**ANNEX 3B**

**MINIMUM INFORMATION REQUIREMENTS FOR CERTIFICATES OF ORIGIN**

A Certificate of Origin that is the basis for a claim for preferential tariff treatment under this Agreement must include the following elements:

1. Exporter

Provide the exporter’s name, address and country.

2. Producer

Provide the producer’s name, address and country if different from the exporter or, if there are multiple producers, state “Various” or provide a list of producers.

3. Importer

Provide, if known, the importer’s name, address, and country.

4. Transport details

Provide, details of vessel, shipment date, port of loading and discharge.

5. Remarks

(a) Check box for retrospectively issued COO

(b) Provide Export Documentation Number (if applicable)

6. HS Tariff Classification of the Good

Provide the Harmonized System tariff classification of the good to the six-digit level.

7. Number of packages and description

Provide a description of the good. The description should be sufficient to relate it to the good covered by the certificate of origin.

8. Origin Criterion

Specify the rule of origin under which the good qualifies.

9. Provide, gross or net weight or other quantity

Provide, the quantity (including the quantity unit) eg ml, tonne, bales, number.

10. Invoice number and date (optional)

Provide, if the certificate of origin covers a single shipment of a good, indicate, if known, the invoice number related to the exportation.

11. Third Party Invoicing (if applicable)

In the case where invoices are issued by a third party, the “third party invoice” box should be ticked (√) and such information as the name and address of the company issuing the invoice shall be indicated.

12. Declaration by the Exporter/Producer

Provide, the place, date and the signature of a person authorised by the exporter or producer.

13. Authorised Signature and Date

Provide, signature, date and electronic seal by the authorised person of the authorised body.