

Information sheet

## Certificate of Origin / Legalizations

Export operations require that the origin of a product is justified by a certificate of origin, a document which is accompanying the goods. In Luxembourg, the House of Entrepreneurship of the Chamber of Commerce is responsible for authenticating certificates of origin for the benefit of companies. Today, the form used is a common model for all EU Member States: the "EU certificate of origin".

### Conditions for the receipt of 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 Skilled Trades and Crafts or the Chamber of Agriculture;
- make a deposit of signatures at the House of Entrepreneurship beforehand (request via [formalities@houseofentrepreneurship.lu](mailto:formalities@houseofentrepreneurship.lu)).

Applications from non-profit organizations cannot be accepted as they fall outside the scope of the House of Entrepreneurship on behalf of the Chamber of Commerce.

### Filling out a Certificate of Origin and getting it validated:

A Certificate consists of 4 sheets:

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

The client will fill in the following boxes:

- sender,
- consignee,
- country of origin of the goods,
- means of transport,
- description of the goods

The pink copy must also be dated and signed at the bottom right by one of the persons whose signature is deposited at the House of Entrepreneurship of the Chamber of Commerce, adding the **name in block letters** 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

**Attention: Under no circumstances should you sign the certificate of origin (original, yellow and green copies), otherwise your certificate will be deemed inadmissible.**

The box for the origin of the goods must be filled in as follows: "European Community - Luxembourg", "European Community - Germany", etc.

For non-EU certificates of origin, the company must provide proof of the origin of the goods :

- supplier's invoice,
- or certificate of origin from the Chamber of Commerce of the country from which the goods originate
- or, in the absence of one of the two above-mentioned proofs, a declaration on the customer's honor.

### Legalizing a document:

The House of Entrepreneurship of the Chamber of Commerce is authorized to legalize documents. By doing so, it certifies that the signature on a document (commercial invoices, price certificates, transport certificates, mandates, board of directors' minutes, free sale certificates, certificates of analysis, etc.) is a signature authorized by the applicant company-signature deposited by the latter via the signature depository.

A document to be legalized can be attached to a certificate of origin or sent to the House of Entrepreneurship outside the issuance of a certificate of origin.

### Rates (applicable from January, 1<sup>st</sup> 2021):

The House of Entrepreneurship sells blank forms consisting of 4 sheets at a unit price of EUR 14.00.

The additional legalization of a signature on a document (whether in the context of a certificate of origin request) is charged at a rate of EUR 5.00 per signature

### Electronic certificates of origin:

Since 2012, the Chamber of Commerce has also been offering electronic certificates of origin via the secure platform [www.digichambers.be](http://www.digichambers.be). These certificates offer the same level of guarantee as the paper version at a unit price of EUR 10.00. The price includes the validation of the certificate and the documents to be stamped (if applicable) as well as the related control work. Please find more information [here](#) (electronic certificate of origin).

### Please note:

The House of Entrepreneurship team will be unable to process a request for a certificate of origin if the file is incomplete, incorrectly completed or if proof of origin is missing.

A certificate should never be thrown away. 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 it has been duly issued, will be invoiced.

The Luxembourgish certificate of origin forms cannot be used for the electronic version due to printing settings.

Please note that the House of Entrepreneurship will not be responsible for any loss or delay in sending the certificate by post.

We also inform our clients that if they do not follow up on the request to update their signature deposit / if they have not requested a certificate of origin for more than one year, we will cancel their file.

Authentication of certificates of origin and legalizations is done in priority by appointment via the [booking portal](#). However, the Export Development department can receive you without an appointment, depending on availability, without guaranteeing an immediate treatment of the demand.

For further information, please contact the House of Entrepreneurship:

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

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