CERTIFICATE OF ORIGIN · THE BOXES EXPLAINED

A filling-in guide to the base form of the non-preferential certificate of origin, based on the Italian chambers of commerce instructions. The chamber issues the certificate as a PDF, printed in-house on plain white paper.

BEFORE YOUR FIRST APPLICATION

Digital signature	*For the legal representative, on a smart card or token.*
Telemaco	*Registration on registroimprese.it with the profile that includes filing and certificate requests.*
Prepaid «Diritti» account	*Top it up first: the fees are deducted at every filing.*
In-house printing	*Sign up for the service where the chamber requires it; colour printer and white A4 paper.*

THE BASE FORM, BOX BY BOX

1 · Consignor	*Company name and full address of the exporter named on the invoice. If someone else ships: «on behalf of», with the authorisation.*
2 · Consignee	*Company name and full address of the foreign buyer, country in full. «To order» plus the country is allowed; in a triangular deal, both addresses or «for further re-export».*
3 · Country of origin	*The country in full, or «European Union». With several countries of origin, each item's country goes in box 6.*
4 · Transport details	*The means of transport or the delivery terms (Incoterms). Some countries, such as Iraq, always want the means of transport.*
5 · Remarks	*Always the invoice number and date («Invoice No. ... of the ...»), then order, letter of credit, bank if needed.*
6 · Goods	*Item number, marks, numbers, quantity and kind of packages, and a description of the goods identical to the invoice, with technical terms and trade name. No generic descriptions.*
7 · Quantity	*Net or gross weight of the goods in box 6, or another unit of measure.*
Unused spaces	*Strike them through so nothing can be added.*

THE DECLARATION AT THE FOOT

Paragraph 1	*Goods wholly obtained in the Union: manufacturer and plant, or just the country. If you bought the goods, the proof is the chain of invoices back to the producer, shown if the chamber asks.*
Paragraph 2	*Goods processed in the Union: name and plant of the company that carried out the last substantial transformation.*
Paragraph 3	*Goods of non-EU origin: the country, and a document proving it (certificate of origin, import declaration with invoice, other customs documents).*
Legal weight	*It is a sworn statement under Italian law (Art. 47 of Presidential Decree 445/2000): the signatory is criminally liable for it, and the chamber runs spot checks.*

TO ATTACH

The export invoice and any other documents proving origin. For Russia, Belarus and Ukraine, the specific sworn statement.

Free guide produced by Itria from the Italian chambers of commerce instructions. The actual certificate is issued by the chamber, as a PDF you print in-house. How to apply, what it costs, how long it takes:
itria.io/en/certificato-di-origine-richiesta

Template built by Itria. Not an official form. Have your freight forwarder or accountant check it before you use it.

If you redo this by hand for every order, an AI agent can do it from the data you already have and leave it for a person to approve. A couple of lines on WhatsApp to +39 350 574 3578 or an email to info@itria.io. How it works: itria.io/en/documenti-per-esportare-ai