

## **CERTIFICATE OF ORIGIN**

### **Form and User Guide**

#### **WHAT IS USED FOR**

This document certifies the country of origin of the goods, that is to say, it proves that the goods have been manufactured in that country. It is only used for exportations and importations with countries which are not part of the EC, so that the products could benefit from the preferential regimes and of the application of tariffs that corresponds them.

#### **WHO PREPARES IT**

The Chambers of Commerce and other official institutions.

#### **TO WHOM IT IS ADRESSED**

To the import customs clearance.

#### **PRACTICAL ADVICE**

Usually, the certificate of origin is issued in the dispatching country of the goods, when exportation is going to be done. It is a document that certifies the specific origin of the goods and, therefore, it is a separated document that must not be included or combined with any other one.

The goods description must coincide with that provided in the commercial invoice and in the packing list (number, goods description, name of the consignor and of the consignee, trademarks, etc.).

For exportations or importations with countries in which the EU has commercial agreements, the certificate of origin is replaced with certificates EUR1/EUR-MED and EUR2, and in case the goods come from countries registered in the Generalized System of Preferences (GSP) the certificate is replaced with the model form A or with the model ATR for Turkey.

The most usual certificate of origin is issued in some communitarian languages but it is also issued in Arabic, Japanese and Chinese. Nevertheless, it can also be issued in any other language in accordance with the practise and commercial needs.

The original certificate is the paper with a sepia background tone but the certified copies that have been issued in a similar way have the same value. Only one original copy of the certificate is issued for each dispatch of goods.

Usually, the valid period of time is unlimited if the data and the original conditions have not changed. However, if at the moment of dispatching the goods there is a long time since the issuing date, some difficulties could arise in the import country where this certificate must be shown.

Each country or trade area (as for Instance NAFTA) has its Certificate of Origin Form, and also is quite common the use of General Certificate of Origin. The following explains how to fill in the boxes on the Certificate of Origin used in the countries of the European Union:

**Box 1 - Consignor.** This box must give the name and address of the exporter. For an exporter not based in the European Union, the name and address of the European Union representative should be included with the phrase "For and on behalf of" and the name and address of the overseas exporter. A supplier, for example a Freight Forwarder or Shipping Agent, can apply for a Certificate of Origin on behalf of the exporter provided that Box 1 shows the suppliers name and address and the phrase "For and on behalf of" followed by the exporters name and address. A multinational corporation can apply for Certificates of Origin on behalf of its operations overseas provided that all the company's invoicing or export administration is carried out in the Republic of Ireland. A Commercial invoice should normally be submitted as evidence with the application for the Certificate of Origin. The Consignor and Consignee details must match with the Commercial Invoice submitted with the application for the Certificate of Origin.

**Box 2 - Consignee.** This should show the name and address of the overseas receiver of the goods. If the name and address of the overseas receiver is not known (for example if the goods are to be part of a consolidated shipment or the final destination will be decided upon while they are in transit), then "To Order" should be inserted with the country of destination.

**Box 3 - Country of Origin.** This section is the most important, as the origin is the prime function of the Certificate. Exporters must be aware of the Rules of Origin in order to make an accurate origin declaration. There are three options for the completion of Box 3:

- Goods are of European Union origin: goods that originate within the European Community must be designated as "European Community" origin. If necessary, this can be expanded to include a particular state within the European Union, e.g. European Community - United Kingdom

- Goods of Non-Community origin (sometimes referred to as goods of “Third Country Origin”) - the name of the specific country of origin must be included, for example ‘China’ or ‘Russia’. Reference to an economic grouping e.g. Mercosur, or a geographical region e.g. West Africa, is not acceptable.
- Goods have multiple origins – this is applicable when a Certificate of Origin is issued for a consignment containing a number of different products of different origins. In this case, it is acceptable to write “As per Box 6” in Box 3 and then clearly list the specific origin of each individual product next to it in Box 6. The origin of each individual product must be clearly identifiable.

**Box 4 - Transport.** Completion of this box is optional, however it is recommended that the mode of transport is included, for example sea freight, air freight, road or rail. The description ‘Mixed Transport’ should be used when there a number of different transport methods being used, as is often the case when exporting goods from Ireland.

**Box 5 - Remarks.** Completion of this section is also optional; however it may be used to refer to other documents related to the consignment such as a Letter of Credit, a customer order number, or an import license. The Chamber may also use this section if the Certificate needs to be endorsed such as to reference the number of a cancelled and replaced Certificate.

**Box 6 - Description of Goods.** This box should provide an accurate description of the goods in the consignment. The following should be considered when writing the description:

Any marks or numbers stenciled on or affixed to the packages should be listed, as well as package numbers or port marks.

The number and type of packaging used, for example crates, pallets, cartons, rolls. This can include reference to container numbers.

Trade descriptions should be used rather than brand names or trademarks. The description should allow the nature of the goods to be clearly identified and should not be vague e.g. machine parts, chemicals, clothes.

**Box 7 - Quantity.** This can be expressed in different units of measurement (weight, volume etc.) depending on the nature of the product being exported. All entries should be given using the metric system. It should be stated clearly whether the weight is gross or net.

**Box 8 - Chamber Stamp/Applicant Declaration.** This section is reserved for the application of the seals and signatures of the certifying Chamber of Commerce. Box 8 should not be completed by the exporter on the actual Certificate. Box 8 must be signed and dated by an authorized signatory of the applicant company. This comprises the formal application for the Certificate as well as a declaration that the information being provided to the Chamber is correct.

Sometimes, the certificate of origin issued by a Chamber of Commerce or other competent institution can be replaced with a certificate issued by the own exporter (auto-certification) or by including a lettering in the invoice with the sign and the stamp of the export company. Nevertheless, before doing this procedure of auto-certification, it is advisable to confirm with the importer that the import customs accepts it.

If the certificate of origin is not shown, the import customs may, if it deems it necessary, accept the dispatching of goods. In this case, the corresponding tariff would be applied to third countries (non preferential origin), without any tariff discount. Once customs clearance has been made, the exporter may apply the issuing of a "a posteriori" certificate, in order to benefit, always in a justified way and with exceptional nature, from the most favourable tariff treatment which corresponds to the country of origin of the goods, by showing this certificate in the import customs.

## **DOCUMENTARY OBLIGATION ACCORDING TO AGREED INCOTERMS**

Though this document has to be presented in the import customs clearance that usually is managed by the importer (except for the Incoterms DDP), the Certificate of Origin Form is always requested and handles by the exporter, regardless of Incoterms used.

## **INFORMATION ONLINE**

[ICC - Chamber Services](#) - Information about Certificates of Origin provided by the International Chamber of Commerce.

[United States Council for International Business](#) - Information about Certificate of Origin in the United States.

[Worldchambers](#) - World Chambers Directory.

**FOR GENERAL USE**

(OWNER OR AGENT, &amp; TITLE)

(Name and Address of Shipper)

declares that the following mentioned goods are shipped via \_\_\_\_\_

(Name and address of Consignee)

( ADDRESS )

(CITY, POSTAL CODE , COUNTRY)

Marks and Numbers AS ADDRESSED	No. of Pkgs Boxes or Crates	Weight in Kilos Gross                      Net		Complete and accurate Description of Goods

Notary Signature

The undersigned hereby declares that the above details and statements are correct and that all the goods were produced in \_\_\_\_\_

Signature of Owner or Agent .....

The \_\_\_\_\_ Chamber of Commerce certifies, in reliance on the exporter's representation and not on the basis of independent verification, that to the best of its knowledge and belief, the products named in this document originated in \_\_\_\_\_

Acting as Assistant Secretary on behalf of the Chamber of Commerce.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE

1. Expedidor, Expéditeur, Consignor المرسل 发货人		N.º 2814365		ORIGINAL
2. Destinatario, Destinataire, Consignee المرسل اليه 收货人				
		<div>COMUNIDAD EUROPEA COMMUNAUTE EUROPEENNE EUROPEAN COMMUNITY المجموعة الاقتصادية الأوروبية 欧洲共同体 CERTIFICADO DE ORIGEN CERTIFICAT D'ORIGINE CERTIFICATE OF ORIGIN شهادة المنشأ 原产地证明</div>		
		3. Pais de origen, Pays d'origine, Country of origin المنشأ 原产国		
4. Informaciones relativas al transporte (Mención facultativa) Informations relatives au transport (Mention facultative) Transport details (Optional) مرسله بواسطه 运输情况		5. Observaciones, Remarques, Remarks ملاحظات 备注		
6. N.º de orden, marcas, numeración, número y naturaleza de los bultos, designación de las mercancías N.º d'ordre, marques, numeros, nombre et nature des colis, désignation des marchandises Item number, marks, number and kind of packages, description of goods مواصفات البضاعة: رقم التسلسل، العلامة، رقم الطرود، عدد وطبيعة الطرود 序号；商标；号码；包装件数量和性质；商品种类；		7. Cantidad Quantité Quantity الكمية 数量		
8. La autoridad que suscribe certifica que las mercancías designadas son originarias del país que figura en la casilla n.º 3 L'autorité soussignée certifie que les marchandises désignées ci-dessus sont originaires du pays figurant dans la case n.º 3 The undersigned authority certifies that the goods described above originate in the country shown in box 3 تشهد السلطة الموقعة أدناه أن البضائع المذكورة أعلاه مصدرها البلاد المذكورة في الحقل رقم ٣ 签发该证当局证实上述商品原产于第3栏内所注明的国家  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 compétente Place and date of issue, name, signature and stamp of competent authority • تاريخ وتسمية وتوقيع وختم السلطة المختصة				

# NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN

19 CFR 181.11, 181.22

1. EXPORTER NAME AND ADDRESS	2. BLANKET PERIOD				
	FROM				
	TO				
TAX IDENTIFICATION NUMBER:					
3. PRODUCER NAME AND ADDRESS	4. IMPORTER NAME AND ADDRESS				
TAX IDENTIFICATION NUMBER:	TAX IDENTIFICATION NUMBER:				
5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN

I CERTIFY THAT:

- THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT;
- I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE;
- THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND
- THIS CERTIFICATE CONSISTS OF  PAGES, INCLUDING ALL ATTACHMENTS.

11.	11a. AUTHORIZED SIGNATURE		11b. COMPANY	
	11c. NAME		11d. TITLE	
	11e. DATE	11f. TELEPHONE NUMBERS	(Voice)	(Facsimile)

## NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS

For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and be in the possession of the importer at the time the declaration is made. This document may also be completed voluntarily by the producer for use by the exporter. Please print or type:

- FIELD 1:** State the full legal name, address (including country) and legal tax identification number of the exporter. Legal taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number.
- FIELD 2:** Complete field if the Certificate covers multiple shipments of identical goods as described in Field #5 that are imported into a NAFTA country for a specified period of up to one year (the blanket period). "FROM" is the date upon which Certificate becomes applicable to the good covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential treatment is claimed based on this Certificate must occur between these dates.
- FIELD 3:** State the full legal name, address (including country) and legal tax identification number, as defined in Field #1, of the producer. If more than one producer's good is included on the Certificate, attach a list of additional producers, including the legal name, address (including country) and legal tax identification number, cross-referenced to the good described in Field #5. If you wish this information to be confidential, it is acceptable to state "Available to CBP upon request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".
- FIELD 4:** State the full legal name, address (including country) and legal tax identification number, as defined in Field #1, of the importer. If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS".
- FIELD 5:** Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (H.S.) description of the good. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.
- FIELD 6:** For each good described in Field #5, identify the H.S. tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the H.S. tariff classification of the country into whose territory the good is imported.
- FIELD 7:** For each good described in Field #5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6 (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). **NOTE: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

### Preference Criteria

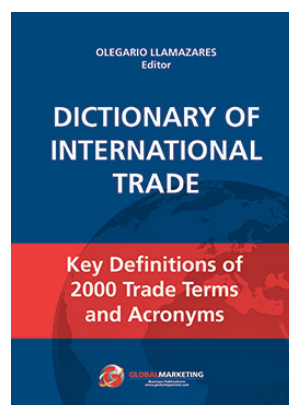
- A** The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries as referenced in Article 415. **Note: The purchase of a good in the territory does not necessarily render it "wholly obtained or produced".** If the good is an agricultural good, see also criterion F and Annex 703.2. (*Reference: Article 401(a) and 415*)
- B** The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement, or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (*Reference: Article 401(b)*)
- C** The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in article 415. All materials used in the production of the good must qualify as "originating" by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2. *Reference: Article 401(c).*
- D** Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:
1. The good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to H.S. General Rule of Interpretation 2(a), or
  2. The good incorporated one or more non-originating materials, provided for as parts under the H.S., which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.
- NOTE: This criterion does not apply to Chapters 61 through 63 of H.S. (Reference: Article 401(d))**
- E** Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the most-favored-nation tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (*Reference: Annex 308.1*)
- F** The good is an originating agricultural good under preference criterion A, B, or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **NOTE 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. NOTE 2: A tariff rate quota is not a quantitative restriction.**
- FIELD 8:** For each good described in Field #5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.
- FIELD 9:** For each good described in field #5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated over a period of time, further identify the beginning and ending dates (MM/DD/YYYY) of that period. (*Reference: Article 402.1, 402.5*).
- FIELD 10:** Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of CBP duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each party's schedule of tariff elimination.
- For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than seven percent; otherwise indicate "JNT" for joint production. (*Reference: Annex 302.2*)
- FIELD 11:** This field must be completed, signed, and dated by the exporter. When the Certificate is completed by the producer for use by the exporter, it must be completed, signed, and dated by the producer. The date must be the date the Certificate was completed and signed.

# INTERNATIONAL TRADE AND TRANSPORT DOCUMENTS

**MODELS OF THE MAIN INTERNATIONAL TRADE AND TRANSPORT DOCUMENTS READY TO  
USE WITH EXPLANATIONS ABOUT WHAT THEY ARE AND  
PRACTICAL ADVICE TO COMPLETE THEM.**

- [International Proforma Invoice](#)
- [International Commercial Invoice](#)
- [Packing List](#)
- [Delivery Note](#)
- [International Purchase Order](#)
- [General Conditions of International Sale](#)
- [CMR Transport Document](#)
- [Bill of Lading B/L](#)
- [Air Waybill AWB](#)
- [Multimodal Bill of Lading FBL](#)
- [ATA Carnet](#)
- [Irrevocable Letter of Credit L/C](#)
- [Cargo Insurance Certificate](#)
- [Certificate of Origin](#)
- [Certificate of Origin Form A](#)
- [Certificate of Inspection](#)
- [Certificate of Analysis](#)
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