

Information fact sheet

## Certificate of Origin / Legalizations

Export operations require that the origin of a product has to be justified by production of a certificate of origin, an accompanying document for the goods. In Luxembourg, the *House of Entrepreneurship* of the Chamber of Commerce's mission is to authenticate certificates of origin for the benefit of companies. Today, the form used is a template common to all EU member states: "the certificate of community origin".

N.B.: Since 2012, the Chamber of Commerce has also offered the production of certificates of origin electronically via the secure platform [www.digichambers.be](http://www.digichambers.be). These certificates offer the same level of warranty as the paper version. More info [here](#).

### Conditions for receiving Certificates of Origin:

In order to obtain a certificate of origin, the applicant must:

- Be a member of the Chamber of Commerce, the Chamber of Trades or the Chamber of Agriculture;
- register signatures with the *House of Entrepreneurship* beforehand (request via [formalities@houseofentrepreneurship.lu](mailto:formalities@houseofentrepreneurship.lu)).

Requests from non-profit associations cannot be satisfied because they do not fall under within the competence of the *House of Entrepreneurship* of the Chamber of Commerce.

### Complete a Certificate of Origin and obtain its validation:

A Certificate consists of 4 sheets:

- 1 original,
- 1 yellow copy,
- 1 green copy,
- 1 pink copy.

The customer will fill in the following boxes:

- sender,
- recipient,
- country of origin of the goods,
- means of transport,
- description of the goods.

The pink copy should also be dated and signed at the bottom right by one of the persons whose signature is deposited at the *House of Entrepreneurship* powered by the Chamber of Commerce by adding the name in print **character** as shown below.

<p><b>8</b> Je soussigné</p> <ul style="list-style-type: none"> <li>- DEMANDE la délivrance d'un certificat d'origine indiquant que les marchandises désignées ci-dessus sont originaires du pays figurant dans la case no 3.</li> <li>- DÉCLARE que les indications de cette demande ainsi que les pièces justificatives présentées et les renseignements fournis aux autorités ou organismes habilités en vue de la délivrance de ce certificat sont exacts, que les marchandises auxquelles se rapportent ces pièces et renseignements sont celles pour lesquelles le certificat est demandé, que ces marchandises remplissent les conditions prévues par la réglementation relative à la définition commune de la notion d'origine des marchandises.</li> <li>- M'ENGAGE à présenter, à la demande des autorités ou organismes habilités, les renseignements et pièces justificatives supplémentaires que ceux-ci jugeraient nécessaires en vue de la délivrance du certificat.</li> </ul>	
<p><b>9</b> Demandeur (s'il est autre que l'expéditeur)</p> <p>Luxembourg, le .....</p>	<p>Luxembourg, le 23/10/2018</p> <p>Lieu et date</p> <p>MUSTERMANN</p> <p>Signature du demandeur (1)</p>

(1) La signature d'un fondé de pouvoir doit être suivie de son nom en caractères d'imprimerie. CO vers. 01 /2004

The box relating to the origin of the goods must be filled as follows: "European Community – Luxembourg", "European Community – Germany", etc.

For certificates of non-community origin, the customer must provide proof of the origin of the goods (e.g. supplier invoice or certificate of origin from the Chamber of Commerce of the country of origin of the goods).

### Certify a document:

The Chamber of Commerce's *House of Entrepreneurship* has the authority to certify documents. By this action, it certifies that the signature affixed to a document (commercial invoices, price certificates, transport certificates, warrants, board minutes, sales certificates, certificates of analysis, etc.) is a signature authorized by the plaintiff – a signature filed by the latter via the filing of signatures.

A document to be legalized may be attached to a certificate of origin or forwarded to the *House of Entrepreneurship* outside of the issuance of a certificate of origin.

### Prices (applicable from January 1, 2021):

The *House of Entrepreneurship* sells blank forms consisting of 4 components to carry out the certificates of origin at a unit price of EUR 14.00.

The ancillary legalization of a signature on a document (made in the context of a certificate or not) is charged at the rate of EUR 5.00 per signature.

**Remarks:**

The *House of Entrepreneurship* team will be unable to follow up on the request for the issuance of a certificate of origin in the event of an incomplete or incorrectly completed file or in the absence of proof of origin.

A certificate should never be discarded. Even if it is torn or needs to be cancelled, a certificate must be returned to the *House of Entrepreneurship* for cancellation. A certificate cancelled after its proper issuance will be billed as normal.

The certificate forms of Luxembourg origin cannot be used for the electronic version because of a printing problem.

Certificates of origin and legalizations handed out in the morning before 12.00 p.m. will be available the same day from 3.00 p.m. at the *House of Entrepreneurship* reception.

Certificates of origin and legalizations handed out after 12.00 hours will be available the following working day from 10.00 a.m. at the *House of Entrepreneurship* reception.

**If you have any questions:**

For further information, please contact *House of Entrepreneurship*:

- by phone: +352 42 39 39 **880**
- e-mail: [formalities@houseofentrepreneurship.lu](mailto:formalities@houseofentrepreneurship.lu)

Last update: House of Entrepreneurship 14<sup>th</sup> June 2021