

Box	Description	Notes	Must be completed?
1.	Exporters Name, address and country	Name and address details of registered exporter in China	Yes
2.	Producer's Name and address (if known)	Name and address of producer in China if known. If confidential the following can be used: "Available to the competent authority or authorised body upon request".	Yes – when known
3.	Importers name and address and country (if known)	Name and address of Australian Importer	Yes – when known
4.	Means of transport (if known)	Enter the shipping details of the consignment, flight or vessel details, port of loading and discharge	Yes – when known
5.	Remarks	Box 5 is used when the manufacturer is not the person / company who is supplying the importer. Must include invoice, name, address and country of the supplier on the supplier's commercial invoice (not the manufacturers commercial invoice)	Yes, but only when the Commercial Invoice is not provided by the Producer
6.	Item Number	Each product that has a different HS code must have its own item number. Maximum 20 items on a COO.	Yes
7.	Marks & Numbers on packages	Enter Marks and Numbers here	No
8.	Number and kind of packages; description of goods	This helps to link the COO to the commercial invoice. Descriptions must match the Commercial Invoice and state number of packages as per Packing List – Refer Overleaf Instructions	Yes
9.	HS Code	The AUSTRALIAN HS Code is required here. HS code must be correct to the first 6 numbers. Refer Section B Schedule of Australia	Yes
10.	Origin Criteria	This identifies the condition under which China COO applies – WO or WP or PSR only apply – refer Overleaf Instructions	Yes
11.	Gross or Net Weight or other Quantity	Gross or Net Weight, or quantity of units to match Box 8. Weights or Quantities to match exactly as per commercial invoice	Yes
12.	Invoice number and date	The Invoice number of the Producer / Manufacturer is required here. If the producer is not the supplier please refer to Box 5 requirements.	Yes
13.	Declaration by Exporter or Producer	Must be completed by exporter or producer and include place, date, and the signature of an authorised person	Yes
14.	Certification	Stamp and signature of the authorised government body	Yes

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