

国际商务单证英语

应用语言系 09商务英语专业
授课教师：潘冬梅

Official Documents (官方单据)



- ❖ **1.Learning Objective** (学习目标)
- ❖ **2.Operating Tasks**(操作任务)
- ❖ **3.Operating Sample** (操作示范)
- ❖ **4. Basic Knowledge** (基础知识)
- ❖ **5. Practical Training** (项目实训)

1.Learning Objective (学习目标)



- ❖ Skill Objective(技能目标): To requests **CCPIT** (China Council for the Promotion of International Trade **贸易促进委员会**) or CIQ (Entry – Exit Inspection and Quarantine of the People’s Republic of China) to issue **certificate of original(原产地证)** correctly and skillfully (as per the stipulation in the contract or L/C). (根据合同或信用证中的条款正确熟练地向中国贸促会或进出口检验检疫局申请签发原产地证)

Knowledge Objective(知识目标):



❖ To know about :

Section 1 Certificate of Origin

The **meaning** of Certificate of Origin 原产地证定义

The main **characteristics** of Certificate of Origin 原产地证的特征

The issuing **parties** involved in the Certificate of Origin 原产地证的签发当事人

The **main types** of Certificate of Origin 原产地证的主要类型

The **main content** of Certificate of Origin 原产地证的主要内容
(The way to make out of it 原产地证填制方法)

Cautions and **notes** for Certificate of Origin 原产地证的注意事项

Section 2 Inspection Certificate



The **meaning** of Inspection Certificate 检验证定义

The **main characteristics** of Inspection Certificate 检验证的主要特征

The issuing **parties** involved in Inspection Certificate 检验证有关签发当事人

The **main content** of Inspection Certificate 检验证的主要内容(The way to make out of it 检验证填制方法)

The **main types** of Certificate of Origin 检验证的主要类型

2. Operating Tasks(操作任务)



- ❖ According to the quantity, unit price and amount of the invoice, Wangtao, on behalf of CHINA ELECTRONICS ZHEJIANG COMPANY, **prepares to** requests **CCPIT** or **CIQ** to issue **certificate of original(原产地证) under L/C after he prepared the goods.** (as per the stipulation in the contract or L/C) .Please do the task for him. The date is Nov.12th, 2011, **C/O No. 8697269.**
- ❖ (王涛,代表中国电子进出口浙江分公司, 根据发票上的数量、单价、金额, 在货物准备好后准备要求贸易促进委员会或进出口检验检疫局签发原产证。请代表王涛根据以下信用证办理这个业务。出单日期为**2012年11月12日**, 编号为**8697269**)
- ❖ [L/C资料](#)

3. Operating Sample (操作示范)



❖ 一般原产地证的缮制

Certificate No. 原产地证号码

本栏目填入: **Certificate No.** 8697269

1、**Exporter:** 出口商名称、详细地址。该栏名称应于第11栏中所盖的印章名称一致。

本栏目填入:

CHINA ELECTRONICS ZHEJIANG COMPANY

408 WENSAN ROAD, HANGZHOU, CHINA

一般原产地证的缮制



2、**Consignee**: 填**最终收货人名称、地址和国家**，一般为买卖合同中的**买方**。如信用证规定所有单据收货人一栏留空，或加注“to whom it may concern”，则按信用证规定填写。也有L/C规定填写“To order of ...”。

本栏目填入：

NEW YORK TRADING CO.,LTD.

NO.88 FILANKLIN ROAD NEW YORK, U.S.A.



3、**Means of Transport and Route**: 运输方式和路线，运输方式填**海运、空运或陆运**；路线应填写启运地、目的地和转运地，如：**FROM SHANGHAI TO ROTTERDAM BY VESSEL VIA (WITH TRANSHIPPMENT AT) HONGKONG.**

本栏目填入：

FROM SHANGHAI TO NEW YORK BY SEA

4、**Country/Region of Destination**: 填写**最终目的地国家或地区**。一般应与最终收货人或最终目的地国别一致，不能填写中间商国家名称。

本栏目填入：

❖ **U.S.A.**



5、 For Certifying Authority Use Only: 此栏留空，由签证机构根据需要加注内容，例如：证书丢失、重新补发、签发后发证书或加注其他声明等情况。

6、 Marks and Numbers:唛头，按**发票所列唛头**填打。如系散装货或无唛头，应打“NO MARK”，简写为“**N/M**”。如唛头多，此栏填不下，可填在边上栏目的空白处。如仍打不下，则另加附页，在附页右上角打上证书号，右下角由出口企业签署人签字、盖章，加注日期、地点。

本栏目填入：**N/M**

7、 Number and Kind of Packages, Description of Goods 货物的具体名称、包装种类及包装件数

货物名称要**具体**，不得用概括性表述。包装数量和种类要按具体单位填写，并用大小写分别表述，如：100 CARTONS (ONE HUNDRED CARTONS) OF COLOUR TV SET。

如果是**散装货**，在品名后加注“**IN BULK**”。

有时信用证要求在所有单据上加注合同号、信用证号等，可加注在此。

本栏末行要打上结束的符号 (*****)，以防伪造或添加。

如：100 CARTONS (ONE HUNDRED CARTONS) OF LADIES' WOVEN COAT OF 100% COTTON

L/C NO:XXXXXXXXXX

本栏目填入：

- ❖ **SAY (1000) ONE THOUSAND WOODEN CASES ONLY OF“FOREVER”BRAND BICYCLES**
- ❖ **L/C NO:1349/86283/VR/05**
- ❖ *********



8、**H. S. Code:** 八位数的H.S.编码，即**货物税则号**，应与**报关单**上的货物编码一致。本栏目填入：

6200.1682

9、**Quantity:** 货物数量，应按货物的实际计量单位填写，如“只”、“件”、“台”、“打”等，以重量计算的货物，则填重量，但必须注明毛重或净重。本栏目填入：**1000PCS**

10、**Number and Date of Invoices:** 填打商业发票的号码和日期。为避免月份、日期的误解，月份一律用英文填写。

本栏目填入：

❖ **20MSF43**

❖ **OCT. 29TH, 2012**



11、Declaration by the Exporter 出口商声明、签字、盖章

出口商声明内容为：“下列签署人在此声明：上述货物详细情况和声明是正确的，所有货物均在中国生产，完全符合中华人民共和国原产地规则。”注意两个问题：此栏必须由申领单位已在签证机构注册的人员手签并加盖有中英文的印章，签字、印章不得重合。此栏还必须填写申报地点和日期，此日期不得早于发票日期，最早与发票同日。

本栏目填入：

中国电子进出口浙江分公司

CHINA ELECTRONICS ZHEJIANG COMPANY.

王涛（章）(手签)

SHANGHAI, CHINA, Nov. 12,2012



12、Certification 签证机构证明、签字、盖章

签证机构证明内容为：“兹证明出口商声明是正确的”。所申请的证书经签证机构审核无误后，由授权的签证人在此栏手签并加盖签证机构印章，注明签署时间和地点。注意此栏的签发日期不得早于发票日期和申报日期，最早为同日。

本栏目填入：

浙江省贸促会
(商会)章

(手签)

普惠制原产地证书格式A的缮制



❖ 普惠制产地证书主要有普惠制原产地证书格式A、普惠制原产地证书格式59A和普惠制原产地证书格式APR三种。其中，格式A的使用范围较广，它由我国出入境检验检疫局统一签发。FORM A使用的文种为英文或法文，但其背面注释可用受惠国本国文字印刷。

- 1、**Goods Consigned from:** 此栏具有强制性，必须填出口商全称、详细地址和国家（地区）。
- 2、**Goods Consigned to:** 给惠国最终收货人的名称、详细地址和国家（地区）。信用证下一般为开证申请人；若最终收货人不明确，填发票抬头人的名称和地址；当给惠国属于某一关税同盟，由同盟名称代替国家或地区名称。



3、Means of Transport and Route: 运输方式及航线，应填启运地、目的地及运输工具，如**BY VESSEL/AIR/TRAIN**等。

如果中途需要转运，还应加上转运港，如**VIA HONG KONG**；该栏还应填明预定从中国出口的时间和地点。

对输往内陆给惠国的商品，如瑞士、奥地利等，由于这些国家没有海岸，因此，如系海运，都需经第三国转运，填证时应注明。如：**FROM NINGBO TO HAMBURG W/T AT HONGKONG IN TRANSIT TO SWITZERLAND ON/AFTER OCT 6TH, 2007**。

4、For Official Use: 该栏供签证机构根据需要作批注用，出口企业制单是不必填写。

5、Item Number: **项目号**。对同一批出口货物有不同品种的，可按不同品种、发票号等分别列明“1”、“2”、“3”、等顺序号。如只有单项商品时，一般填写“1”。



6、Marks and Numbers of Packages: 唛头及包装件数。

唛头按发票所列唛头填写。如系散装货或无唛头，应注明“NO MARK”，简写为“N/M”。如唛头多，无法在此栏填写完整，可填在边上栏目的空白处。若还是填不下，则填入“SEE THE ATTACHMENT”，另加附页（附页的纸张要与原证书一般大小），在附页右上角填上原证书号，并由申请单位和商检机构授权签证人分别在附页的右下角和左下角手签、盖章。附页手签的笔迹、地点、日期均与证书第10、11栏相一致。



7、Number and Kind of Packages, Description of Goods

货物的具体名称、包装种类及包装件数。

货物名称要具体，不得用概括性表述，但商标、牌号、货号可不填。

包装数量和种类要按具体单位填写，并用大小写分别表述，如：100 CARTONS (ONE HUNDRED CARTONS) OF COLOUR TV SET。

如果是散装货，在品名后加注“IN BULK”。

有时信用证要求在所有单据上加注合同号、信用证号等，可加注在此。

本栏末行要打上结束的符号 (*****), 以防伪造或添加。如：100 CARTONS (ONE HUNDRED CARTONS) OF

LADIES' WOVEN COAT OF 100% COTTON



8、Origin Criterion 原产地标准。原产地标准是国外海关审核的重点项目，必须按规定如实填写。对含有进口成分的商品，因情况复杂，国外要求严格，更应认真仔细。现将有关规定说明如下：

“P”----- 完全产自中国，无任何进口成分；

“W”-----含有进口成分，但已经出口国充分制作或加工，符合原产地标准，其后加上出口产品的税目号；

“F”-----出口加拿大的商品，含有进口成分（占产品出厂价的40%以下）。

注意：含有进口成分的商品，有些国家规定在“W”大写字母下要标上产品 H.S.税则号。输往加拿大的商品，只填“F”即可。



9、Gross Weight or Other Quantity

毛重或其他数量。填写货物的正常数量。以重量计算的则填毛重，应与提单上的毛重一致；只有净重的填写净重即可，但要标明净重“NET WEIGHT”字样，并在下一行打上“*****”表示结束的符号防止被人添加。

10、Number and Date of Invoices

填写商业发票的号码和日期。为避免月份、日期的误解，月份一律用英文填写。



11、Certification

签证机构证明、签字、盖章。签证机构证明内容为：“兹证明出口商声明是正确的”。所申请的证书经签证机构审核无误后，由授权的签证人在此栏手签并加盖签证机构印章，注明签署时间和地点。注意此栏的签发日期不得早于发票日期和申报日期，最早为同日，但应早于提单日期即货物出运日期。手签和公章在正面上的位置不得重叠。



12、Declaration by the Exporter 出口商声明、签字、盖章。出

口商声明内容为：“下列签署人在此声明：上述货物详细情况和声明是正确的，所有货物均在中国生产，完全符合出口到.....国的普惠制原产地规则。”注意两个问题：

- 在生产国横线上填“中国”（**CHINA**），进口国横线上填最终进口国，如转运内陆目的地，应与内陆目的地的国别一致。凡货物运往欧盟的，进口国不明确时，可打“**E.U.**”

此栏必须由申领单位已在签证机构注册的人员手签并加盖有中英文的印章，签字、印章不得重合，手签人的手迹必须先向商检机构备案。

此栏还必须填写申报地点和日期，此日期不得早于发票日期，最早与发票同日。

4. Basic Knowledge (基础知识)



Section 1 Certificate of Origin

Q1: What is a certificate of origin ?

Q2: What are **the main characteristics** of Certificate of Origin?

Q3: What are the issuing parties involved in the Certificate of Origin?

Q4: What are **the main types** of Certificate of Origin?

Q5: What are **the main content** of Certificate of Origin?

Q6: What are cautions and notes for Certificate of Origin?

Section 2 Inspection Certificate



Q7: What is Inspection Certificate ?

Q8: What are the main characteristics of Inspection Certificate?

Q9: What are the issuing parties involved in Inspection Certificate?

Q10: What are the main content of Inspection Certificate ?

Q11: What are the main types of Certificate of Origin?

Q1: What is a certificate of origin ?



A certificate of origin is a document **certifying where the goods are produced** (证明货物是哪里生产的) . Relevant details (相关细节) of the certificate will be supplied by the exporter. Some countries may insist that a certificate of origin should be obtained before goods will be allowed into the country . (一些国家要求在货物进入国家之前应该获取原产地证书)

原产地证书:出口国政府有关机构签发的证明货物原产地和制造地的文件。

Q2: What are the main characteristics of Certificate of Origin?



The main characteristics of a certificate of origin is that it can be served as **the basis for exercising discriminatory tariffs(差别关税)**, **implementing quotas(进口配额)** and **import control(进口控制/税率)**, ensuring that the quality of the imports to meet the standards of the country of origin and conforms to the sanitation (卫生) requirement of importing country.

原产地证书主要用于进口国海关实行**差别关税**，实施**进口税率**和**进口配额**等不同国别政策的依据。



主要用于进口国海关实行差别关税，实施**进口税率**和**进口配额**等不同国别政策的依据。

签发机构：原产地证书由商务部统一规定和印制，并由**中国出入境检验检疫局**或**中国国际贸易促进委员会**签发，如果信用证和合同没有作具体规定，一般由检验检疫局出具。

签发时间：根据我国的规定，企业**最迟于货物出运前3天**向签证机构申请办理产地证。

Q3: What are the issuing parties involved in the Certificate of Origin?



The certificate of origin is preferably authenticated and issued by an independent body, such as

General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China. (AQSIQ) 中国质量监控, 检验检疫局

The China Council for the Promotion of International Trade. (CCPIT) 中国国际贸易促进委员会

The Ministry of Commerce of the People's REPUBLIC of China. 中国商务部

A certificate of origin is issued by **the exporter himself.**

Q4: What are the main types of Certificate of Origin?



- ◆ **Certificate of origin issued by the exporter** 出口商签发的原产地证书

When a certificate of origin is issued by the exporter, it is usually made on the exporter's company letterhead.

- ◆ **Certificate of origin issued by an independent third party** (独立的第三方机构签发的原产地证书)

As is often the case, letter of credit will usually stipulate an independent third party as the issuer of the certificate of origin. In this case, the certificate should be made on the issuer's company letterhead and should be made into a separate document which is not to be combined with any other documents.

◆ **Certificate of origin made on a combined form**



When the credit does not stipulate an issuing party, a certificate of origin can be made on a combined form. A combined form is a combination of a certificate of origin with a commercial invoice where a statement such as We hereby certify that the goods are of Chinese origin is inserted at the bottom of the invoice. 联合形式是原产地证跟商业发票相结合,在商业发票上注明我们特此证明该货物原产国是中国,并插入发票的底部.

◆ A GSP certificate of origin 普惠制原产地证



General System of Preference (GSP) is another widely used form of certificate of origin. It is a treatment of customs duty preference imposed by the developed countries on the goods from the developing countries, with the purpose of helping the developing countries to increase the revenue of export and speed up their industrialization and their economic growth. 普惠制原产地证明书又称G.S.P.证书, Form A证书。普惠制是发达国家对来自发展中国家的商品,特别是工业制成品、半制成品给予的关税优惠制度,其原则是普遍的、非歧视的、非互惠的。凡受惠国要求享受普惠制待遇的商品,应向给惠国提供普惠制产地证明书。



It signifies A GSP certificate of origin takes a standard form worldwide and should be issued by an authorized entity in the exporting country. In China, the entity is CIQ while in the other developing countries, the entity is usually the various Chambers of Commerce located in that country. P131-1



The principles of GSP treatment are as follows.

- ◆ **General**: This favorable treatment is granted to every developing country.
- ◆ **Non-discriminatory**: The preference is conducted on a non-discriminatory basis.
- ◆ **Non-reciprocal**: The preference is granted by the developed country to the developing country without any requirements of a counter preference from the developing countries. Any exporter in a developing country will obtain this favorable treatment after he has made out the certificate on a GSP form.

Q5: What are the main content of Certificate of Origin?



A certificate of origin should generally contain the following contents:

- ◆ **Exporter:** the name and the address of the exporter.
A GSP form will also require the complete name of the country of origin to be supplied.
- ◆ **Consignee:** the name and the address of the importer.
- ◆ **Means of transport and route:** it usually includes the port of loading, the port of destination and means of transport.
- ◆ **Country/region of destination:** it usually means the importer's country.



- ◆ **Item number:** The commodities' item number in the contract or in the processing trade menu.(普惠制C/O)
- ◆ **Marks and numbers:** it should be identical to the marks of invoice and bill of lading'
- ◆ **Number and kind of package; description of goods:** number of package both in figures and words as well as the description of goods.
- ◆ **Origin criterion (普惠制C/O) :** origin criterion letter should be properly filled in. Different letter will indicate whether or not the goods are purely domestic products. For example, the letter "P" means a 100% local production, while "W" indicates that the products contain foreign ingredients or components.



- ◆ **Quantity:** total exporting quantity.
- ◆ **Number and date of invoice:** first the invoice number and then the date of issue of invoice.
- ◆ **Declaration by the exporter:** certifying statement to indicate clearly by the exporter that the merchandise is grown/ processed/ manufactured in an original country, usually the exporter's country.



- ◆ **Certification By the China Council for The Promotion of International Trade (CCPIT, official stamp) and by CIQ for GSP Form A.**

The issuing date may be latter than the date of declaration made by exporter, but it must be made no later than the date of shipment.

- (13) Signature of the issuer signature of the person who is in charge of applying for the certificate and stamp of the exporter.

Q6: What are cautions and notes for Certificate of Origin?



- ❖ A Certificate of origin must be issued by **the party stated in the credit.**
- ❖ The certificate of origin must appear to relate to **the invoiced goods.**
- ❖ Consignee information, if shown, **must not be inconsistent with** (不一致) the consignee information in the transport document.
- ❖ The certificate of origin may show the consignor or exporter as a party other than the beneficiary of the credit or the shipper on the transport document.

Q7: What is Inspection Certificate ?



An inspection certificate is a document to certify that **the quality(品质), quantity(数量), packing(包装) and other conditions of the goods** are up to the standard (标准) required by the importer or importer's country. An inspection certificate may be issued either under the regulations of the authorities of the exporting country (出口国当局的规章制度) or be issued at the request of the importer and / or the authorities of the importing country.

Q8: What are the main characteristics of Inspection Certificate?



- ❖ For the exporting country, an inspection certificate may enable the authorities to check the exporter's contractual performance so that its credit worthiness and competitive position in the world market can be sustained and enhanced.
- ❖ For the importer, his own interests will be protected, and for the importing country, inferior or even dangerous goods will be kept away from entering its territory.
- ❖ The issuer of an inspection certificate may be a government inspection bureau, the importer's agent who inspects the goods in the exporting country or the exporter himself. In China, the certificate is normally issued by CIQ.

Q9: What are the issuing parties involved in Inspection Certificate?



- ❖ The issuing parties involved in the inspection certificate is the General Administration of Quality Supervision, Inspection and Quarantine of the People is Republic of China (AQSIQ)



Q10: What are the main content of Inspection Certificate ?



- ❖ Consignor usually be the shipper of the B/L.
- ❖ As the exporter/beneficiary is generally the shipper, so the consignor will normally show the exporter is name.
- ❖ Consignee the consignee is generally made out to whom it may concern or to order.
- ❖ We seldom show the importer is name as the consignee. The reason is to make the certificate consistent with the B/L especially when the B/L is name out to order.



- ❖ Name of the commodity: detailed description of goods.
- ❖ Quantity/weight declared: detailed quantity/ weight declared by the exporter.
- ❖ Number and type of packages: total number and mode of package.
- ❖ Marks and number: it should be identical to the marks of invoice and bill of lading.

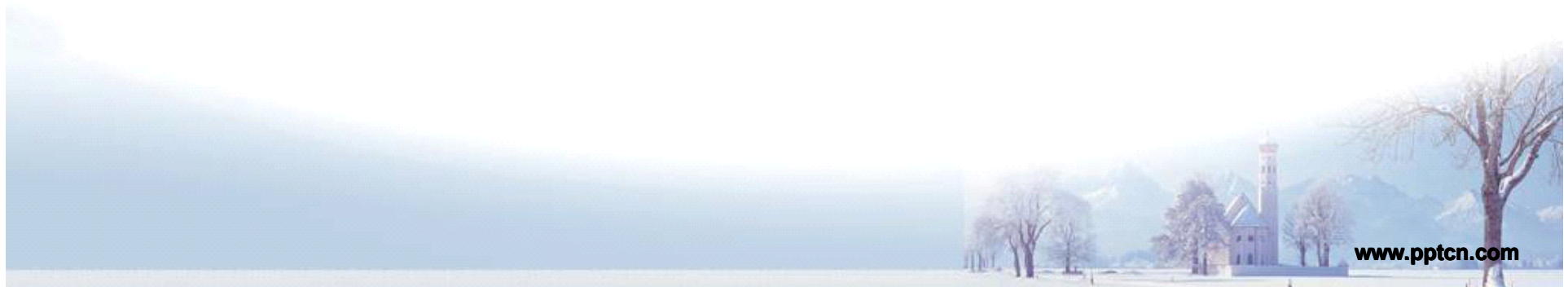


- ❖ Means of conveyance: the detailed mode of the shipment and the conveyance is name.
- ❖ Results of inspection: stating the result of an inspection, such as weight, quality, quantity.....,ect. to ensure that the inspection certificate conforms to the stipulations of the credit and contract.
- ❖ The date: the issuing date or the inspection date should not be made later than the B/L date. On the other hand, it should not be made too early.
- ❖ The Signature of the Issuer: the issuer is name and the official stamp.

Q11: What are the main types of inspection certificate ?



- ❖ Different types of inspection certificate are made to inspect different aspects of the goods as required. The main types of Inspection Certificate are as follows:





- ❖ Inspection certificate of quantity
- ❖ Inspection certificate of quality
- ❖ Inspection certificate of health
- ❖ Inspection certificate of weight
- ❖ Inspection certificate of veterinary
- ❖ Inspection certificate of non-aflatoxin
- ❖ Inspection certificate of plant quarantine
- ❖ Inspection certificate of disinfection
- ❖ Inspection certificate of sanitation
- ❖ Inspection certificate of fumigation
- ❖ Inspection certificate of conditioned weight



❖ III.

A B A C A

IV.

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Thank You !

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