OPENING THE COO TEMPLATE
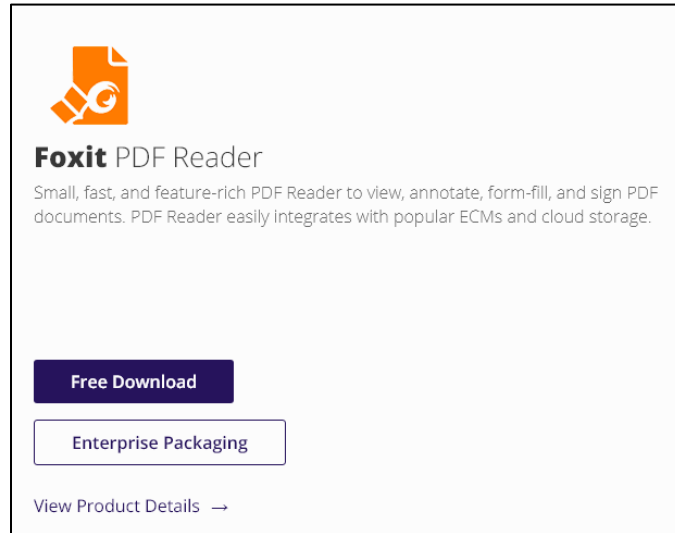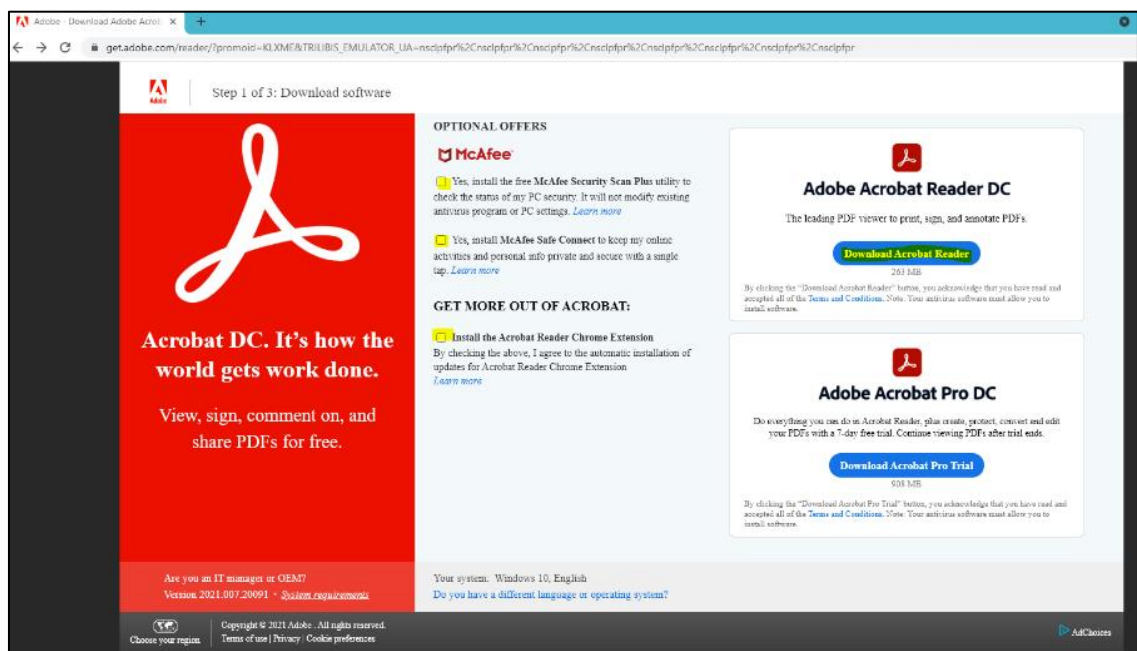
1. Download the Certificate of Origin Template – Templates with 1 Page and 2 Pages are provided

2. Open with a PDF Reader program – which one you use is your preference, but a few to select from are:

   a. **Foxit Reader** click here – you will need to download to your PC

   b. **Adobe Acrobat Reader DC** click here – you will need to download to your PC
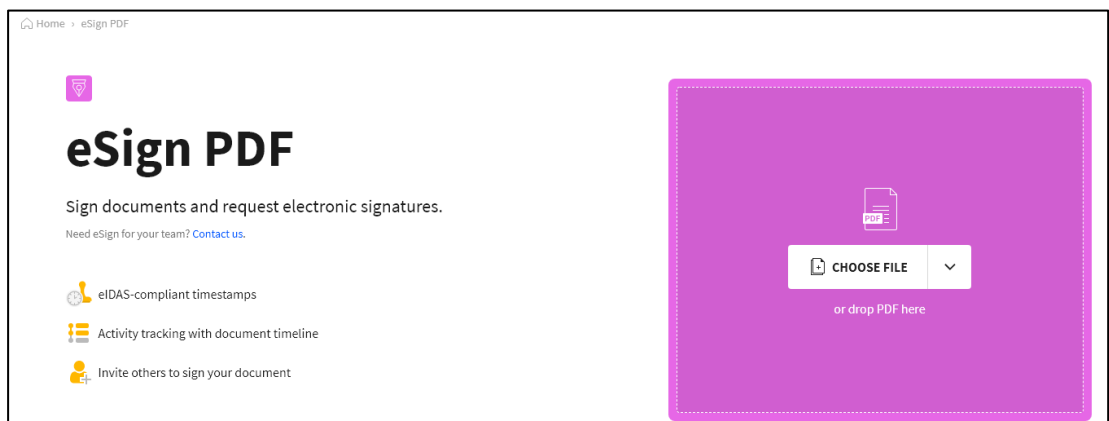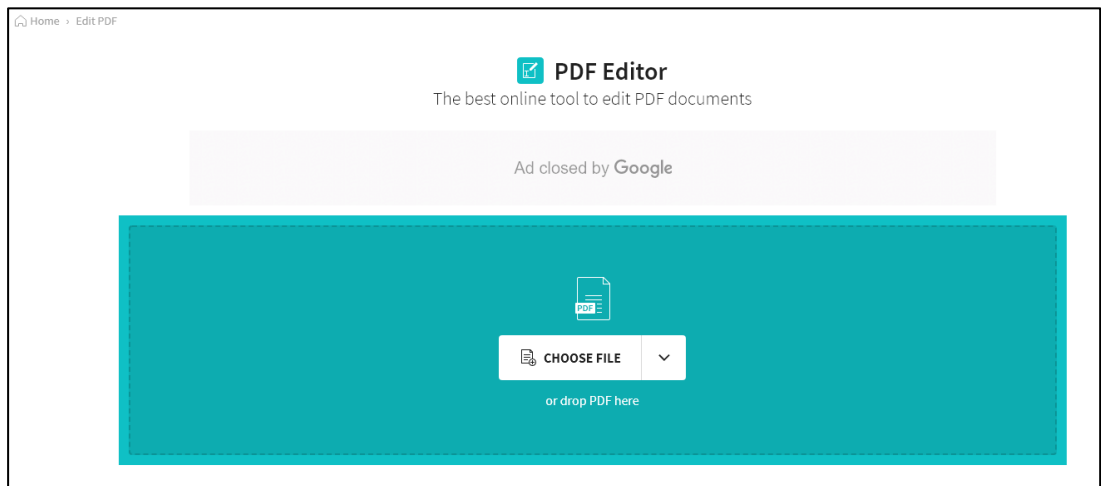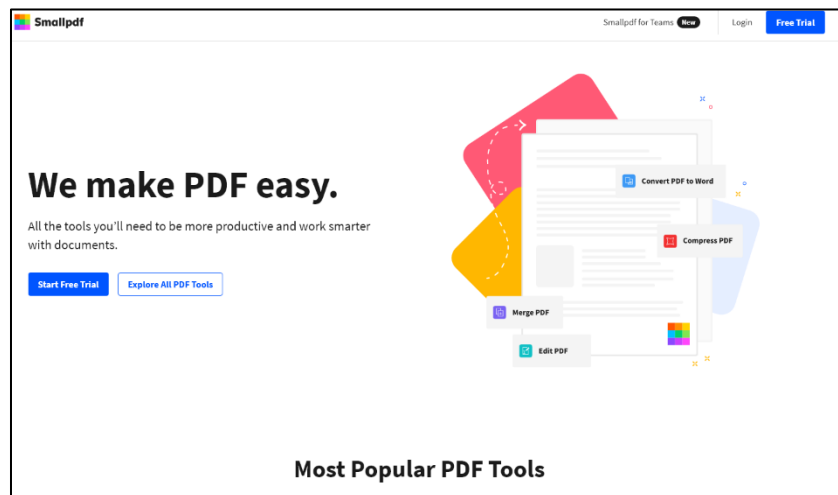
      Note: be sure to untick any Optional Offers or Additions – these are programmes you probably don't want.

c. Small PDF [click here](#) – is an online program (you do not need to download onto your PC).

It is free to create an account, allowing you to complete and sign PDFs, **for up to two free functions per day**. Otherwise, you can subscribe to freely use the programme.
This programme gives the best resolution of the final signed document.

COMPLETING THE COO TEMPLATE

1. Guide notes explain what is required in each field
To read these online, [click here](#)

2. Also available is an Example Sheet in the [draft](#) and [final / printed](#) format

3. Details are to be entered on a field basis – in any of the purple fields

4. Fields with an asterisk (*) are mandatory
Mandatory fields are also indicated by a dark purple line

5. Fields display instructions when typing into them

6. You are able to set up standard PDF templates for regular customers and orders, and open and amend each template as per shipment / order.

Signing the COO Form

1. This is the new requirement on the form. Signing can be done through PFD Readers. Below are snip images of how to sign a PDF through Small PDF and Foxit Reader programmes.

2. Saving the file with Signature Applied means the file is no longer editable and is best practice. The completed file can then be sent without anyone else being able to edit it.
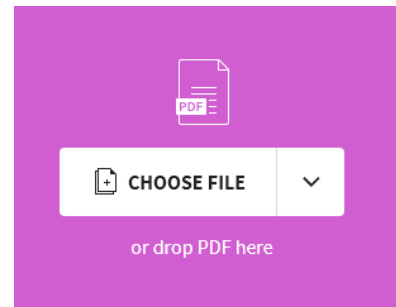
Signing COO Form with Small PDF

1. Login to Small PDF and Choose / Upload the COO File

eSign PDF

Sign documents and request electronic signatures.

Need eSign for your team? Contact us.

CHOOSE FILE

or drop PDF here

2. Upload or create a signature, apply it to the COO and click Finish and Sign

Invite signers

Signature

A.B. Your Initials   Add

T   Text Field

📅   Date Field

☑   Checkbox

Consignor/Exporter Declaration
I, the undersigned, being duly authorised by the above exporter hereby declare that all the goods listed above originate in the country stated abc

Signer
Me

Signature

*Signature of Authorised Officer

Finish & Sign

Signing COO Form with Foxit Reader

1. Open the COO Form in Foxit Reader

2. Click on the Fill & Sign Tab and click on the 'Down Arrow' to create or upload a signature. Apply the signature to the COO and save the COO with the signature Applied.