Chamber International

Preferred supplier of international trade services to Chambers of Commerce

STANDARD RULES TO BE OBSERVED BY APPLICANTS FOR THE ISSUE OF CERTIFICATES OF ORIGIN OR FOR THE CERTIFICATION OF INTERNATIONAL TRADE DOCUMENTS

Chamber International is an issuing authority authorised by His Majesty's Government under delegated authority for granting or certifying officially prescribed Certificates of Origin, which operates in this regard under the guidance and conditions of British Chambers of Commerce.

The following rules (hereinafter referred to as "the Standard Rules") have been designed to render as simple and as equitable as possible the procedure and formalities connected with the issue of Certificates of Origin and the Certification of international trade documents, and to secure uniformity of practice as between all issuing bodies. The issuing body, as an authorised issuing authority, has undertaken to enforce the Standard Rules and any alteration or modification thereof as may from time to time be approved by British Chambers of Commerce. Before Certification by the issuing body of any documents it is a condition that each applicant shall give, in writing, an undertaking to conform with, and bound by, the Standard Rules operative at the time of Certification.

RULE 1

Certificates of Origin

a. Certificates of Origin applications presented for certification to the issuing body must be on the Registered Service Suppliers platforms. 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 export invoice in respect of the goods described in the Certificate of Origin must be produced with the Certificate application.

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; each form should have the same certificate number.

   or

   - Insert a general description of the goods and the wording "as per invoice No ..... dated....." If there is any further doubt or confusion, you should speak to the Chamber.

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Export Invoices and Other Documents

d. An applicant may request the certification of an invoice bearing a declaration of origin or other declaration as specified by the requirements of a particular country. Issuing bodies may certify the number of invoices as required by that country or to meet reasonable commercial needs. Other documents such as packing lists, exporters declarations and other export related documents may also be certified by an issuing body.

e. All documents presented for certification must be signed in accordance with Rule 3.

f. The issuing body will certify the authenticity of the signature on the documents presented for certification.

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

RULE 2

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 1999 Kyoto Convention and its revisions. 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, the books and records in support of the claim. The issuing body shall have the right also to inspect the goods and to make any enquiries from other firms or organisations stated by the applicant to have been involved in manufacturing, applying any process to, or supplying the goods. Additionally, the issuing body have the right to make any further enquiries it deems necessary.

b. Where the goods have been manufactured or processed by the applicant the applicant must declare, or otherwise detail the processes performed by them, on the reverse of the application form in accordance with the requirements of the certifying authority.

c. If the goods were not manufactured by the applicant, the name and address of the manufacturer must be stated on the reverse of the application. When requested by the issuing body the applicant must provide a copy of the manufactures or suppliers invoice bearing a signed declaration as to the origin of the goods. Further evidence of origin is required if a supplier's invoice is provided.

d. In cases of re-exportation the applicant must produce evidence to identify the re-exported goods with the goods previously imported and support their declaration of origin by producing:

    i. a Certificate of Origin of a responsible body in the country of export, or

    ii. a copy of the invoice (Not a pro-forma) from the manufacture, or

    iii. a declaration by the actual producer or manufacturer of the goods, or

    iv. proof of origin as required by the issuing body.

e. The applicant must provide any further information the issuing body deems necessary.

f. The certificate must be printed on quality paper to a standard that is accepted by the relevant Customs authority. If the certificate is refused because the of the standard of the printing or the weight of the paper this is the exporters responsibility.

RULE 3

All applications 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.
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 Company Secretary.

Alternatively, declarations etc may be signed by a duly authorised 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 Company Secretary of the corporate body, together with a specimen signature of the person concerned, must be deposited with the issuing body (this is in the form of the Formal Undertaking combined with the list of authorised signatories). In the case of an agent such as a shipping or forwarding agent, the issuing body can proceed with the application based on the applicant's Formal Undertaking, but if there is any doubt whether the agent has the necessary authority, written authorisation from the agent's principal should be requested.

RULE 4

If, at any time, any declarations made by an applicant or anyone providing supporting evidence should be called into question by any authority and the applicant does not, within seven days after being notified by the issuing body, satisfy the issuing body that the declaration or evidence was authentic, the issuing body shall be at liberty to communicate particulars of the case to the appropriate authorities.

RULE 5

All new applicants must agree to be signed up to one of the BCC’s approved electronic platforms for applying for Certificates of Origin online.

RULE 6

The Standard Rules may from time to time be altered, amended or replaced by new Rules approved by British Chambers of Commerce. Any such modification, alteration or replacement, and the date from which such shall be effective, will be made known to applicants by the issuing body in writing. From the date on which any such modification, alteration or replacement of the Rules takes effect, applicants will be deemed to have had notice of it and be bound thereby.

RULE 7

Notwithstanding anything contained in the foregoing Rules, the issuing body reserves to itself the right, at any time and without indicating any reason whatsoever, to refuse to verify or certify Certificates of Origin or invoices (or other documents) which may be presented to it for verification or certification.

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For internal use only:

Saved to client file	
Added to eCert	
Added to Salesforce	
Added to Constant Contact	

FORMAL UNDERTAKING

FOR PAPER AND ELECTRONIC APPLICATIONS

In consideration of Chamber International from time to time granting or certifying Certificate of Origin or other documents I/we hereby agree to accept and be bound by the Standard Rules for the issue of Certificates of Origin, etc in force at the time of certification, of which I/we confirm having received a copy.

Further that I/we will at all times keep the issuing body and its officials indemnified against any claims or demands whatsoever which may at any time be made against them, or any of them by reason of any fault, defect, omission or inaccuracy in the content of the Certificates or other documents, or in the manner of their issue, this indemnity being subject to all statutory provisions to the contrary.

In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority e.g. Police, H M 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. In all other circumstances any information provided by any of the parties involved with the documents being stamped will be kept confidential to the parties concerned. Please refer to the Chamber's GDPR policy for further information.

I/We give overleaf the name, specimen signature and designation of each person authorised to sign certificates on my/our behalf and will keep Chamber International informed of any changes of any personnel which may arise.

Name: …….. Position: ……..
(Signatory **MUST** be Proprietor, Partner, Director or Company Secretary)

Email: ……

Signature ..... Day …… Month ……. Year ……

Name and address of Company or Firm:

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Postcode ..... Tel:……..

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Important – Ensure that your signature does NOT touch the outline of the box

NAME	JOB TITLE	SPECIMEN SIGNATURE
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If you wish to add more signatures, please download a continuation page at www.chamber-international.com

Please tick the box at the side of your email address if you **do not** wish to receive future trade procedures advisory and promotional emails.

Select from the list below to

- ☐ I'm new to export and would like help with the requirements
- ☐ I would like to know more about using Chamber International's experts to handle my export order for me
- ☐ I would like to know how I can save money by using Chamber International's logistics services
- ☐ I need help with Letters of Credit
- ☐ I would like to apply for my export documents over the internet
- ☐ I'm new to importing and would like help with the requirements
- ☐ I would like a quote for import/export training at our premises
- ☐ I would like to receive information about your import and export workshops
- ☐ I want to sell more overseas and would like advice from a Chamber International specialist
- ☐ I am interested in the Excellence Academy – Accredited International Trade Qualification
- ☐ I exhibit at overseas trade shows, ship professional equipment abroad or export product samples on a temporary basis and want to know how I can do this more efficiently

DATA

From time to time we would like to contact you with details of other services and events* relating to international trade which we believe may be of interest to you. If you consent to us using your details for this purpose, please let us know the method by which you would like us to contact you:
Post: □ Email: □ Text: □ Phone: □

Please note that you may exercise your right to withdraw your consent and/or opt-out of receiving any of the marketing information referred to above at any time by clicking the unsubscribe link contained in any marketing communication received, or by emailing: info@chamber-international.com.

* Note that when you sign up to an event with us we may need to share your information with any partner organisations who are jointly hosting that event with Chamber International, for the purpose of event administration, including the distribution of training materials and presentation slides.

How we will use information about you

We collect information about you in order to provide you with the services you have requested from us and to notify you of any changes to our services.

Depending on the exact services you require under a Contract, the information we collect about you may include:

- your name, address and passport details, to assist in the provision of formal letters to support personal visa applications to visit countries outside the UK, and copies of passports so these can be notarised for use in other countries. This may involve sharing your information with third parties such as chambers of commerce, consular service agencies, notaries and the Foreign and Common Wealth Office.
- your name, contact details and a specimen signature, in the form of a “Formal Undertaking” for the provision of export-related certificates and documentation (such as certificates of origin).
- your name and contact details, for marketing purposes, where you have opted-in to receive such information from us.

From time to time we may need to submit your name, address and payment record to a third-party credit reference agency for the purpose of undertaking credit checks. In the case of a low credit score, we may require money on account prior to providing the services. Where you pay for the services by direct debit we will need to take your bank details to process your payment.

We may also share your information with third-party organisations, including our partner organisations, who can provide you with services relevant to your business. We will always obtain your prior consent before sharing your information with such organisations.

For further information on how your information is used, including how we maintain security of your information and your rights in relation to the information we hold about you, please see our Privacy Policy at https://www.chamber-international.com/privacy/.

Please contact me by: telephone (insert your phone number)…….....

Email (add your email address)……

Name: ……..