

1. Confirm you need a Certificate of Origin (CofO)

- ☐ Check your customers are not expecting a document to allow them to claim preference and reduced duties when shipping their goods (a CofO is a non-preferential document). [Contact our team](#) if you need advice on Free Trade Agreements.
- ☐ Does your customer want to see an original signature on the CofO (standard application) or are they happy with a digital version (express application)? Your Chamber can provide either option.
- ☐ For Middle East shipments, have you confirmed whether an Arab CofO is required by your customer?
- ☐ For Arab countries your document may need to be certified and legalised by the Arab Chamber of Commerce. Check what your customer requires before you apply.

Tip: Requirements vary by country and customer – always check first.

2. Understand the origin of your goods

- ☐ Do you know where the goods were manufactured or last substantially processed?
Are the goods:
 - ☐ UK origin
 - ☐ Third-country origin
- ☐ Have you confirmed that any UK processing carried out on any goods imported from overseas, qualifies as **substantial economic transformation to change the origin to UK**?
- ☐ Just buying goods from a UK supplier doesn't necessarily mean it is a UK-origin item. They may have purchased the goods from a foreign manufacturer. If you aren't sure, check and ask for proof.
- ☐ The CofO should list only the manufacturer of the goods, rather than the supplier.

3. Gathering your supporting documents

- ☐ Commercial invoice – this is mandatory and can't be a proforma invoice.
- ☐ Packing list, if you have one.
- ☐ Evidence of origin (e.g. supplier's declaration, manufacturer's declaration, or an invoice from them showing the origin of the goods).

Tip: Make sure the details you enter on your Certificate of Origin are consistent with your supporting documents (company name, consignee name, product description, weights, etc).

4. Check certificate type and destination rules

Before submitting:

- ☐ Do you need a standard or express application?
 - **Express application:** this type of application is digitally stamped by the Chamber and you print it yourself from your eCert account.
 - **Standard application:** once approved the Chamber will stamp a hard copy of the Certificate and post it back to you by the delivery method you have chosen.
- ☐ If exporting under a Free Trade Agreement and your goods meet the product rules of origin under the agreement, have you checked whether a UK EUR1, statement on origin or alternative proof of origin is required instead of, or in addition to, the CofO?

Does the destination country or your customer require:

- ☐ Legalisation or apostille of your documents (usually for Arab countries)?
- ☐ Additional Chamber certification (attestation/stamping) of your invoice or other supporting documents?

5. Apply via the eCert platform

- ☐ Do you have an active eCert account?
- ☐ Have you uploaded all required documents in PDF and are they clear and legible?
- ☐ Have you checked all the details on the CofO and supporting documents are consistent?
- ☐ Have any foreign origin items had the relevant proof uploaded with your application?
- ☐ Have you selected the correct certificate type?
- ☐ Does the applicant for the Certificate of Origin match the signature on the CofO?
Whoever applied on your eCert account, must use their own signature.

6. Final checks before submission

Before clicking submit, check that:

- ☐ The consignor and consignee company name and address match supporting documents.
- ☐ The goods description is clear (no brand names or just part numbers) and matches your invoice.
- ☐ The weights, packaging and shipping marks have been added to the CofO.
- ☐ The origin declaration is accurate and supported by evidence.
- ☐ The destination country listed on the CofO is where the goods are finally delivered, not the consignee's invoice or the buyer's address.

Further help?

If you're unsure at any stage, expert support can save time and avoid costly mistakes.

Business West's International Trade Documentation team can help with:

- Certificates of Origin
- Arab certificates and legalisation
- EUR1 documents
- Origin and compliance guidance

Apply online via [eCert](#) or [speak to our team](#) for advice on 01275 373 373.