

GUIDANCE FOR THE COMPLETION OF EUR1 FORM

These guidance notes are a generalisation of the rules. If further help is required you should contact the Export Documentation team at the Coventry and Warwickshire Chamber of Commerce.

The applicant must have completed a Formal Undertaking and read and understood a copy of the Rules for the Issue of Certificates of Origin before submitting documents for processing.

The Certificate must be completed in typescript where possible.

The appropriate boxes on the Certificate should be completed as follows: -

Box 1: Exporter

UK company name needed. For exporters not based in the UK, then only their name - c/o the name/ address of their UK representative is required. Any agent authorised to act in such a way must produce the letter of authority on demand.

Box 2: Certificate used in preferential trade between

Certificates should only be stamped where they are going to be used to claim preference. If going to a GSP country, then Certificates can be issued and endorsed under the donor country content scheme - see Notice 827 European Community Preferences: Export Procedures - section 8.

Box 3: Consignee

Recommended but not compulsory. For exports to exhibitions outside the EC which are later sent on to a preference-giving country, insert also the name and address of the exhibition.

Box 4: Country of Origin

Goods imported from some European countries (see Notice 828 - paragraph 2.10) may be exported from the EC to another country in the same group (diagonal cumulation). Box 4 must be amended to show the correct origin in such cases.

Box 5: Country of Destination

Country name

Box 6: Transport details

Leave blank.

Box 7: Remarks

This box is used to indicate where Retrospective/ Duplicate and Replacement Certificates are issued - see Notice 827 European Community Preferences: Export Procedures - section 10

Box 8: Item number, marks and numbers/Description of Goods

Only those goods on which preference is being claimed should be entered here. If any attached invoice contains goods not entitled to preference (mixed consignments), then the invoice should be clearly marked and an appropriate statement should be put in Box 8 of the EUR1 (Notice 827 - section 10 refers).

A full commercial description of the goods is required. However, if this is shown on any attached invoices, then a more general description on the EUR1 will suffice. In such cases, relevant Invoice Numbers should be inserted in Box 10 (or dates if there are no numbers).

Box 9: Gross weight (kg) / Other Measures (litres, etc)

Indicate the appropriate quantity of the goods.

Box 10: Invoices (Optional)

When possible the number and date of the invoice should be shown.

Box 11: Customs Endorsement

Signature of authenticating officer required. Only Preference stamps should be used. If there is any doubt about a stamp you intend to use, then please contact the C&E for advice.

Box 12: Declaration by the Exporter

Original signature is mandatory and should be the same as that on page 4.

NB Any amendments/corrections must be completed and signed by the declarant in Box 12 and endorsed by the Chamber of Commerce.

Subsequent information contained on page 2 still needed. Request electronic copy for ED team.