

How to Complete a Certificate of Origin

Box 1: Consignor

This box must give the name and address of the exporter.

For an exporter not based in the Republic of Ireland, the name and address of the Republic of Ireland 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.

N.B. 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.

Information on the Rules of Origin is available through the European Commission’s information page which you can access by [clicking here](#).

There are three options for the completion of Box 3:

1. 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 – Ireland
2. 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.
3. 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 licence.

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 stencilled 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.

However, on the Application form (the pink section), Box 8 must be signed and dated by an authorised 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.

Box 9: (This section appears on the Pink Application Form)

This box must be completed when an agent is acting on behalf of the exporter. The agent must show their name and address in this box.