply forms in loose-leaf format, on request.

Issuing bodies should always maintain sufficient reserve stocks of forms to allow for the time lag between order and supply from the selected printer. All such stocks should be held in lockable storage rooms or cupboards and access restricted to employees of the issuing body.

PRICE AND ISSUING FEES

Policy on setting of prices and issuing fees will vary from country to country.

In some cases the national chamber or the governing agency determines the fees to be charged by the local chambers, whereas in other countries issuing bodies are free to set their own fee levels and to decide their own policy on applying fees.

In private law chambers, it is also appropriate to maintain a differential between member and non-member rates. However, it is recommended that issuing bodies should apply member rates only if the applicant is a member of the issuing body concerned.

Where the applicant is an agent it is up to the discretion of the issuing body, whether the fees chargeable should be based on the membership status of the applicant or on the membership status of the consignor.

In respect of Certificates of Origin the certification fee normally covers the original and copy certificate included in the three-part set. For all other copies issuers are free to set their own copy rates, both for members and non-members. Issuers should not overlook the fact that certifying additional copies after the date of issue of the original documents involves more work than if additional copies are submitted at the time of issue of the original documents.

In some countries (e.g.Sweden), the fee is payable for each stamp applied to the Certificate, one fee for the original and a lower fee for each copy issued.

It is possible for issuing bodies to impose higher rates of charge for premium services, e.g. certification outside normal working hours, certification on a while-you-wait basis, etc. Obviously, it is up to each issuing body to decide appropriate fees for extra services to suit local conditions.

Issuers have discretion as to what method they adopt to collect certification fees. A variety of methods may be used. Most issuing bodies use a combination of the following:

- a) cash payment, i.e. all purchases and certification fees must be paid in full as and when they occur;
- b) use of credit accounts where the issuing body invoices its customers on a regular basis, usually monthly, for all purchases and certification charges; or
- c) use of imprest (deposit) accounts; under these arrangements, customers deposit an agreed amount of funds with the issuing body and the relevant charges are deducted from this deposit. At the end of the period covered by the initial deposit, usually one month, the customer is required to deposit additional funds to restore the agreed deposit amount for the next period.

Whatever method or combination of methods is employed, issuers' attention is drawn to the position regarding Value Added Tax. All payments in respect of certification services can be chargeable with VAT.

FORMS TO BE USED

Certificates of Origin may be issued upon written request of the concerned applicants based upon:

- Relevant / appropriate application procedures which may include the completion/submission
 of a pre-registration of applicants' particulars please see Appendix 8 for sample format covering
 registration of applicants' authorized signatories with impression of applicants' official rubber
 stamp, etc.
- Proper verification of the particulars of the application against the relevant/ appropriate supporting documents furnished by the applicants

The application form and the Certificate of Origin shall be completed in typescript. in one or more of the official languages of the exporting country (or community) or, depending on the practice and requirements of trade, in any other language.

The issuing body has the discretion to accept and, if appropriate, certify electronically generated Certificates of Origin but such certificates must be in compliance with the design and specification prescribed by the issuing or governing authority which conforms to the UN and/or Kyoto Convention layout (see Appendix 4.).

Where the exigencies of trade so require, one or more extra copies of an origin certificate may be issued.

The Certificate of Origin, including application form, must conform to the design and specification prescribed by the issuing or governing authority which conforms to the UNeDOCs layout and / or the Kyoto Convention (see Appendix 4.).

Measurements and other specifications for the Certificate are noted in Appendix 4B.

For example, within the European Community the certificate shall measure 210 by 297 mm. A tolerance of up to minus 5 mm or plus 8 mm in the length shall be allowed. The paper used shall be white, free of mechanical pulp, dressed for writing purposes and weigh at least 64 g/m2 or between 25 and 30 g/m2 where airmail paper is used. It shall have a printed guilloche pattern background in sepia such as to reveal any falsification by mechanical or chemical means.

The format is as shown in Appendix 5 and comprises:

- a pink application form which the applicant must sign
- an original certificate printed with a sepia guilloche
- a copy form on yellow non-guilloched paper, marked "COPY"

The issuing body keeps the application form and returns the guilloched form and copies to the applicant after they have been signed and authenticated.

Where trade reasons require, additional copies of each Certificate of Origin may be issued, using the prescribed forms.

Only one original Certificate of Origin shall be issued for each consignment.

The application form and all supporting documents must be retained for at least two years from the date of issue. However, for those chambers which issue preferential Certificates of Origin, Customs documents must be kept for at least three years eg. EUR1, ATR.

COMPLETION OF FORMS

The Certificate of Origin is a straightforward document which exporters or their agents should have no difficulty in completing.

Issuing bodies must always ensure they are aware of the translation of any foreign language statement they are asked to certify.

All typographical errors and any alterations must be corrected by crossing out the incorrect entry and typing in the correction. All crossings out should be initialed by the applicant and "Alteration Approved" stamped and signed by the issuing body. *Under no circumstances should such corrections be made by erasure or by the use of correcting fluids.*

Example of Box-by-Box Completion of the EC Certificate of Origin:

Box 1 - Consignor

This box must indicate the name and address of the exporter in the issuing country. Occasional problems occur with this and these can be resolved as follows:

Problem A. An exporter requires his supplier to raise the certificate.

Answer

Box 1 should show the supplier's name and address and the phrase "on behalf of" followed by the exporter's name and address. A copy invoice from the supplier to the exporter showing the ultimate country of destination of the goods, or, if known to the supplier, the ultimate consignee must be produced as supporting evidence.

Problem B. A subsidiary of a multi-national company is exporting goods from the issuing country but the multi-national has a centralized invoicing system based outside the issuing country.

Answer

The name and address of the subsidiary should be entered in box 1 together with the phrase "on behalf of" followed by the name and address of the parent company. The parent company's export invoice to the consignee endorsed by the subsidiary showing that the goods are being shipped from the issuing country should be produced as supporting evidence.

Problem C. A multi-national company carries out all of its export administration in the issuing country regardless of the country from which the goods are exported.

Answer

Provided that it can be positively shown that the company in the issuing country is wholly responsible for the documentation pertaining to the exporter's business, it is permissible for box 1 of Certificates of Origin to refer only to the exporting company, but only if that company is within the European Community.

Box 2 – Consignee

This box should show the name and address of the overseas receiver of the goods shipped.

Problem A. The name and address of the overseas receiver is not known and the goods are delivered to a nominated port or airport on the instructions of a buyer who is consolidating several consignments into one shipment; or the goods will only be consigned to a named receiver once they are in transit or have arrived in the country of destination.

Answer

Box 2 should be completed by insertion of "To order" followed by the name of the country of destination. Supporting evidence is provided by the consignor's invoice to the buyer subject to its containing a clear declaration as to the ultimate country of destination.

Problem B. The goods are to be shipped to someone other than the buyer but for contractual reasons a reference to the buyer is required.

Answer

Box 2 should be completed "To the order of" followed by the buyer's name and address and "For Despatch to" followed by the name and address of the receiver of the goods overseas. If the overseas receiver is unknown, the name and address of the overseas country should be inserted following "For despatch to". Supporting evidence is provided by the consignor's invoice to the buyer subject to its containing a clear statement as to the overseas receiver or the ultimate country of destination as appropriate.

Issuing bodies must ensure that an export of goods is clearly indicated. The C/O is an export document and must never be issued showing a consignee address in the issuing country.

Box 3 – Country of Origin

This is most important, as the origin description is the prime function of the certificate. A full appreciation of the various rules of origin is required to enable issuing bodies to determine the acceptability of the applicant's declaration. Additionally, a clear understanding of the rules is necessary to ensure that origin is clearly stated in the appropriate manner.

A clear distinction must be drawn between the regulations which relate to non-preferential origin and the rules of origin applied under preference agreements to which the issuing country is a party. For example, in the EU, preference rules of origin are primarily used in respect of the issue of Movement Certificates (EUR1 forms).

Box 3 – Designation of Origin

- a) The EC rules provide that goods that originate in the Community should be designated as of "European Community" origin. The rules also provide that where the needs of the trade require, this statement can be amplified to indicate the individual state of the EC e.g. "European Community United Kingdom". When goods are manufactured or produced by processes performed in two or more member states of the EC the rules specify that the goods must be designated simply as of "European Community" origin without further amplification.
- b) For goods of non-Community origin the correct designation is the name of the country of origin concerned. Reference to an economic grouping of countries, e.g. EFTA, or a vague geographical region, e.g. Western Europe, is not acceptable.
- c) Abbreviations are not acceptable. Use of "EC UK" is not permitted because such abbreviations do not translate effectively. Similarly, combinations of abbreviations and full entries are not acceptable i.e. "EC United Kingdom" or "European Community UK". In all cases the origin must be clearly stated in full.

 In non-EC environment, certain abbreviations may be used. Eg. US, UK.

For goods of multiple origin, if there is insufficient space in Box 3, the wording in Box 3 should read "As shown in box 6". The origin designation is then completed by showing the appropriate origin against each item in box 6.

Box 4 – Transport Details

This optional box may be left blank by the applicant if so desired. In normal practice it is usual to show the mode of transport used e.g. seafreight, airfreight, road or rail.

However, in non-EC certification environment, this is not an optional box and applicants are obliged to provide details on: Departure Date, Vessel's Name/Flight Number, as these information form part of the vital particulars in the verification process by the issuing body.

Problem A. The consignment is carried out by different or multi-modal methods of transport.

Answer

The entry "Mixed Transport" should be used.

Problem B. The method of transport is unknown.

Answer

The entry "Earliest Available Transport" should be inserted.

Problem C. The name of the carrying vessel may be required instead of a reference to "seafreight".

Answer

This is perfectly acceptable provided that the applicant understands that any substitution of the named vessel by another will involve resubmitting the C/O for alteration approval.

Box 5 - Remarks

This box is deliberately left as a spare space by the EC. Although no entry is required in this box there is no objection to issuing bodies allowing use of this box. This can occur in one of two ways:

- a) When the issuing body needs to endorse the certificate in some way. The most frequent endorsement relates to a Certificate that is issued to cancel and replace a previously issued Certificate.
- b) When the applicant is required to include in the certificate information that is additional to the normal requirements of the form but which is relevant to the exportation concerned. There are several examples of this type of endorsement. One of the most common is a reference to a Letter of Credit number and name of the issuing bank. Another common entry is a reference to an import licence number granted by the country of destination. However, such information can be included in Box 5 only where the issuing body is satisfied as to the accuracy of such additional details because such entries become part of the certification for which the issuer is responsible.

Box 6 – Description of Goods etc.

This box covers the goods actually being exported and requires the applicant to provide certain information for the purpose of consignment identification. This information takes the form of marks and numbers, number and type of packing used, description of the goods and, where appropriate, item numbers.

- **A. Marks and Numbers.** This refers to the actual marks and numbers stencilled or otherwise affixed to the packages being shipped. Usual practice is for such marks to be a combination of:
 - i. lead marks which serve to identify either consignor or consignee;
 - ii. port marks which identify port, airport or other place of destination, e.g. inland clearance depot;
 - iii. any reference or order number required by the contract, usually a combination of letters and numbers
 - iv. the actual package numbers, e.g. 1 of 1, 1-10, 1/15, 1-13 of 13.

Problem A. Goods are shipped without marks.

Answer

The C/O should show the word 'Unmarked'.

Problem B. The packages are merely addressed to the consignee.

Answer

The C/O should show the phrase 'Fully addressed'.

B. Number and Type of Packing Used. This relates to the number of cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment. With the increasing use of containerization rather than conventional cargo the entry may merely refer to a container number or a series of container numbers. Often details of containerized consignments are supplemented by reference to the seal numbers used when such containers are finally sealed after loading. For conventional cargo the type of packing used must be specified. The number of packages should in all cases agree with the numbers shown on the marks and numbers.

Problem. Goods are shipped in bulk or unpacked.

Answer

The C/O should be marked "Unpacked" or "Loose" or "In bulk".

C. Description of the Goods. The goods must be described by their usual trade description. This should be in sufficient detail to clearly indicate the nature of the goods and should not be vague or general, e.g. spare parts, nor should it solely be given by reference to a trademark or brand name.

Problem A. The exporter uses a description for commercial reasons, which does not meet these requirements.

Answer

Such descriptions are permissible in addition to the normal trade description provided that the issuing body is satisfied that both descriptions used are capable of the same meaning.

The issuing body must ensure that the description used is fully consistent with the invoice details submitted with the application e.g. if the price of the goods is shown on the C/O this must be checked with the supporting invoice to ensure agreement. The EC requires that all statements on C/Os be made in positive terms rather than negative terms. Applicants must therefore declare what the goods are rather than what they are not. Statements that detract from such positive declarations are not permissible.

Problem B. The C/O contains political boycott declarations that goods do not originate from blacklisted countries or sources.

Answer

These are forbidden. The C/O should be refused until the political boycott declarations are removed either by deleting them from the C/O and approving the alteration or by submission of a new C/O omitting the offending declarations.

Problem C. An agent submits an application which incorporates the qualifying phrase 'said to contain' or its abbreviation 'stc'.

Answer

This is prohibited because it denies positive knowledge of the goods shipped. The exporter's agent must possess such knowledge in order to complete the application correctly. The phrase must be deleted from the C/O or a new C/O prepared.

D. To ensure that nothing can be added to the C/O after it has been issued, all unused space in Box 6 should be crossed through. This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space.

Problem D. Crossing through not done by the applicant.

Answer

Issuing bodies should not release Certificates until this has been done and, if necessary, should perform such crossing through themselves.

- **E.** Occasionally the space in Box 6 is insufficient to include the extensive descriptive detail required. This usually occurs when the C/O covers consignments of multiple goods that need to be specified individually. When this occurs the applicant must either:
 - i. use two or more C/O forms according to the space required. The unique official serial number of the second form and any subsequent forms must have the same unique official serial number as the first set. Each form must also bear the number of forms which comprise the C/O in total e.g. page 1 of 3, page 2 of 3, page 3 of 3 etc. The originals of all the sets used should be stapled together, as should the copy certificates and applications thus forming one multi-sheet certificate, or

F. When Certificates are presented for multiple goods and there is sufficient space in Box 6 to complete the entry, each different description must be clearly itemized and numbered Item 1, Item 2 etc. as part of the description in Box 6. Where multiple goods are of varying origins, the origin in Box 3 should be related to the individual items e.g. Item 1 European Community - United Kingdom; Item 2 United States of America etc. If the entry "As shown in Box 6" is used in Box 3, the itemized description of the goods in Box 6 must also include the country of origin.

Box 7 – Quantity

This serves as another means of linking the consignment with the Certificate. The vast majority of C/Os include nett or gross weights or both. If only one weight is given it should be clearly stated whether it is a nett or gross weight. Weight is not the only means of measurement that can be inserted in Box 7 and in certain trades other units of measurement are more appropriate e.g. litres, metres, cubic dimensions or simple quantity. Issuing bodies should ensure that such entries agree with the supporting documents and that all such entries are given using the metric system.

Box 8

On the Original and Copy Certificate(s) no entry is permitted by the applicant in Box 8 by the EC. This is the space reserved for the issuing body to use to authenticate the document having completed its checking operations. On the application form however, Box 8 must be completed by the applicant because this comprises the formal application for the document, together with a declaration that the information given, whether in the body of the Certificate, or in response to information requests from the issuing body (including verbal requests), is correct. The applicant must complete the declaration by signing and dating it and must add the name of the signatory in block capitals to assist with identification. Issuing bodies must ensure that all signatures are of duly authorized personnel and have been registered with the issuing body.

Box 9 – On the Application Form

This box must be completed when the applicant is an agent of the exporter. In such cases the agent must show his name and address in this box.

The reverse of the application form

The layout of a Certificate of Origin can vary from country to country and the reverse of the application is not used in all countries. The reverse can be used for several purposes but its use is voluntary and depends on the legislation in the different countries.

HOW CERTIFICATES OF ORIGIN ARE ISSUED

In undertaking any certification an issuing body has a series of checks to make. These are as follows:-

- a) checking that Formal Undertakings are held;
- b) checking that documents submitted for certification have been signed by one of the applicant's authorized signatories;
- c) face-checking of documents to ensure correctness of completion in terms of required content; and
- d) checking the supporting evidence to ensure the accuracy of the information declared on the documents for certification.

The Certification stamping of documents and signature by the issuing body's authorized official should only take place after the checking operations have been completed. As will be appreciated the order in which such checks should be done has considerable bearing on the issuer's position should the requested certification have to be refused and it is recommended that this order should always be followed.

This is not to say that all checking operations be suspended immediately should a cause for refusal is detected. Best practice dictates that all checks be completed in full. This enables the applicant to be advised of all errors in the documentary submission. Provided all such errors are corrected, certification can easily proceed on resubmission. If this practice is not followed there is a strong possibility that, after correcting an initial error, the applicant may face further refusal on different grounds. Such instances are ill advised and serve only to frustrate the applicant and to mar his relationship with the issuer.

In order to maintain standards and maximise efficiency some issuing bodies have found it useful to devise simple checklists for personnel to work to. This has had the benefit of positively identifying what checks have been performed and by whom. Other issuers adopt the practice of systematically indicating checks have been carried out by the expedient of ticking relevant sections on the application copy document that is retained by them. Either methodology is useful but, in the final analysis, responsibility for the certification lies with the authorized signatory giving the certification. It is essential that the name of the authorized signatory should be noted on all application copies. This can be easily done by application of a name stamp.

Of considerable use is a simple refusal form. This acts as a confirmation of verbal advice, lists the reasons for refusal, and gives a contact name at the issuing body's office. All refusals should be made by staff who hold at least Authorized Signatory status and are thus in a position to give full and clear explanations of the reasons for refusal.

Confidentiality

All certification work, and especially the issue of Certificates of Origin, involves the provision to the issuing body of commercially sensitive information. In the main such information covers sources of supply used by the applicant, although there are other obvious examples e.g. contracts being tendered for, trade mark registrations etc. This places a duty of confidentiality on all issuing bodies that must be observed.

Failure to maintain strict confidentiality quickly undermines business confidence in the impartiality of not only the individual issuing body, but also the network of issuers nationwide. Without such confidence continuing such work would become impossible. Segregation of personal callers and, ideally, stamping of documents away from the public area would be the best method of maintaining confidentiality.

Of more direct concern to individual issuers is the danger of being enjoined in legal action in respect of breach of confidence. Such breach could easily occur unwittingly without the need for any malicious action on the part of the issuer. For example, poor control of files and records could lead to a mix-up of documentary evidence. It would be a serious matter indeed if an applicant's supplier's invoices were given, in error, to one of his competitors.

Occasionally, requests for confidential information have to be met. This is obvious if the request stems from a legitimate enquiry from someone in possession of statutory authority e.g. the Police, Customs and Excise, governing official agency or officials acting with the authority of a court order. However, in some cases, although the issuing body may be inclined to assist with requests for information, where such statutory authority does not exist, issuers must refuse in order to preserve confidentiality.

If the inquiry/request comes from an overseas customs authority, issuing bodies are required to obtain clearance from the national governing official agency and the applicant concerned.

Problems of confidentiality also arise when the applicant is not the consignor. This frequently is the case because many thousands of certifications are requested by Shipping and Forwarding Agents, Consular Agents and the like. They act as agents of their principals – the shippers. To do this they must act with the authority of their principals so that such principals are bound by the contract formed by the activities of the agent. Thus in an application for a Certificate of Origin the agent makes a contract between the issuing body and the exporter (the agent's principal).

In such circumstances the agent may be subject to limitations by an exporter. Such limitations usually arise from the exporter's desire to maintain his own business confidentiality. An exporter might, for example, be relaxed about supplying his agent with copies of his export invoices. Should an issuing body require sight of supplier documentation for reasons of evidence, the exporter may be extremely reluctant to provide this to his agent because of the risk to the confidentiality of his operations. The exporter is, after all, only one of many clients that use the particular agent's services.

Issuing bodies will regularly face difficulties with agents over the provision of evidence but these are not insurmountable. An agent who is made clearly aware of the issuer's evidential requirements can be given the option of:

- a) providing the required evidence himself; or
- b) accepting that the issuing body will have to make enquiries direct with the exporter in order that the certification can proceed.

Usually, because demand for certified documentation is urgent, option (a) is uncommon and agents are willing for the issuing body to pursue its own enquiries under option (b). It is important for issuers to recognise that such enquiries must be handled carefully and to ensure that such contact with the exporter direct does not imply any failure on the part of the agent. The failure in meeting such evidential requirements is in many ways the failure of the principal to trust his agent.

Whilst most agents are firms of integrity who act responsibly in their dealings all issuing bodies must display a readiness to make any enquiries deemed necessary. This sometimes calls for resolution on the part of the issuer to resist pressure to give a certification about which it is not entirely satisfied.

In exceptional cases, when the agent appears to be unnecessarily obstructive to the legitimate work of the issuing body, the issuing body can always contact the agent's principal direct without informing the agent first. However, this should be done only as a last resort. Experience has shown that such action tends to undermine the relationship between the issuing body and the agent concerned.

Obviously, matters of confidentiality permeate all areas of certification work and need utmost consideration. Good general practice dictates that unless a request for disclosure of confidential information is supported by statutory authority, such disclosure should not be made without the consent of the party or parties affected by such disclosure e.g. manufacturer, supplier etc.

DETERMINATION OF ORIGIN

It is the responsibility of the applicant to make the appropriate declaration of origin of any goods which are the subject of an application for a Certificate of Origin. The origin of the goods must be determined in accordance with the terms of the relevant Regulations of the issuing country.

In order that the issuing body may be satisfied as to the accuracy of the declaration the following conditions must be met:

- a) An applicant is to make available for examination by the issuing body, when required, his books and records. The issuing body shall have the right also to inspect the goods/factory which manufactures the goods and to make any enquiries from other firms or organizations stated by the applicant to have been involved in manufacturing, applying any process to, or supplying the goods. Additionally, the issuing body has the right to make any further enquiries; and ask for additional evidential documents e.g. audited accounts, manufacturing cost statement, factory licence it deems necessary. Please see Appendix 9. for sample format for manufacturing cost statement.
- b) Where the goods have been manufactured or processed by the applicant he must furnish a manufacturer's/processor's invoice and declare, or otherwise detail the processes performed by him, delete on the reverse of the application form in accordance with the requirements of some certifying authorities; or furnish a letter of declaration and a valid factory/official licence for application for a local/national origin Certificate of Origin.

 Please see Appendix 10. for specimen format for manufacturer's declaration.
- c) If the goods were not manufactured by the applicant, the applicant must furnish an exporter's/ supplier's invoice and state the name and address of the manufacturer and support the application by making available for inspection, when requested by the issuing body, the invoice/ s of the manufacturers together with a manufacturer's declaration, a valid factory/official licence or supplier's invoice bearing a signed declaration as to the origin of the goods. Where commercial confidentiality requires it and the instructions of the authority allow it, the statement about the manufacturer must be shown on the Application form only but may be omitted from the Certificate and from any copies of the Certificate.
- d) In cases of re-exportation the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support his declaration of origin by producing:
 - i. a Certificate of Origin of a responsible body in the country of export, or
 - ii. a declaration by the actual producer or manufacturer of the goods, or
 - iii. a copy of the import entry against which the goods were cleared by Customs, or
 - iv. a foreign supplier's invoice, or
 - v. in the case of goods bought from a third party, a signed statement from that party declaring the origin of the goods, and,
 - vi. a copy of signed Bill of Lading/Airway Bill from the supplier's country, and
 - vii. exporter's invoice, and
 - viii. any other documents as may be deemed necessary. These include approved Inward/Import or Outward/Export Declarations, Packing List, Outgoing Signed Bill of Lading/Airway Bill, etc.

Where relevant/appropriate, the date of issue of supporting documents should not be more than 24 months from date of issue.

- e) When applying for a Certificate of Origin for direct shipment from a second country to a third country, the following documents must be submitted:
 - i. Letter of Credit from the Importer to the Exporter (for L/C transactions): and
 - ii. Exporter's Invoice; and
 - iii. A copy of a signed Bill of Lading or Airway Bill from the Supplier's country; and
 - iv. (a) Either a Certificate of Origin from the Supplier's country; or
 - (b) A Foreign Supplier's Invoice; and
 - v. Any other documents as may be deemed necessary. These include Packing List, etc.

SUPPORTING DOCUMENTS TO BE PRODUCED

Certificates of Origin

- a) Certificates of Origin presented for certification by the issuing body must be on the official forms which have been obtained from the issuing body. Each Certificate, Copy Certificate and Application form must, in all respects, comply with the requirements of the authority whose Certificate is to be issued and must be prepared and completed in accordance with any regulations, rules and instructions published by that authority and with any instructions, rules or notes on the forms.
- b) A copy of the signed export invoice, in respect of the goods described in the Certificate of Origin must be produced with the Certificate. Other documents deemed necessary may include supplier's invoice.
- c) The goods must be described according to their commercial description which must be the same as appears in the export invoice. If the space reserved in the Certificate for the description of the goods is insufficient the applicant must either:
 - use two or more Certificate forms according to the space required; in this event the unique official serial number of the second and any further Certificate forms used must be the same as that of the first set used; each form should be noted with the number of Certificate forms which in total comprise the Certificate of Origin (e.g. "Page 1 of 3 pages", "Page 2 of 3 Pages" etc); or
 - firmly and permanently attach a copy of the signed export invoice, to the Certificate, to each copy Certificate and to the Application form. A general description of the goods and the words "According to the attached invoice No dated......" must be inserted in the space for the description of the goods on each of the forms.

Export Invoice

Where it is necessary for a declaration of origin or any other declaration to be on the export invoice, applicants must present the invoice bearing the requisite exporter's declaration. Invoices must be presented in such number as may be specified by any requirements of the particular country to which the goods are being consigned or as required to meet reasonable commercial needs. The declaration on the original and on each copy invoice must be signed.

Certificates, Invoices and Other Documents

A copy of each document submitted to the issuing body for certification/endorsement must be supplied for retention by the issuing body and must bear the signature of the person who signed the original declaration.

These include supporting documents such as health certificates, bill of lading, airway bill, packing list, surveyor's quality certificate, which may be required by the importer.

VERIFICATION OF DOCUMENTARY EVIDENCE OF ORIGIN

Evidence Considerations

The consideration of evidence is of fundamental importance and is different from face-checking operations in that it involves a considerable amount of judgement, both as to quality and acceptability. Evidence checks are needed to ascertain a basis for granting certification and this is inextricably linked to whether or not the issuing body believes the information laid before it.

Two concepts have prevailed in the past in terms of establishing the need for evidence. These are firstly, the issuing body's own knowledge of the applicant and, secondly, the concept of the trail of evidence.

The reliance upon local knowledge by issuing bodies is dangerous and impractical. Industry is involved in a process of continuous change and today's manufacturer is all too often tomorrow's importer. Unless issuing bodies maintain close observation of their clients, supported by regular programmes of visits to their premises, there is considerable risk of "local knowledge" becoming rapidly outdated. The legal responsibility that issuers have for the certifications that they give demands some tangible form of evidence which provides the basis for the certification. Without such evidence in documentary form, should the certification be challenged, the issuing body may be held to be negligent in performance of its duties.

The concept of the trail of evidence is of particular importance in the issue of Certificates of Origin. It stems from the need to identify the place of manufacture of a product in order to determine its origin. Issuing bodies are thus charged with the responsibility of documenting the trail of goods from manufacture, through the chain of supply, right up to the export of the goods in question. In cases where the goods change hands several times prior to export this task is daunting in the extreme. However, the concept is still relevant today inasmuch as it provides the basis of the authority of issuing bodies to request applicants to provide such evidence as is deemed necessary by the issuing body.

In practice, issuing bodies are concerned with documentary evidence and rarely does the entire trail of evidence need to be uncovered before a basis for certification is established. The revision of the Certificate of Origin application form, with regards to that of UK, reflects this in that it establishes minimum requirements to be fulfilled in the case of:

- a) goods wholly produced in the country of issue;
- b) goods of issuing country origin by virtue of processing undertaken in the issuing country; or
- c) goods of foreign origin.

The requirement is fulfilled by a signed declaration as to which category applies together with supporting documentary evidence. On this basis any issuing body, having satisfied itself of the accuracy of the declaration and having accepted the supporting documentation, can proceed with certification.

These matters hinge on whether or not issuing bodies can be satisfied as to the accuracy of the declarations made by applicants. In any cases where doubt arises it is the duty of the issuing bodies to call for such additional evidence as may be necessary to prove the accuracy of the application, and to refuse certification until such evidence is provided.

As stated, it is the responsibility of the issuing body to decide, in the light of what it knows about the applicant and his activities and the supporting evidence produced, whether or not it is necessary to call for further evidence in order to be satisfied that the origin of the goods shown on a Certificate of Origin is correct. However, there are a number of instances where the issuing body must be particularly careful in assessing the evidence at hand and deciding on whether to seek further evidence. In particular, difficulties may be encountered in the following areas:

- a) Textiles and textile products Care is necessary where textiles are involved, as it is common in the trade for several processes between the basic raw material and the finished goods to be carried out by different processors.
- b) Essential spare parts for equipment, etc either to be or already exported Essential spare parts for equipment, machinery, apparatus or vehicles either to be or already exported may be regarded as having the same country of origin as the original equipment. The issuing body can require specific additional proof where necessary.
- c) Secondhand goods Evidence of origin may be difficult to obtain where secondhand goods are concerned. Inspection of the goods may be helpful machinery, for instance, may carry a manufacturer's plate, a manufacturer's serial number or some other indication of origin stamped or embossed on some part of the machinery. The production of a manufacturer's catalogue or other literature on its own, while perhaps indicating that the goods shown on the certificate were made by the particular manufacturer, does not necessarily mean that the actual goods are of the same origin. Inspection of the goods to check that they correspond to the literature would be necessary in such a case unless other evidence such as the purchase invoice or other documentary evidence obtained at the time of purchase is available.
- d) Reconditioned goods The position regarding reconditioned goods is similar to that of secondhand goods except that documentary evidence is somewhat more likely to be available. However, it may be found that the exporter will have to be pressed to produce such evidence because the goods in question have passed from original purchaser and user (or more than one user) before sale to the reconditioner. It should be noted that extensive re-conditioning of foreign-made goods which amounts to re-manufacturing might justify a claim to origin for the goods.
- e) Antiques Establishing the country of origin of antiques for which a Certificate of Origin is sought is obviously difficult, as in most cases documentary evidence may not be available. Also, inspection of such items may not provide enough evidence on which to make a judgement. In such cases, a certificate given by a qualified antique dealer is probably the best evidence which can be obtained, even if such a certificate is in restricted terms indicating that, in the expert's opinion, the item originated in a stated country.

If no evidence of origin is available for goods dealt with above or in any other case, but the issuing body's judgment is that the bona fides of the applicant are not in doubt, the applicant may be advised to obtain a Statutory Declaration of the origin of the goods (made before a Commissioner of Oaths or a Notary Public) by a company director, a partner, a proprietor or by a person duly authorized by one of those for the specific purpose of making the Statutory Declaration. The

applicants may also be required to furnish an insurance or banker's guarantee which will be released upon confirmation by importers that the shipment is in order. The Declaration must include a statement that the person making it has the authority and the knowledge to do so, subject to the above, an issuing body may, at its discretion issue the Certificate of Origin applied for, the statutory declaration being filed with the application form.

Double-Checking Procedures

Double checking is a compulsory procedure that is demanded as part of the issuing body's obligations under the certification scheme. There is a strict interpretation of what constitutes double checking; this is that each application form, certificate and accompanying copy(ies) should be checked by two members of staff, acting independently, prior to issue of the certification requested.

The insistence on two separate individuals is because, from experience, it has been found that in single person operations any item of detail that is overlooked during the initial checking will be more than likely overlooked again on second or subsequent check by the same person. Where two separate persons perform the checking operations it has been found that such problems are unlikely to occur.

In normal operations the second check should be performed by an authorized signatory of the issuing body. This person will be one who signs the documents presented for certification. The first check does not necessarily need to be by an authorized signatory, although there is much to commend this procedure, provided that the person doing such checking has received proper training to ensure that the work is done fully and properly.

It is essential therefore, that each issuing body must employ at least two authorized signatories to fulfil its obligations under the certification scheme. Unless this is done certification work could not continue throughout times of absence by a single authorized signatory through holiday or illness.

It is recognized however, that in cases of emergency, particularly in issuing bodies with small staffs, it may not be possible to complete the full double checking procedure at the time certification is requested. In such exceptional circumstances, should the certification be urgently required, the chief executive can authorise the certification to be granted on completion of a single check by an authorized signatory. Such dispensation does not remove the requirement for double checking and all such certifications granted must be subject to a second check at the earliest available opportunity. Such relaxation of the required standard is strictly limited to short-term periods when any other course would lead to the issuing body being unable to provide certification services.

CONCESSIONS AND PROHIBITIONS

Boycott Clauses / Discriminatory Clauses

The frequency of "boycott" clauses has diminished, but they still do periodically appear. It is accepted that Issuing Bodies generally insist that Certificates of Origin should not be accepted if a political boycott clause is incorporated. This also applies where the 'boycott' declaration is incorporated in the export invoice or given as a separate declaration by the exporter.

The most common clauses involve mention of Israel. Boycott clauses will include phrases such as:

- these goods were not manufactured in Israel;
- these goods are not scheduled to call at an Israeli port;
- these goods do not contain components of Israeli origin;
- the goods are not of Israeli origin nor do they contain any Israeli materials, parts of components;
- we declare that we are not a parent or branch or a subsidiary or an affiliate of any Israeli boycotted or blacklisted company;
- the above-named vessel is not registered in Israel or owned by nationals or residents of Israel
 and will not call at or pass through any Israeli port en route to (an Arab country);
- etc...

Discriminatory statements can be found anywhere in a set of documents. It is possible, within the same set of documents, to have an illegal clause on one document and not the other. For example, a commercial invoice may have an illegal statement, while the matching Certificate of Origin does not.

In dealing with such clauses, the Chamber should insist that if the documents are to be certified, the words must be changed from the negative to either a positive or neutral basis. For example, when faced with a clause stating that goods do not contain components of Israeli origin, we suggest that the wording be changed to:

"these goods were manufactured in? country, and consist of? country sourced components."

Where a document might state that a vessel will not call at an Israeli post, the words should be changed to something such as:

"the goods will be shipped directly from? country to? destination country". Such changes to the words generally do not raise objections.

OTHER ATTESTATIONS AND MISCELLANEOUS CERTIFICATIONS

Certification of Invoices and Other Documents

Issuing bodies are regularly requested to certify invoices, packing lists, declarations given by the exporter etc. Such certifications are invariably given by the issuing body certifying the authenticity of the signature on the document presented for certification. The applicant is required to submit the original document for certification, together with any additional copies required, and one copy for retention by the issuing body. The issuing body's file copy should be recorded, filed and stored in exactly the same way as a Certificate of Origin application.

The original invoice or other document should be signed, dated and, if required, identify the country of destination of goods or the country of intended use of the document. The following wordings may be used in the rubber stamp for such certification:

Certified that the signature of		is registered with us as
	(Name of authorized signatory)	
an authorized signatory of	(Name of Company)	for Trade Documentation.
Signature / Date		
orginature / Date	(Name/Signature of authorized staff	of Issuing Organization)

In all cases the signature of the applicant on the document should meet the requirements of the country of destination. Increasingly, overseas authorities are prepared to accept facsimile signatures produced mechanically using one-run documentation systems or computer print-out. In any case of doubt an original manuscript signature is always acceptable. Issuing bodies must check in a suitable reference work as to the acceptability of photocopy or facsimile signatures prior to undertaking certification of the document in question. It should be noted that in no cases are carbon copy signatures acceptable except for duplicate copies.

Where documents presented for certification or endorsement are multiple page documents the issuer should certify the authenticity of the signature, as it appears at the end of the document in question. To prevent substitution of other pages in the set, each page should bear an identification stamp, bearing the name of the issuing body, on each page of the document. Such multiple page documents must be firmly secured together in a set by staple or other means and should not be released by the issuer in loose-leaf form.

Occasionally documents presented for certification bear an advance date for shipment. This occurs when a trader prepares documents for the date on which he expects to despatch them. There is no objection to such practice provided that the issuing body ensures that the certification is dated on the date that the certification is given.

It is important to note that:

- a) In certain countries Certificate of Origin applications are to be made before shipment because there is a pre-shipment inspection requirement of goods by the authorized issuing bodies or the exports are subject to export control and their exportation must be covered by an export permit issued by the relevant official governing agency before shipment and the permit is to be attached to the Certificate of Origin application.
- b) It is an acceptable administrative procedure that all Certificates of Origin issued must be dated on the date of issuance or date of submission.
- c) For practical reasons, Certificate of Origin issued cannot be advance-dated.
- d) It is also an acceptable application procedure that application covering advance shipment may be accepted. However, there is a recommended cap on duration: no more than 7 days in advance of shipment.
- e) It is also an acceptable application procedure to accept application for shipments that have already taken place.

These relate to **Retrospective Certificate of Origin**. In some countries, application for a Certificate of Origin for goods after the 3 weeks but within 3 months from date of shipment may be accepted provided certain conditions are met. Please refer to page 35 for conditions to be met.

There are certain circumstances that arise where certification cannot be granted because of the nature of the request involved. The commonest examples of this are:

- a) Documents containing negative statements of origin, or reference to a political boycott clause. Such documents will contain a declaration on the lines of "The goods covered by this invoice are not of Israeli origin and the manufacturer is not a subsidiary or mother company of any company listed in the Arab boycott of Israel blacklist".
- b) Documents containing statements as to "100% national origin" or "pure national origin". Such statements are generally unverifiable and are more precise than would be required to establish a legitimate claim to a particular country of origin.

In such cases issuing bodies may request for an amendment to the statement or if amendment is not possible, to reject the request for certification.

Minor alterations to invoices or other documents presented for certification should be 'alteration approved' in exactly the same way as for a Certificate of Origin. Should such alterations be excessive in number or if they have significant impact on fundamental details e.g. marks and numbers, origin statements etc., the issuing body should require the applicant to prepare a fresh invoice.

Certificates Issued under Own Letter Heading

In addition to certifying documents prepared and submitted by applicants, issuing bodies are frequently requested to issue a variety of certifications under cover of their own letter heading. Such certifications are frequently referred to as "Special" or "Extraordinary" Certificates.

The format for such documents is not regulated and in some cases issuers may find that applicant companies supply them with a requested text. It is not uncommon for such texts to be provided by the overseas agents of the applicant. Great care should be taken in the preparation of such documents and any suggested text should be subject to scrutiny before its use is agreed.

Such certifications should bear a unique reference number for recording and identification purposes; they must be dated on the date the certificate is issued; they must be signed by an authorized signatory of the issuing body and must also identify the overseas country of intended use of the certificate.

Issuing bodies must ensure that such texts as may be used on such certificates are confined to verifiable facts that can be evidenced if need be. It is imperative that issuers do not issue certificates containing mere opinion and conjecture.

In the majority of cases this is a straightforward matter.

Examples of commonly requested certifications are:

- a) that a company is known to the issuer, is incorporated or otherwise constituted, and is lawfully engaged in a particular business;
- b) that a company is the proprietor of a trademark or brand name;
- c) that a company is engaged in a specified contract; and
- d) certifications granted in support of a claim of "Force Majeure" by a company (see below).

Force Majeure

In respect of situations of Force Majeure, i.e. circumstances beyond the control of the applicant (such as fire, flood, industrial disputes etc.) it is important that the issuing body does not certify that a condition of Force Majeure exists. This is because the detail of what is allowable under Force Majeure arrangements is contractually negotiated and is therefore subject to different interpretation in each case. In such context issuing bodies should certify factual details that can be evidenced without comment as to whether or not Force Majeure applies.

For example, a fire breaks out in a company's factory. The issuing body can certify that the company is involved in a specified contract and can detail what goods are being supplied and to whom. The issuer can also certify that a fire broke out on a given date at the factory causing production to be suspended. The date and time production recommenced can also be certified. Force Majeure may well exist in this circumstance but cannot be certified. It may well be argued that production schedules were so far behind anyway that even without the fire the contract would not have been met.

It is the responsibility of the applicant to claim Force Majeure and the issuing body's role is to provide a certificate in support of such a claim. Issuing bodies must not argue such claims on behalf of applicants.

In cases of national strikes etc., issuing bodies should seek further advice about a suggested form of wording to be used in certificates in support of Force Majeure claims. Issuing Bodies might consider using the form of words in Appendix 6 in response to such requests.

Government-Issued Certificates

In general terms, the Chamber should not certify government-issued documents. Doing so could imply that the Chamber is certifying statements or implying things that we are not in a position to do.

For example, the Chamber may be asked to certify food inspection certificates. This should not be done. The Chamber could be implied to have certified food as being "fit for human consumption."

Even notary publics or commissioner of oaths cannot sign over such documents. Governments have a regulatory function that they effect through the issuance of such certificates. No other organization can undertake that function.

However, the Chamber can issue a short letter on its letterhead to the effect that we have examined the certificate, and that based on our examination of the certificate we believe it to be genuine, but that we have not contacted the issuers and are in no position to support its validity or otherwise. An example of such a letter is attached in Appendix 7. This letter can then be stamped with the Chamber seal and placed on top of the government-issued certificate.

Other Attestations and Certifications

1. General Recommendation

- a) Chambers of Commerce and Industry must certify only that which they are able to verify and must act within the authority which has been given to them.
 - This may take the form of certification, attestations or stamping of documents.
- b) Certificates, attestations and other stamped documents must not be issued unless they are insisted by a foreign authority and provided that they are in accordance with the Community and/or national legislation.
- c) The issuing Chamber of Commerce and Industry must keep a copy of every document certified, attested or stamped. The copy must bear the date of issue and initials of the signatory. It must be kept for not less than two years from the date of issue of the certificate.

2. Certifications

Certification guarantees the accuracy or truth of information contained in the document and is expressed by using the word "certified". Certification may be given for the whole document or may be limited to the position and identity of the signatory.

3. Stamping

If the Chamber is presented with an application attesting to commercial details, the accuracy of which it cannot check, it must confine itself to stamping the document attesting to the position and the identity of the signatory. Such a stamp serves to show only that the document was presented to the Chamber.

4. Attestation

If the Chamber of Commerce is presented with an application seeking to prove the accuracy of certain acknowledged information, it may draw up a certificate based on the official, irrefutable documentary evidence produced in support of the application.

5. Invoices

Any request to a Chamber seeking certification of a statement on an invoice or any other document referring to the origin of a product should be simply stamped. Such request must also be accompanied by relevant supporting documents relating to the origin of the products. Nevertheless, issuing Chambers should take account of the regulations laid down in importing countries and stamp invoices bearing required statements, provided that they are compatible with Community or national laws of importing countries.

6. Negative Certificates

Sometimes documents are presented (declarations, invoices, etc.) which carry, at the demand of certain foreign countries or of their representatives in the EC, references to exclusions or restrictions which are incompatible with international and/or national laws.

Such negative declarations may not, in any case, be stamped by Chambers of Commerce.

TRAINING REQUIREMENTS

Staff Training Requirements

It is recommended that issuing bodies should arrange formal training courses for certification staff. Attendance at such courses should be mandatory for certification staffs of issuing bodies. Staff, having successfully completed these courses, receive a Certificate of Competence to undertake certification operations within authorized issuing bodies. The Certificates will be renewed every three years following attendance at the mandatory Refresher course. Such Certificates whilst being the property of the individual staff member concerned, must be prominently displayed and only removed when the individual named ceases his or her employment with that organization. In such circumstances the individual concerned personally retains the Certificate.

In countries where there is no training on certification work, government should accredit existing training courses developed by Chambers for their staff.

All issuing bodies must as a minimum, maintain the standard of employing at least two personnel who have successfully completed the training courses. These personnel are thus eligible for employment as authorized signatories. No other authorized signatories other than trained personnel should be appointed with the exception of the chief executive of the organization. Chief executives, or his/her designated senior management officer, not normally engaged in day-to-day certification work are themselves under obligation to attend certification awareness courses to ensure that there will be proper supervision of certification services. In smaller organizations where the chief executive is actively involved in certification work he/she would be required to undertake the normal training course.

The need for not less than two authorized signatures in any one organization is the minimum requirement and most issuing bodies are recommended to ensure that three are trained. In larger organizations, particularly if a network of branch offices exists, the training requirement may be considerably higher. This is because of the need to employ at least one authorized signatory at each issuing office at any one time.

The appointment of authorized signatories is, subject to the minimum requirements, a matter for the issuing body itself. It is possible that staff may be encouraged to attend certification training courses without necessarily being appointed as authorized signatories.

Should circumstances at any issuing body be such that the issuer fails to meet the necessary minimum staff training requirements, the national authority responsible must be notified immediately. Failure to notify the national authority will jeopardize the authorization of the issuing body.

Similar arrangements apply to issuers who fail to maintain the minimum requirements e.g. because of staff changes.

CERTIFICATION STAMPS

It is recommended that all issuing bodies have incorporated into their certification stamps a statement to the effect that they are authorized as an issuing body by the National Authority or Government. This requirement only applies to the certification stamp used on the Certificate of Origin.

Two essential stamps are required by all issuers. These are:

- a) the "Certification" stamp which is applied to Certificates of Origin ONLY; and
- b) the "Signature" stamp which is used to authenticate the signatures on all other documents.

Formats for these stamps may vary but should always bear the Chamber name and the purpose of the stamp e.g. Certifying Stamp or Signature Stamp.

In addition, issuers may require other stamps to ensure that certification operations run smoothly. These can be :

- a) Authorized Signatory these are small stamps containing the name of the individual signatory;
- b) a small "Alteration Approved" stamp this usually combines the words "Alteration Approved" with the name or initials of the issuing body; it is widely used on all certified documents which contain corrections; all such corrections should be signed by an authorized signatory and the stamp applied as near as possible to the correction; this indicates to overseas authorities that such correction has been made before certification of the document in question.

Issuing bodies should keep their stamps safe at all times particularly to protect them against loss or theft. Although extremely rare, there have been cases involving the fraudulent issue of certificates or the forging of certifications. In some cases such criminal activity has involved the use of stolen certification stamps. This not only makes detection of fraud more difficult but also implicates the issuing body whose stamps are used and can severely damage its reputation.

CHANGES OR PROBLEMS WITH CERTIFICATES OF ORIGIN

Certain difficulties may be experienced in completing the reverse of the application e.g. United Kingdom. Please note, not all issuing bodies have an application form with a reverse side.

For example:

- a) *Evidence*. For "issuing country" origin goods, issuing bodies have the right to call for additional evidence whenever they deem this appropriate. Such evidence will include a manufacturer's declaration together with a valid factory/official licence and/or a manufacturing cost statement or a manufacturer's or processor's invoices to the consignor.
- b) Agents. Most agents will only be in a position, for reasons of confidentiality, to provide a copy of the export invoice as a supporting document. This must contain a signed declaration of origin by the exporter. Should the issuing body require further evidence to be obtained this should be explained to the agent and, if necessary, obtained direct from the exporter.

Other Problems with Certificates of Origin.

Most Certificate of Origin applications are straightforward and are quickly processed and issued. Certain situations do occur, albeit infrequently, when the normal processing routine has to be modified to accommodate special needs. These are as follows:

a) Replacements for lost certificates

No issuing authority shall issue an identical Certificate of Origin covering the same shipment. However, should the documents become lost while in transit or are stolen or destroyed, a replacement certificate may be issued. Such a replacement Certificate of Origin could be issued provided the interests of the issuing body are protected and the applicant making such a request is able to provide the following documents:

- Relevant full export documentation supporting the origin of the items exported, the transaction between the exporter and overseas buyer, the shipment made to the consignee/ final destination, etc.
- A police report on the loss of the original Certificate of Origin.
- A fresh letter of indemnity for any liability which may arise from the issuance of another Certificate of Origin for the same shipment and also to give an explanation for such a request.

If the request and documentation submitted are acceptable, the issuing body should also obtain from the applicant the original certificate number, date and full details and compare the original certificate details on record with the particulars as declared in the new replacement. Provided the details agree, a Replacement Certificate of Origin can be granted as follows:

"This Certificate shall be marked "Replacement". This can be done in the same box as the main title of the document: "Certificate of Origin" (e.g.: the term "Replacement" can be completed in the box above box 3 in the European Community Certificate of Origin format given in Appendix 5).

The Replacement Certificate will be given the same unique official serial number and date of issue as the original Certificate, but the following text will be printed or stamped in an appropriate box (titled "Remarks" or otherwise):

"This certificate is a Replacement Certificate issued on(current date of issue)".

However, in mitigating circumstances, the issuing body may issue another Certificate for the same shipment (such situations should be more of an exception than a common occurrence). In this case, a new Certificate of Origin unique official serial number and date of issue shall be given on the Replacement Certificate. The following text shall be printed or stamped in an appropriate box (titled "Remarks" or otherwise):

"This is a Replacement Certificate of Origin to replace the original Certificate of Origin No...... issued on

The issuing body, however, shall have the right to reject a request for a Replacement Certificate if it is made after 6 months from the date of issue of the original Certificate of Origin.

b) Errors in Certificates

Simple errors can be dealt with prior to issue of the certificate by ensuring that the incorrect entry is crossed out and the correct detail entered. Such alteration should be 'alteration approved' by the issuing body. If, however, the extent of the alterations on the form are such as to render it unintelligible the issuing body should refuse the Certificate and request a new application. If errors are reported or detected after the Certificate has been issued the position is more difficult. The issuing body must contact the applicant and secure the return of the original and all copy certificates issued. In circumstances where the errors are made in key declarations such as origin, product description, consignee, the issued Certificate of Origin must be cancelled and a fresh application is to be made.

c) Mutilated Certificates

These should be refused in the same way as unintelligible certificates. N.B. Such cases usually occur when the issuing body charges the certification fee on purchase of the blank forms. Some issuing bodies avoid problems with mutilated certificates by offering a replacement service at a nominal charge. This ensures that the applicant does not 'lose' the benefit of the certification charge already paid.

d) Application for additional copies of Certificate of Origin issued

Additional copies may be issued after the Certificate of Origin has been issued. This is acceptable provided:

- The original Certificate of Origin number is entered on the additional copies and these copies are checked with the original application copy on file to ensure that the details on the copies to be issued correspond precisely with those in the original file copy.
- An official application for additional copies is made by an authorized signatory of the applicant concerned.

The copies are to be dated with the same date as the original date of issue. (It is not necessary that they be issued by the same authorized signatory that signed the original document.)

General Conditions for Authorization of New Issuing Bodies

The provisions covering the issue of Certificates of Origin emanate from the arrangements entered into by National Governments for the purposes of the implementation of an International Convention on Customs procedures.

Authorization is granted only on verification that there exists within the local business community a sufficient and continuing demand for the service and that the present authorized facilities do not satisfactorily meet the demand. Furthermore, the applicant body must prove that it can meet the responsibilities which result from authorization. It follows that new authorizations to issue Certificates of Origin are granted only with the application of diligent prudence.

Should a potential applicant decide to proceed with application for the status of an issuing body, the sample questionnaire (see Appendix 2) should be completed and returned, together with a formal application. Such an application should be supported by a list of traders who would use the certification service and provide estimates from such traders as to their likely requirements in terms of numbers of shipments requiring issuing body services and the names of expected countries of destination. Written confirmation from the traders evidencing such requirements will be helpful.

On receipt of such an application, arrangements will be made for an inspection team to visit the applicant's premises and meet the nominated officers to explain what is required of an issuing body and to obtain information supplementary to that given in the application. The inspection team will then report back to the appropriate authority who, after considering the application and inspection report will, if satisfied, recommend that formal approval and authorization be given.

The responsibilities of an authorized issuing body will become more apparent should the applicant decide to proceed in this manner. Briefly however, the applicant should be able to show that adequate accommodation, staff levels and opening hours are provided to ensure a proper service to meet the needs on which the application is based. The authorized issuing body must provide an internal audit process with an issuance checklist that will ensure that the issuance standards are maintained. All Certificates of Origin issued are to be based on a checklist for verification of the declaration made in the application in accordance with appropriate supporting documents as furnished by the applicants. Disciplinary action will be taken against staff who breach the issuance procedures.

While the basic responsibility for the truth of a Certificate of Origin rests with the exporter, the issuing body, acting for the Government, joins in this responsibility. The applicant will appreciate of course, that any subsequent challenge to the correctness of an issued Certificate by an overseas administration will, at the very least be likely to delay delivery of exports to the purchaser and, if the challenge should prove justified, penalties and/or duty charges overseas might be involved to the embarrassment of the exporter, the issuing body and conceivably the Government.

SUPPLEMENT FOR CHIEF EXECUTIVE OFFICERS

General

Obviously in certification work it is important that there should be uniformity throughout the international network of issuing bodies and the guidance notes should ensure that this is so. Chief Executives should therefore ensure that all certification staff read the guidance notes and apply their provisions.

We must never allow ourselves to be complacent about certification work. The risk to an issuing body of a claim being made against it in respect of a wrongly issued certificate is always present and the risk of a major review of certification procedures being instituted at government level if this should happen, must always be borne in mind. It follows that ignoring the guidance provisions or cutting corners must be rigorously avoided.

Chief Executives are fully responsible for all certification work carried out by their authorized staff and it therefore follows that it is their responsibility to ensure that, at all times, their authorized staff comply with the certification procedures.

The continuance of authorization is dependent on the ability of issuing bodies to maintain the established standards of performance. Certification work should never be regarded as a routine "rubber-stamping" job and issuers should do all they can to dispel such thoughts in the minds of their applicants. As in other areas of business, the ultimate responsibility for the performance of certification work rests with the Chief Executive of the issuing body. In certain situations he/she could be held personally responsible for any failure on the part of the issuing body to fulfil its obligations.

Fraud or Suspected Fraud

Where a replacement for a lost certificate is applied for, it has to be borne in mind that fraud may be involved and, for this reason, staff should refer any such applications where fraud is suspected to the Chief Executive. No clear-cut advice can be given here which will fit every case of fraud or attempted fraud. Fortunately, cases of fraud are rare but the possibility of fraud should be borne in mind at all times, not only in cases concerning replacement certificates. Any investigation, which goes further than local examinations of the applicant, is best left to the appropriate responsible authority. A variety of offences may have been involved or be potentially involved – so that one or more of several authorities may be interested. Some care is also necessary to guard against the possibility that attempts by an issuing body to investigate suspected fraud might obstruct an investigation which one of the authorities already has in hand. Generally speaking therefore, consultation with the appropriate authorities will be advisable before any action is taken.

Subsequently, the Chief Executive will have to consider the issuing body's position vis-à-vis the applicant. At the appropriate time, which will depend on how the case develops (if at all), the applicant's responsible representative might, at the least, be required to attend and be given a serious warning as to his firm's future actions regarding Certificates of Origin, or other forms of certificates for which he applies. In severe cases, outright refusal to handle any further certification business from the applicant will be justified and may be in the issuing body's best interests.

Retrospective Application for a Certificate of Origin

Any retrospective application for a Certificate of Origin needs great care and may be accepted provided that the following conditions are met:

- The applicant must provide the following documents:
 - a) A standard Letter of Indemnity which shall:
 - i. also confirm that no Certificate of Origin has already been issued earlier for the shipment made
 - ii. give the reason for the late application (to enclose a Letter of Request from the importer/foreign buyer where appropriate), and
 - b) A copy of a signed Bill of Lading or Airway Bill, and
 - c) Relevant documents to support the origin of the goods and transaction, and
 - d) Any other document as may be deemed necessary.
- The issuing body is entirely satisfied that the applicant's reason(s) for applying for the Certificate
 of Origin is/are fully and properly substantiated and there is no suggestion of any irregularity.
- Such Certificate of Origin shall be dated as of the date of issue and marked "Issued Retrospectively".

Confidential Interchange of Information Between Chief Executives

If an application for certification arouses any unusual degree of caution and it is known that the applicant conducts business with another issuing body, or thought that he might do so, the Chief Executive should consider the advisability of communicating in confidence with his/her opposite number at the other issuing body, so that the latter is alerted.

Insurance

Most issuing bodies are insured to cover the risk of claims being made against them as a result of errors or omissions and include certification activities in the same insurance cover. Those who are not so insured, are strongly advised to reconsider their position in this respect.

Absolute reliance cannot be placed on the indemnity which all applicants for Certificates of Origin should be required to give because:

- (a) its strength has never been tested in a judicial court, and
- (b) it will not give any protection where a claim is made in respect of an improper Certificate of Origin by the foreign importer, rather than by the applicant for the Certificate.

Under (b) above, claims successfully pursued in foreign courts could entail very heavy damages.

Chief Executives should, of course, periodically review the extent of the cover under such insurance policies to ensure that the maximum cover available remains adequate in the light of inflation and changes in the size and scope of the issuing body's activities.

Appendix 1. A

CERTIFICATES OF ORIGIN

UNDERTAKING TO BE GIVEN BY ALL AUTHORIZED ISSUING BODIES

We the
in consideration of being authorized by (insert name of governing agency) under (insert relevant national law or regulation applicable or any subsequent regulation) which modifies, replaces of supplements it) as a reliable authority or agency for the issue of Certificates of Origin, hereby undertake to observe and act at all times in accordance with the conditions, enforce the rules and abide by the instructions issued by (name the governing agency, for eg. British Chambers of Commerce or Ministry of Trade or Customs Admin) which are now in force or which may be issued in the future in relation to Certificates of Origin or other associated matters.
As a member of the ICC WCF, we also hereby undertake to issue Certificates of Origin in accordance with the ICC WCF International Certificate of Origin Issuance Guidelines.
Signed on behalf of the above
signed on behalf of the above
Position in above organization
Date

Appendix 1. B

SAMPLE METHOD OF APPOINTMENT

LETTER OF AUTHORIZATION BY GOVERNING AGENCY (e.g. DTI)

EUROPEAN COMMUNITY CERTIFICATES OF ORIGIN

802/68 instead of Regulation No 2454/93.

This letter is to confirm that the	is authorized by the Department of
Trade and Industry (the Department) under article 47 of Con	mmission Regulation (EEC) No. 2454/
93 (or any subsequent European Community regulation whi	ch modifies, replaces or supplements
it) to make out Certificates of Origin, and designated for the	
League of Nations' International Convention relating to the	* *
and Annex D2 to the Convention of the Customs Cooperati	•
Harmonization of Customs Procedures 1973 ("the Kyoto Co	
Harmonization of Customs Procedures 1973 (the Ryoto Co	nvention).
Authorization is granted on the basis that the	is a compatent authority
_	
for the purpose of issuing such Certificates. In the conduct of	0
must continue to satisfy the standards and conditions of the	
and abide by the instructions laid down in the Certification P	` .
issued by British Chambers of Commerce (BCC)). The Man	rual is amended from time to time by
BCC in consultation with the Department. The DTI is the le	ead Government Department on the
application of Commission Regulation 2454/93 and has ma	indated BCC to be the manager and
administrator of the Certificate of Origin Scheme.	
Authorized issuing bodies are subject to a regular process of	finspection that will be carried out at
intervals and Authorization may be withdrawn if, in the	conduct of issuing certificates, the
ceases to satisfy the relevant standards	_
(Designation for the purposes of the 1923 League of Nations' I	
for the purposes of the Kyoto Convention will be simultan	
withdrawn).	needely cancened if ridifferization is
minimum).	
Note: Authorization letters issued prior to 1 January 1994 con	ntained a reference to Regulation No.
The state of the s	The state of the s

Appendix 2.

CERTIFICATES OF ORIGIN

CONDITIONS

(To be fulfilled by issuing bodies in order to qualify for authorization or continued authorization to issue Certificates of Origin)

- 1. A body applying to be authorized, to issue Certificates of Origin must make application through the official channel of the relevant country.
- 2. The applicant issuing body must prove the need for the proposed service, must provide evidence to show that the existing facilities are inadequate; and must demonstrate its capacity to undertake and control the issue of Certificates satisfactorily.
- 3. The issuing body must show that it can provide adequate facilities at the place of issue for the provision of a satisfactory service to applicants for Certificates.
- 4. The issuing body must undertake that its staff will undergo training in accordance with the requirements of the country and sustain the approved level of competence as required for the purposes of the service.
- 5. The issuing body must agree to offer its certification services to non-members as well as to members.
- 6. The issuing body must accept that its certification procedures and records shall be subject to inspection and be prepared to respond fully and promptly to such requests as may be made for information on its certification services.
- 7. The issuing body must undertake to observe the rules and instructions applicable to the issue of Certificates of Origin issued by the country.

Appendix 3. A

SAMPLE LETTER OF INDEMNITY

FORMAL UNDERTAKING

To be given by an applicant when first applying for Certificates of Origin or certification of international trade documents and to be renewed whenever the issuing body so requires.
In consideration of the
In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority, e.g. Police, HM Revenue & Customs or officials acting with authority of a Court Order, I/we hereby permit the Issuing Body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry.
Signature
Day
Name, address and telephone number of Company or Firm:

Appendix 3. B

SAMPLE FORMAT FOR LETTER OF INDEMNITY

STRICTLY FOR MEMBERS ONLY

LETTER OF INDEMNITY

Designation of Authorized Signatory

(Tc	be typed on applicant company's original letterhead)
Da	te of Issuance:
То	: The CEO of Issuing Body
De	ar Sir,
1.	In consideration of your issuing, endorsing or certifying at our request such Certificates of Origin, commercial invoices, packing lists and all other documents whatsoever required of you by us during the period from 1 January to 31 December, we hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims, expenses, loss, damages, costs, charges and liabilities whatsoever which may be taken or made against you or incurred or become payable by you by reason of or on account of or arising out of your issuing, endorsing or certifying the aforesaid documents.
2.	We are members of your Chamber / Association since : Our Valid Business Registration No. is :
3.	We declare that the information contained in all our applications for any such certificates or certifications as referred to above is true and correct.
4.	 We are aware that under the
	Yours sincerely,
Sig	nature of Authorized Signatory Company's official rubber stamp me of Authorized Signatory

Appendix 3. C

SAMPLE FORMAT FOR LETTER OF INDEMNITY

FOR NON-MEMBERS OF AUTHORIZED ORGANIZATIONS

	TTER OF INDEMNITY be typed on applicant company's original letterhead)
Da	te of Issuance:
То	: The CEO of Issuing Body
De	ar Sir,
1.	In consideration of your issuing, endorsing or certifying at our request the Certificates of Origin, Commercial Invoices, Packing Lists and all other documents covering shipment of the merchandise as enumerated therein per s.s. (as appended below) (Indicate vessel's name/flight no.) from (Indicate Port of Loading) to (Indicate Port of Final Destination), we hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims, expenses, loss, damages, costs, charges and liabilities whatsoever which may be taken or made against you or incurred or become payable by you by reason of or on account of or arising out of your issuing, and endorsing or certifying the aforesaid documents. Marks
	Marks Quantity of weight
2.	We are members of :
3.	We declare that the information contained in all our applications for the certificates or certifications as referred to above is true and correct.
4.	 We are aware that under the
	Yours sincerely,
Naı	nature of Authorized Signatory me of Authorized Signatory signation of Authorized Signatory

Appendix 4. A

INTERNATIONAL STANDARD TEMPLATE FOR CERTIFICATES OF ORIGIN

UN E-DOCS

UNeDocs		CERTIFICATE OF C	RIGI
	—		

Appendix 4. B

NTERNATIONAL STANDARD TEMPLATE FOR CERTIFICATES OF ORIGIN

KYOTO CONVENTION 1999

Extract from Specific Annex K Chapter 2 Appendix I & II Exporter (name, address, country) Exportateur (nom, adresse, pays) Number - Numéro 2. CERTIFICATE OF ORIGIN Consignee (name, address, country) Destinataire (nom, adresse, pays) CERTIFICAT D'ORIGINE Particulars of transport (where required) Renseignements relatifs au transport (le cas échéant) Marks & Numbers : Number and kind of packages : Description of the goods Marques et numéros : Nombre et nature des colis : Désignation des marchandises Gross weight Other information - Autres renseignements It is hereby certified that the above-mentioned goods originate in : Il est certifié par la présente que les marchandises mentionnées ci-dessus sont originaires de : **CERTIFYING BODY** ORGANISME AYANT DELIVRE LE CERTIFICAT. Place and date of issue - Lieu et date de délivrance Stamp - Timbre Authorised signature - Signature autorisée

Notes

- 1. The size of the certificate should be the international ISO size A4 (210 x 297 mm, 8.27 x 11.69 inches). The form should be provided with a 10 mm top margin and a 20 mm left-hand filing margin. Line spacing should be based on multiples of 4.24 mm (1/6 inch) and width-spacing on multiples of 2.54 mm (1/10 inch). The layout should be in conformity with the ECE layout key, as illustrated in Appendix I. Minor deviations in the exact size of boxes, etc., should be permissible if required for particular reasons in the issuing country, such as the existence of systems other than metric measurement, features of national aligned systems of documents, etc.
- 2. Where it is necessary to provide for applications for certificates of origin, the form of application and the form of certificate should be compatible to permit completion in one run.

Appendix 5. A

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF AUSTRALIA

							Form CO 6
EXPORTER						CERTIFICATE	No.
						EXPORTER'S R	REFERENCE
CONSIGNEE				BUYER (IF NOT O	CONSIGNEE)		
							_
						ficate o	
				A	Australi	ian Or	igin
				AUSTRALIA	N CHAMBER	OF COMM	ERCE
PORT OF LOADING		1		3 RD FLOOR, CO	TRY MMERCE HOUS	SE	
FORT OF LOADING				24 BRISBANE A BARTON ACT 2	VENUE		
				AUSTRALIA			
VESSEL/AIRCRAFT		DATE OF DEPAI	RTURE	A.B.N. 85 008 3 TELEPHONE:	91 795		
				International +6 Local	12 6273 2311 02 6273 2311		
SEA/AIRPORT OF DISCHAI	RGE	FINAL DESTINA	TION (if on carriage)	Authorised to it	ssue Certificate		
				the Governmen	it of the Commo	nwealth of Aus	stralia
MARKS AND	NUMBE	R AND	DESCRIPTION OF C	GOODS	EXPORT STATE	STICAL CODE	GROSS WEIGHT
NUMBERS	KIND OI	F PACKAGES					
I, the undersigned, being d					I, the undersign	ed am duly auth	orised by the
above exporter, and having inquiries HEREBY CERT	g made t	he necessary					rce and Industry to rigin. I hereby certify
listed above originate in A	USTRAI	JA. I further			that, on the bas	is of information	supplied by the
declare that I will furnish authorities of the importin							enowledge and belief, we-mentioned goods,
nominee, for inspection at as may be requested for th					based on the ru AUSTRALIA.	les of origin clai	med by the exporter, is
this certificate.					- avo astranta		
The goods were produced/m	anuíactu	reu at:					
SIGNATURE OF AUTHORIS	SED OFFI	ICER	Issued at Perth by the Commerce and Indus		SIGNATURE OF	AUTHORISED C	DFFICER
			Australia (Inc) as Age Australian Chamber	ent for the			

Appendix 5. B

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF CANADA

Certificate of Origin / Certificat d'origine							
Exporter- Exportateur	Consignee – Destinataire						
Numbers – Numéros	Particulars of Transport (where required) Renseignements relatifs au transport (le cas échéant)						
MARKS & NUMBERS; NUMBER & KIND OF PACKAGE DESCRIPTION OF THE GOODS / MARQUES ET NUMÉROS; N ET NATURE DES COLIS; DÉSIGNATION DES MARCHANI	OMBRE QUANTITÉ POIDS BRUT						
Name of Authorized Trade Association / Nom de l'Association commerciale agréée	Sworn to me thisday of Juré devant moi cejour de						
Nom de l'Association commerciale agrece	Jule devant morejour de						
THE CANADIAN CHAMBER OF COMMERCE LA CHAMBRE DE COMMERCE DU CANADA	Signature						
The undersigned has examined the Manufacturer's invoice or Shipper's Affidavit concerning the origin of the merchandise, and according to the best of his/her knowledge and belief finds that the products named originated in the country specified.	It is hereby certified that the above mentioned goods originate in: Le soussigné certifie que les marchandises mentionnées ci-dessus sont originaires de:						
Le sousigné a vérifié l'origine des marchandises d'après la facture du fabricant ou la déclaration sous serment de l'expéditeur et, à sa connaissance et à son avis, pense que les produits énumérés ci- dessus sont originaires du pays spécifié.	Country / Pays Place and Date / Lieu et Date						
Authorized Signature / Fondé de signature	Authorized Signature / Fondé de signature						

The Canadian Chamber of Commerce, 501-350 Sparks Street, Ottawa Ontario K1R 7S8 Tel: 613-238-4000 Fax: 613-238-764: La Chambre de Commerce du Canada, 501-350 Sparks Street, Ottawa Ontario K1R 7S8 Tel: 613-238-4000 Fax: 613-238-7643

Appendix 5. C

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF EUROPEAN COMMUNITY (application form – front page)

Consignor (Name, or name of firm, and full address, as in the commercial register).	No. PA 482106	APPLICATION
	EUROPEAN	COMMUNITY
2 Consignee (Name, or name of firm, and address if known or mention "to order").		
	CERTIFICAT	TE OF ORIGIN
	3 Country of Origin ("European Community"	or country of origin concerned)
4 Transport details (Optional)	5 Remarks	
6 Item number, marks, number and kind of packages; description of goods		7 Quantity (expressed in gross or net w
(For goods not packed indicate number or "in bulk")		or other units of meas
7		

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CEPTIFICATE OF ORIGIN OF EUROPEAN COMMUNITY (application form – back page)

(Space	e for additional particulars	required by individual sta	tes)				
	COMPLETED IN BLOCK O						
declar	ation. Tick one box below	following additional informand supply the additional	information in the sp	pace provided:			
by	the company named belo						
by	virtue of the economically	sed wholly of United Kingd y justified substantial proce	ess which has occurr	red in the United Kingd	lom, as indicated b	pelow.	
Th cer	e goods are of the foreign rtificate of origin, certified	origin declared overleaf as invoice, customs declaration	s indicated by the do on or other documer	ocuments listed below a nts (specified).	and attached to th	is application (e.g. fore	eign
	Insert above either:	name and address of mar	nufacturer				
		name and address of pro- list of documents attache					
			a to outdonoil for org	origina			
	•	NOTES FOR GUIDANCE	: IN COMPLETING	CERTIFICATES AND	APPLICATIONS		
Box 3	Country of Origin	NOTES FOR GUIDANCE	: IN COMPLETING	CERTIFICATES AND	APPLICATIONS		
	For goods of European Community, (or several Member States concern	NOTES FOR GUIDANCE Community origin insert Member States) the word ned), thus "European Com	"European Commu	nity". Where all the go unity" may be suppler	oods originate in a	ne of that Member Sta	ate (or the
Box 3 (i)	For goods of European Community, (or several Member States concern applicable.	Community origin insert Member States) the word ned), thus "European Com munity origin insert the nar	"European Commu ds "European Comm nmunity – United Kin	nity". Where all the go unity" may be suppler ngdom" or "European	oods originate in a mented by the nar Community – Uni	ne of that Member Sta ted Kingdom & France	ate (or the e", etc, as
(i) (ii)	For goods of European Community, (or several Member States concerr applicable. For goods of non-Comm Trade Association (EFTA Where a certificate inclu	Community origin insert Member States) the word ned), thus "European Com munity origin insert the nar	"European Commu is "European Comm munity – United Kin me of the individual ne origin, it is permis	nity". Where all the go unity" may be suppler igdom" or "European country of origin. Do n	oods originate in a mented by the nar Community – Uni not use area group	ne of that Member Sta ted Kingdom & France pings such as the Euro	ate (or the e", etc, as pean Free
(i) (ii) (iii)	For goods of European Community, (or several Member States concerr applicable. For goods of non-Comm Trade Association (EFTA Where a certificate inclu	Community origin insert I Member States) the word ned), thus "European Com munity origin insert the nar \(\lambda\).	"European Commu is "European Comm munity – United Kin me of the individual ne origin, it is permis	nity". Where all the go unity" may be suppler igdom" or "European country of origin. Do n	oods originate in a mented by the nar Community – Uni not use area group	ne of that Member Sta ted Kingdom & France pings such as the Euro	ate (or the e", etc, as pean Free
(ii) (iii) (iii) Box 4 Althou	For goods of European Community, (or several Member States concert applicable. For goods of non-Comm Trade Association (EFTA Where a certificate inclu country of origin clearly Transport details gh completion of this box	Community origin insert I Member States) the word ned), thus "European Com munity origin insert the nar \(\lambda\).	"European Commulss "European Communits - United Kir me of the individual ne origin, it is permis n Box 6.	nity". Where all the go unity" may be suppler igdom" or "European country of origin. Do n sible to insert the word	oods originate in a mented by the nar Community – Uni not use area group is "As shown in Bo	me of that Member Stated Kingdom & Franci pings such as the Euro pix 6" in Box 3 and to in	ate (or the e", etc, as pean Free dicate the
(ii) (iii) (iii) Box 4 Althou	For goods of European Community, (or several Member States concert applicable. For goods of non-Comm Trade Association (EFTA Where a certificate inclu country of origin clearly Transport details gh completion of this box	Community origin insert I Member States) the word ned), thus "European Community origin insert the nar \(\lambda\), thus goods of more than or against each item listed in is not essential, it is strong	"European Commulss "European Communits - United Kir me of the individual ne origin, it is permis n Box 6.	nity". Where all the go unity" may be suppler igdom" or "European country of origin. Do n sible to insert the word	oods originate in a mented by the nar Community – Uni not use area group is "As shown in Bo	me of that Member Stated Kingdom & Franci pings such as the Euro pix 6" in Box 3 and to in	ate (or the e", etc, as pean Free dicate the
(ii) (iii) Box 4 Althougoods Box 8 The sig	For goods of European Community, (or several Member States concert applicable. For goods of non-Commander Trade Association (EFTA Where a certificate inclucountry of origin clearly Transport details gh completion of this box to which it relates. State the state of the application of the application and the state of the application of the application community.	Community origin insert I Member States) the word ned), thus "European Community origin insert the nar \(\lambda\), and the goods of more than or against each item listed in is not essential, it is strong he means of transport, incl	"European Commulss "European Communits - United Kir me of the individual ne origin, it is permis n Box 6. gly recommended in luding, if known, the	nity". Where all the go unity" may be suppler gdom" or "European country of origin. Do n sible to insert the word order to facilitate ident name of the ship for co	oods originate in a mented by the nar Community – Uni not use area group is "As shown in Bottification of the Ceonsignments by sea, however produce.	me of that Member Stated Kingdom & Franci pings such as the Euro pix 6" in Box 3 and to in retificate with the consignation.	ate (or the e", etc, as pean Free dicate the gnment of
(ii) (iii) Box 4 Althougoods Box 8 The sig	For goods of European Community, (or several Member States concert applicable. For goods of non-Commander Trade Association (EFTA Where a certificate inclucountry of origin clearly Transport details gh completion of this box to which it relates. State the state of the application of the application and the state of the application of the application community.	Community origin insert Member States) the word ned), thus "European Com munity origin insert the nar a), des goods of more than or against each item listed in is not essential, it is strong he means of transport, incl	"European Commulss "European Communits - United Kir me of the individual ne origin, it is permis n Box 6. gly recommended in luding, if known, the	nity". Where all the go unity" may be suppler gdom" or "European country of origin. Do n sible to insert the word order to facilitate ident name of the ship for co	oods originate in a mented by the nar Community – Uni not use area group is "As shown in Bottification of the Ceonsignments by sea, however produce.	me of that Member Stated Kingdom & Franci pings such as the Euro pix 6" in Box 3 and to in retificate with the consignation.	ate (or the e", etc, as pean Free dicate the gnment of
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SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF EUROPEAN COMMUNITY (Birmingham)

1 Consignor	No. PA	482106	ORIGINAL
2 Consignee		EUROPEAN C	OMMUNITY
		CERTIFICATE	OF ORIGIN
	3 Country of 0	Prigin	
4 Transport details (Optional)	5 Remarks		
6 Item number; marks, number and kind of packages; description of goods			7 Quantity
		_	
8 THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGIN	NATE IN THE COUNTR	Y SHOWN IN BOX 3	
BIRMINGHAM CHAMBER OF COMMERCE & INDU	USTRY		
Place and date of issue; name, signature and stamp of competent authority			. * A
Birmingham		Į.	and the second
20		***************************************	
		Birmingham Cl	hamber of Commerce & Industry
DTI VJ 5/5/3			Tate Freight Forms Tel: 01908 221162

DTI VJ 5/5/3

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF EUROPEAN COMMUNITY (Spain)

1. Expedidor, Expéditeur, Consignor	N.º 3173943	ORIGINAL				
2. Destinatario, Destinataire, Consignee المرســل الـيه 收货人	COMUNIDAD COMMUNAUTE EUROPEENNE あります。 欧洲共 CERTIFICADO! CERTIFICAT D'ORIGINE CE	EUROPEAN COMMUNITY الافت 日本 DE ORIGEN RTIFICATE OF ORIGIN				
	3. País de origen, Pays d'origine, Country	of origin لد المنشا 原产国				
4. Informaciones relativas al transporte (Mención facultativa) Informations relatives au transport (Mention facultative) Transport details (Optional) 运输情况	5. Observaciones, Remarques, Remarks	注备 ملاحظ				
6. N° de orden, marcas, numeración, número y naturaleza de los bultos, designación N° d'ordre, marques, numeros, nombre et nature des colis, désignation des marcitem number, marks, number and kind of packages, description of goods المطرود ، عدد وطبيعة الطرود	chandises مو اصفات البضاعة : رقم الت	7. Cantidad Quantité Quantity 以及 型				
序号;商标;号码;包装件数量和性质;商品种;	类;					
8. La autoridad que suscribe certifica que las mercancias designadas son originarias del país que figura en la casilla nº. 3 L'autorité soussignée certifie que les manchandises designées ci-dessus sont originaires du pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originate in the country shown in box 3 The undersigned authority certifies that the goods described above originate in the country shown in box 3 The undersigned authority certifies that the goods described above originate in the country shown in box 3 The undersigned authority certifies that the goods described above originate in the country shown in box 3 The undersigned authority certifies that the goods described above originate in the case n° 3 The undersigned authority certifies that the goods described above originates all pairs (a pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The undersigned authority certifies that the goods described above originates at pays figurant dans la case n° 3 The						
Lugar y fecha de expedición, nombre, firma y sello de la autoridad competente Lieu et date de délivrance, désignation, signature et cachet de l'autorité compét Place and date of issue, name, signature and stamp of competent authority ان ، وساريخ وتسمية وتوقيع وختم السلطة المنتحة،		当局的名称,签字和印章				

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF EUROPEAN COMMUNITY (Sweden)

1 Consigner Avsändare	No. SB (Anges endast för extra gula Kopior)	ORIGINAL
2 Canalana Mettaraya	EUROPEAN COM EUROPEISKA GEM	
2 Consignee Mottagare	CERTIFICATE OI URSPRUNGSCE	
	3 Country of origin Ursprungsland	
4 Transport Details (optional) Upplysningar om transporten (frivillig uppgift)	5 Remarks Anmärkningar	
6 Item numer, marks, numbers, numer and kind of packages, descripti Löpnummer, kollis märken, nummer, antal och slag, varubeteckning		Quantity <i>Mängd</i>
The undersigned autority verifies that the goods described above or Undertecknad myndighetlorganisation bekräftar att ovan beskrina v	iginate in the country shown in box 3. aror har sitt ursprung i det land som ange	s i ruta 3.
Place and date of issue, signature and stamp of competent autority Ort och datum för utfärdandet, denbehöriga myndighetenslorganisatio	onens namn, underskrift och stämpel	

Appendix 5. D

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF JAPAN

 Exporter (Name, address, country) 	CERTIFICATE OF ORIGIN
	issued by
	Chamber of Commerce & Industry
	, Japan
2. Consignee (Name, address, country)	*Print original or copy
	3. No. and date of invoice
	3. TW. alai date di livolde
	4. Country of Origin
5. Transport details	6. Remarks
7. Marks, numbers, number and kind of packages; description of goods	8. Quantity
9 Declaration by the concretor	10 Cortification
9. Declaration by the exporter The undersigned, as an authorized signatory, hereby declares	10.Certification The undersigned hereby certifies, on the basis of relative invoice and
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured	
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4.	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4.	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4.	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4. Place and date:	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4. Place and date:	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above —mentioned goods were produced or manufactured in the country shown in box 4. Place and date: (Signature)	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief.
The undersigned, as an authorized signatory, hereby declares that the above –mentioned goods were produced or manufactured in the country shown in box 4. Place and date:	The undersigned hereby certifies, on the basis of relative invoice and other supporting documents, that the above mentioned goods originate in the country shown in box 4 to the best of its knowledge and belief. Chamber of Commerce & Industry

Appendix 5. E

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF SINGAPORE

Exporter (Name 8	Address	REPUBLIC OF SINGAPORE
Consignee (Name	e, Full Address & Country)	CERTIFICATE OF ORIGIN/PROCESSING
		No.
		NO.
		NO UNAUTHORISED ADDITION/ALTERATION MAY BE MAI TO THIS CERTIFICATE ONCE IT IS ISSUED
3. Departure Date		8. DECLARATION BY THE EXPORTER
4. Vessels's Name /F	light No.	We hereby declare that the details and statements provided in this certificate are true and correct.
5. Port of Discharge		Signature
6. Country of Final D	Destination	Name
7. Country of Origin	of Goods	Designation Stamp Date
9. Marks & Numbers	No. & Kind of Packages Description of Goods (include brand names if necessary)	11. Quantity & Unit
We hereby certify	box 7. This Certificatetherefore issued and cer	that the goods specified above originate in/were processed in the tified to the best of our knowledge and belief to be correct and

Appendix 5. F

SAMPLES OF CERTIFICATES OF ORIGIN FROM AROUND THE WORLD

CERTIFICATE OF ORIGIN OF SOUTH AFRICA

С	(1) EXPORTER		NO: ORIGINA		GINAL		
E				ISSUED BY:			
R							
т							
ı	(2) CONSIG	INEE					
F				Chaml	O F O	f Comme	MEG
ı				and Indus			
С				I		CJCCI	
A	(0) 00 11 17	V OF OBJOIN		Incorporated Association not for Gain (Reg. No. 1946/022531/08)			
T E	(3) COUNTH	Y OF ORIGIN		JCC House Private Bag 34 Tel: (27 11) 726 5300 Empire Road, Milpark Auckland Park 2026 Fax: (27 11) 482 2000			
_	(4) MODE OF	TRANSPORT		JOHANNESBURG (5) REMARKS	Rep. of So	uth Africa	
	(+) MODE OF	INANGPONI		(-)			
	(6) ITEM	(7) MARK AND	(8) DESCRIF	PTION	(9)	QUANTITY	(10) INVOICE
	NO	NUMBERS	OF GOO		(-,		PRICE
0							
F							
O R	I, the undersigned, hereby certify on behalf of the CHAMBER OF COMMERCE AND INDUSTRY - JOHANNESBURG (NafcocJCCI), that there has been lodged with the Chamber a sworn affidavit by a duly authorised signatory, on behalf og the exporter, to that effect that the information relating to						
1	the merchandi	se described above is	s true and correct		CERTII	FICATE ONLY VA	LID WHEN
G	3			C	ENDOR	RSED WITH THE	
1	IOUANNESSU IBC (Naface ICCI)						
N							
			and Industry - Johannesburg (N		Alteration	ns only approve	d when validated

Appendix 6.

'FORCE MAJEURE' CERTIFICATES

I,Secretary of	Chambe
hereby certify that, owing to an official strike by dock	
the export and import of goods through ports in . disrupted since that date.	(country) has bee
I further certify that, as a result, trade has been disl affected.	ocated and delivery dates are being adversel
Signed	
Date	Chamber seal

Appendix 7.

SAMPLE GOVERNMENT-ISSUED DOCUMENTS LETTER

Appendix 8.

SAMPLE OF REGISTRATION FORM TO BE USED

SPECIMEN SIGNATURES OF AUTHORIZED SIGNATORIES

(To be typed on applicant company's original letterhead)

[Must be updated annually on 1st January and whenever there are changes during the year]

Date of Issuance:						
To : The CEO of Issu	ing Body					
_		ignatories for the Application cates of Origin/Other Shippin	The state of the s			
	Valid from 1st January to 31st December					
Dear Sir,						
directors/the sole probehalf, for Certificate all Certificates of Or letters of indemnity in named below have no valid unless you received.	oprietor/partners of es of Origin or Endor igin and other sup n your favour in rela ot been revoked and eive written confirm	s named below have been auth fithe *company/firm to make appresements or Certifications on Certifications on Certifications or shipping documents ation thereto. The authorizations divou are entitled to treat such authorization from us that any or all of suffectors/sole proprietor/partners or	plications, for and on our tificates of Origin; to sign whatsoever and to issue of the respective persons thorizations as remaining uch authorizations has or			
NAME	I/C NUMBER	DESIGNATION	SIGNATURE			
	•	ssociation since :				
(Enclosed are photocopies	s of the Business/Compan	y Registration Cert. and official letter fron	n the relevant official agencies.)			
		Yours sincerely,				
Signature of Authorized Name of Authorized Designation of Author (To delete whichever is	Signatory orized Signatory	Company's official rubb	er stamp			

Appendix 9.

SAMPLE FORMAT

COST STATEMENT FOR THE EXPORT OF PRODUCTS UNDER ORDINARY CERTIFICATE OF ORIGIN

Name of Manufacturer: CR No.:

Description of Product: Model No.:							
	untry exported to:						, ,
	s Cost Statement is for			te of Cost State			
		* HS Code Country (6 digits) of Origin	Supplier's Name (If Locally	Unit Cost (CIF)			
		(o digita)	0. 0.1g	Manufactured)	Local	Foreign	Total
1	Raw Materials (Please give detailed breakdown) a) b) c) d)						
2	Direct Labour Cost Wages Other benefits (CPF, medical benefits, etc) (Please give detailed breakdown)						
3	Direct Overhead Cost (eg. Factory Rent, Depreciation Costs, Maintenance) (Please give detailed breakdown)						
4	Ex-Factory Cost (1+2+3)						
5	Profit						
6	Ex-Factory Price (4+5)						
* (I Only for imported materials where i	the final produ	t is for expor	t to Mexico			
1	Cost of Loc Calculations Raw Materia		t Labour	Direct Overhe	ead		
	Local Content =		ctory Price	Cost	x	100 =	%
reg	claration: I declare that the informuired, inspection of our factory/geting records.	_	-		_		
 Sig	nature & Name of Managing Director					& Name of	
Thi	s cost statement is prepared by:		Signa	ture:			
Tel							

Appendix 10.

SAMPLE FORMAT FOR MANUFACTURER'S DECLARATION

LETTER OF DECLARATION BY MANUFACTURER

(To be typed on company's original letterhead)

Da	ite of Issuance:	
То:	: The CEO of the Issuing Body	
	CONFIRMATION	DF MANUFACTURE
De	ear Sir,	
1.	We declare that the product(s) listed below origin criteria for the issue of a Certificate of	is/are manufactured by us and comply with the forigin:
	Description of goods	Quantity/Weight supplied to exporter
2.	Our invoice Nois attached.	dated
	Our factory is located at	
	We forward a copy of the Certificate of Regis	stration of a Factory issued by the Ministry of
3.		s issued for the purpose of obtaining a Certificate he information given above is true and correct.
4.	for making a false declaration is:	(name of relevant Law/Regulations), the penalty and/or imprisonment if found guilty of making a
		Yours sincerely,
Sig Na	gnature of Authorized Signatory ame of Authorized Signatory esignation of Authorized Signatory	Company's official rubber stamp

With Thanks

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- Auckland Chamber of Commerce
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- Chamber of Commerce & Industry of Romania & Bucharest Municipality
- The Chamber of Commerce & Industry of Southern Sweden
- Russian Chamber of Commerce & Industry
- Chamber of Commerce & Industry of Western Australia
- Chambers of Ireland
- The Deutscher Industrie-Und Handelskammertag
- Durban Chamber of Commerce & Industry
- Federation of Israeli Chambers of Commerce
- Federation of Malaysian Manufacturers
- The Hong Kong General Chamber of Commerce
- Japan Chamber of Commerce & Industry
- The Johannesburg Chamber of Commerce & Industry
- Korea Chamber of Commerce & Industry
- London Chamber of Commerce & Industry
- The Mauritius Chamber of Commerce & Industry
- Orlando Regional Chamber of Commerce (USA)
- Paris Chamber of Commerce & Industry
- South African Chamber of Business



The International Chamber of Commerce

ICC is the world business organization, a representative body that speaks with authority on behalf of enterprises from all sectors in every part of the world.

The fundamental mission of ICC is to promote trade and investment across frontiers and help business corporations meet the challenges and opportunities of globalization. Its conviction that trade is a powerful force for peace and prosperity dates from the organization's origins early in the last century. The small group of far-sighted business leaders who founded ICC called themselves "the merchants of peace".

Because its member companies and associations are themselves engaged in international business, ICC has unrivalled authority in making rules that govern the conduct of business across borders. Although these rules are voluntary, they are observed in countless thousands of transactions everyday and have become part of the fabric of international trade.

ICC was founded in 1919. Today it groups thousands of member companies and associations from over 130 countries. National committees work with their members to address the concerns of business in their countries and convey to their governments the business views formulated by ICC.

The **World Chambers Federation** (WCF) brings together the chamber members of the International Chamber of Commerce (ICC), facilitating exchange among the worldwide community of more than 12 000 chambers. WCF activities foster personal relationships and collaboration to help chambers strengthen the range of services they provide to their business constituency, particularly small- and medium-sized enterprises (SMEs).

For more than 50 years, WCF has provided chamber leaders and senior executives with a global forum to exchange best practices and experiences. WCF strengthens links between chambers, enabling them to improve performance as well as discover new products and services to offer to their members.

WCF works with all chambers, using this network of expertise to create and support partnerships and projects at a local and international level.

WCF activities and projects involve local, regional, national, bilateral and transnational chambers from all over the world.

All chambers that are members of ICC, either via ICC national committees or directly through its headquarters, are automatically members of WCF. This network of ICC members spans over 130 countries.

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