



# **EXPORT HELPDESK FOR DEVELOPING COUNTRIES USER GUIDE**

<http://exporthelp.europa.eu/>

**January 2009**





## ***EDITORIAL***

### ***Welcome from Commissioner Catherine Ashton***

*Dear visitor,*

*I am pleased to welcome you to the website of the Export Helpdesk for developing countries, a free on-line service offered by the European Commission.*

*The European Union is committed to putting in place trade policies that allow our trading partners in the developing world to benefit from as open access as possible to the EU market. I firmly believe in the potential offered to developing countries by the EU's preferential trade arrangements to increase their exports to the EU and tie their economies more firmly to global trade links. The framework comes to life when a small business in Africa, the Pacific or elsewhere in the developing world, is able to sell their goods here in Europe for the first time.*

*For international trade fully to develop its potential in today's globalised world, access to information is crucial. The European Commission's Export Helpdesk responds to developing country exporters' need for clear and easily accessible information in order to best exploit existing and new market access opportunities. Since its launch in February 2004, the Export Helpdesk has expanded its range of services so that provides a practical tool containing relevant, up-to-date information for economic operators in developing countries.*

*I encourage you to take as much advantage as possible of the business opportunities that the EU market offers. The Export Helpdesk is one of the instruments that can assist you in achieving this objective.*

# **USER GUIDE**

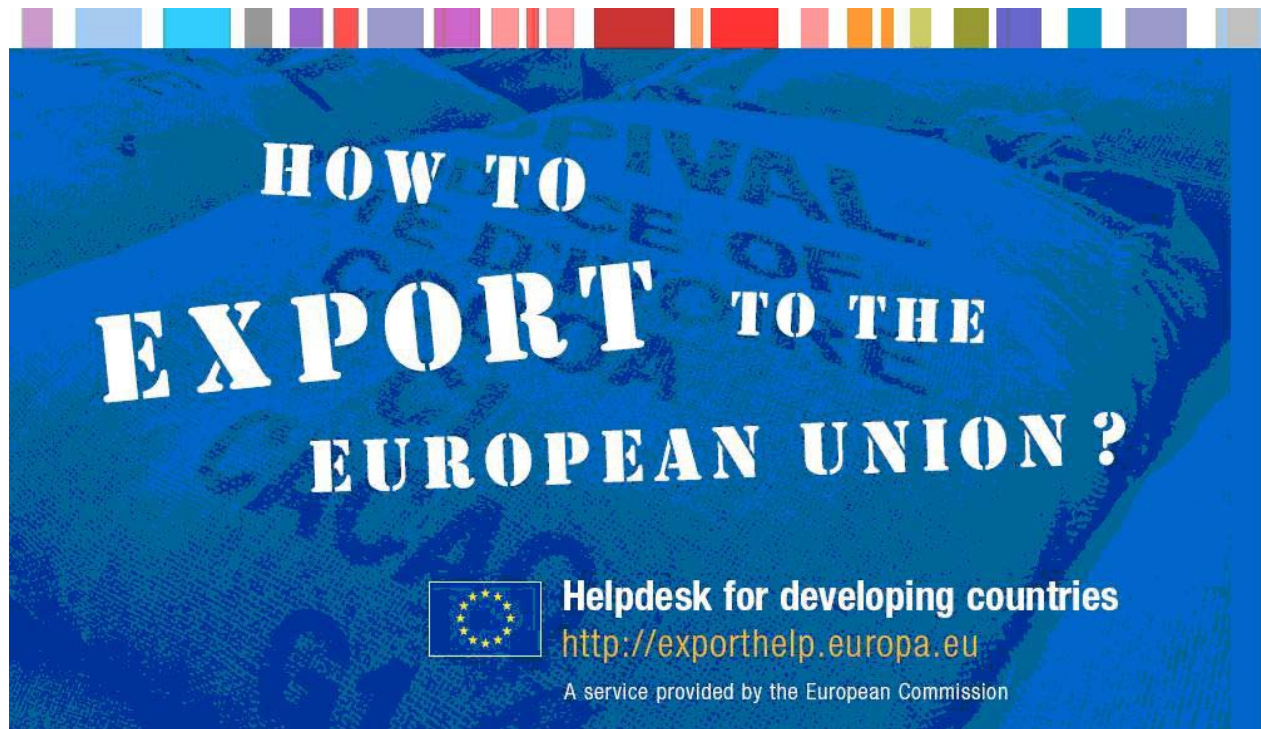
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## BROCHURE

The Export Helpdesk brochure is available in English, French, Portuguese and Spanish at the following website:

<http://trade.ec.europa.eu/doclib/html/123139.htm>



# USER GUIDE

## **WHAT IS THE EXPORT HELPDESK FOR DEVELOPING COUNTRIES?**

The Export Helpdesk is an online service, provided by the European Commission, to facilitate market access for developing countries to the European Union. It can be found at the following web address: <http://exporthelp.europa.eu>.

EN | ES | FR | PT

# EXPORT HELPDESK

for developing countries

The Export Helpdesk is an online service, provided by the European Commission, to facilitate market access for developing countries to the European Union. This free and user-friendly service provides relevant information required by developing country exporters interested in supplying the EU market.

USER GUIDE | FAQ | WHAT'S NEW

Requirements & Taxes | Import Tariffs | Customs Documents | Rules of Origin | Trade Statistics | Market Place | Links

Contact | Privacy Statement | Important Legal Notice | A Service Provided by EXTERNAL TRADE, EUROPEAN COMMISSION

This free and user friendly on line service for exporters, importers, trade associations and governments, provides:

- Information on EU and Member States' import requirements as well as internal taxes applicable to products;
- Information on EU preferential import regimes benefiting developing countries;
- Trade data for the EU and its individual Member States;
- Links to other authorities and international organisations involved in trade operations and trade promotion;
- The possibility to lodge detailed information requests about real-life situations encountered by exporters.

## **HOW DOES THE EXPORT HELPDESK ASSIST EXPORTERS FROM DEVELOPING COUNTRIES?**

- To obtain information about EU and Member States' import requirements as well as internal taxes, go to the ***Requirements and Taxes*** section.
- To take maximum advantage of the EU's preferential trade regimes available for developing countries, go to the ***Import Tariffs, Customs Documents*** and ***Rules of Origin*** sections.
- To establish whether or not a particular EU market is worth targeting, go to the ***Trade Statistics*** section.
- To find trading partners and contacts within the EU, go to the ***Links*** sections.
- To obtain detailed information about real-life situations encountered by exporters, go to the ***Contact*** section.

# 1. REQUIREMENTS AND TAXES

The **Requirements and Taxes** section enables users to get access to detailed information on EU and Member States' import requirements as well as internal taxes applicable to products. Please note that this section only covers beneficiary countries of the General System of Preferences (GSP), as well as former GSP beneficiaries, which now benefit from a bilateral trade agreement with the European Union.

**To use the Requirements and Taxes section, please follow the steps below:**

## **Step 1 – Go to the Requirements and Taxes Input Form**

<http://exporthelp.europa.eu/thdapp/taxes/MSServlet?languageId=EN>

Requirements & taxes | Import Tariffs | Customs Documents | Rules of Origin | Trade Statistics | Market Place | Links

### REQUIREMENTS AND TAXES

This section provides information concerning EU and Member States' import requirements and internal taxes.  
Please note that this section only covers beneficiary countries of the General System of Preferences (GSP).

**Input Form**

Enter a product code (2,4,6,8 digits)  [Browse or Search.](#)

Select a country of origin

Select a destination country

## **Step 2 – Enter a product code**

### **IF YOU KNOW THE PRODUCT CODE:**

- Enter the product code in the **product code** box (note that you can choose to enter the relevant code in 2, 4, 6 or 8 digits).
- Proceed to **Step 3**.

## **IF YOU DO NOT KNOW THE PRODUCT CODE:**

### **OPTION A**

- Click on the 'Search' link (on the right side of the product code box). Enter your product description and click the **Search** button.
- If the product description is in the catalogue, a **Search Results** page will open with a list of products and their respective codes.
- On the **Search Results** page click on the code in the first column on the left for the appropriate product. A **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

*If you could not find the product code using OPTION A, you may try **OPTION B**:*

- Click on the **Browse** link on the **Requirements and Taxes Input Form** and the **Chapter List** page will open.

Chapter List	Search
<b>Section I</b>	<b>Live animals; animal products</b>
Chapter 01	LIVE ANIMALS
Chapter 02	MEAT AND EDIBLE MEAT OFFAL
Chapter 03	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
Chapter 04	DAIRY PRODUCE; BIRDS'EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
Chapter 05	PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
<b>Section II</b>	<b>Vegetable products</b>
Chapter 06	LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE
Chapter 07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
Chapter 08	EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUITS OR MELONS
Chapter 09	COFFEE, TEA, MATÉ AND SPICES
Chapter 10	CEREALS
Chapter 11	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN
Chapter 12	OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER

- If you find the description for your product listed in one of the 21 sections, click on the appropriate chapter heading in the **Section** column on the left.
- A **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

If you could not find the product code using either **OPTION A** or **OPTION B**, you may try **OPTION C**:

- Request the code for your product via the "Binding Tariff Information" (BTI) service by following the instructions given in the web page:  
[http://ec.europa.eu/comm/taxation\\_customs/common/databases/e\\_bti/index\\_en.htm](http://ec.europa.eu/comm/taxation_customs/common/databases/e_bti/index_en.htm)

### **Step 3 – Select a country of origin**

You need to select a country of origin to use the **Requirements and Taxes** section of the website by choosing from the options available in the drop-down menu.

### **Step 4 – Select a destination country**

You also need to select a destination country (the Member State in the European Union to which the product will be exported) from the second drop-down menu box available. Click the **View** button to obtain the relevant **Requirement List**.

### **Step 5 - Read the Requirement List page**

The information in the **Requirement List** page is divided into four different categories with further divisions therein.

REQUIREMENTS AND TAXES			
<b>Requirement List</b>			
<b>Product Code</b>	08011900		
<b>Origin Country</b>	Brazil (br)		
<b>Destination Country</b>	Belgium (BE)		
<b>Code</b>	<b>Product Description</b>		
0801	Coconuts, Brazil nuts and cashew nuts, fresh or dried, whether or not shelled or peeled		
0801 11	-Coconuts		
0801 11	--Desiccated		
0801 19	--Other		
<b>Specific requirements for 08011900</b>		<b>Internal Taxes</b>	
<input type="checkbox"/> Health control of foodstuffs of non-animal origin	EU/BE	<input type="checkbox"/> VAT and other duties	BE
<input type="checkbox"/> Labelling for foodstuffs	EU/BE		
<input type="checkbox"/> Marketing requirements for seeds and plant propagating material	EU/BE		
<input type="checkbox"/> Products from organic production	EU/BE		
<b>General Requirements for all products</b>			
<input type="checkbox"/> Commercial invoice	EU	<input type="checkbox"/> Customs Value Declaration	EU
<input type="checkbox"/> Freight documents	EU	<input type="checkbox"/> Freight insurance	EU
<input type="checkbox"/> Packing list	EU	<input type="checkbox"/> Single Administrative Document (SAD)	EU
<b>Overview</b>			
<input type="checkbox"/> Overview of Import Procedures	EU/BE	<input type="checkbox"/> VAT	EU/BE
		<input type="checkbox"/> Excise	EU/BE
COPYRIGHT			

**Note:** At the bottom of the **Requirement List** page you will find a simplified version of the **Requirements & Taxes Input Form** which enables you to change the product, the country of origin, or the destination country without having to go back to the original input form page.

- **Specific Requirements**

Clicking on one of the sub-sections within the specific requirements category will open a new window providing detailed information as to the specific requirements for that particular product to enter the EU and the specific EU Member State selected in the destination country box.

**Example:** If the product to be exported to an EU Member State is a foodstuff, then **Labelling for foodstuffs** will appear within the category of **Specific requirements** for that product. Clicking on this requirement will open a new window providing the relevant labelling requirements for that particular product to enter the EU and any additional information for the particular EU Member State which has been selected as the destination country.



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Notes

- This document is only available in English.
- Direct access to the Official Journal is only possible for editions published after 1997.

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### Labelling for foodstuffs

All foodstuffs marketed in the European Union (EU) must comply with EU labelling rules, which aim at ensuring that consumers get all the essential information to make an informed choice while purchasing their foodstuffs.

Hence, the applicable labelling provisions are as follows:

- General rules on food labelling
- Specific provisions for certain groups of products:
  - Labelling of Genetically Modified (GM) Food and Novel Food
  - Labelling of foodstuffs for particular nutritional purposes
  - Labelling of materials intended to come into contact with food
  - Labelling of particular foodstuffs

Besides these mandatory rules, there is also additional information that may be included by the manufacturers on a voluntary basis provided that it is accurate and does not mislead the consumer. For example, nutritional labelling is not obligatory unless a nutritional claim (e.g. "low fat", "high fibre") is made on the label or in advertising material. In this case, nutritional claims must comply with a standardised format, pursuant to Council Directive 90/496/EEC (OJ L-276 06/10/1990). Similarly, Council Regulation (EEC) 2092/91 (OJ L-208 24/07/1992) sets out rules governing the use of the organic label.

#### ***General rules on food labelling***

Labels of foodstuffs according to the general rules laid down by Council Directive 2000/13/EC (**OJ L-109 06/05/2000**) must contain the following particulars:

- The name under which the product is sold. No trademark, brand name or fancy name may substitute the generic name but rather may be used in addition. Particulars as to the physical condition of the foodstuff or the specific treatment it has undergone (powdered, freeze-dried, deep-frozen,

- **Internal Taxes**

The ***Internal Taxes*** category provides information as to the internal taxes (Value Added Tax and any other duties) applicable in the EU Member State selected for the particular product. **Excise** values will generally be calculated using the following formula: **[monetary unit] unitary amount / [taxable unit]** (where the symbol "/" should be read as "per each").

**Example:** How to calculate the excise (i.e. 754.77 Eur/h of pure alcohol)? The monetary unit is "Euro", the unitary amount is "754.77" and the taxable unit is "hectolitres of pure alcohol". Therefore, it should be interpreted as "754.77 Euro per each hectolitre of pure alcohol". Thus, 4 hectolitres of a liquor with a 50% alcohol content are equivalent to 2 hectolitres (= 4 x 50%) of pure alcohol, and would pay a tax of EUR 754.77 x 2 = EUR 1509.54.

- **General Requirements for all products**

The ***General Requirements for all products*** category is divided into six subsections: ***Commercial invoice, Customs Value Declaration, Freight insurance, Customs Import Declaration*** (SAD), ***Freight documents***, and ***Packing list***.

Clicking on a subsection will open a new window providing detailed information on the selected category.

- **Overview of Import Procedures**

This category provides an overview of import procedures both at the EU level and for the particular Member State selected, and also the EU and Member State rules on VAT and excise duties.



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Notes

- This document is only available in English.
- Direct access to the Official Journal is only possible for editions published after 1997.

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## European Union - Overview of Import Procedures

### Table of contents:

1. Introduction
2. Customs Union
3. Single Market
4. Product Classification in Tariff Nomenclatures
5. Import Trade Regime
6. Food and Feed Safety
7. Animal Health
8. Plant Health
9. Public Health
10. Environment Protection
11. Marketing Standards for agricultural and fishery products
12. Product Safety
13. Technical Standardisation
14. Packaging
15. Labelling

### 1. Introduction

This document intends to give a general overview of the European Union (EU) requirements to be met when importing goods from developing countries. These measures are adopted to protect public health, environment, consumers' demands, etc.

## 2. IMPORT TARIFFS

The *Import Tariffs* section enables users to get access to detailed information concerning import tariffs and other measures that apply to a particular product.

**To use the *Import Tariffs* section, please follow the steps below:**

### **Step 1 – Go to the *Requirements and Taxes Input Form***

<http://exporthelp.europa.eu/thdapp/taric/TaricServlet?languageId=EN>

**IMPORT TARIFFS**

This section provides information to take full advantage of the EU's preferential trade regimes.

**Input Form**

Enter a product code  
(2,4,6,8,10 digits)  [Browse or Search](#)

Select a country of origin

Select a simulation date  21  January  2009

### **Step 2 – Enter a product code**

#### **IF YOU KNOW THE PRODUCT CODE:**

- Enter the product code in the **product code** box (note that you can choose to enter the relevant code in 2, 4, 6, 8 or 10 digits).
- Proceed to **Step 3**.

#### **IF YOU DO NOT KNOW THE PRODUCT CODE:**

##### **OPTION A**

- Click on the 'Search' link (on the right side of the product code box).  
Enter your product description and click the Search button.

- If the product description is in the catalogue a **Search Results** page will open with a list of products and their respective codes.
- On the **Search Results** page click on the code in the first column on the left for the appropriate product. A **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

If you could not find the product code using **OPTION A**, you may try **OPTION B**:

- Click on the 'Browse' link on the **Import Tariffs Input Form** and the **Chapter List** page will open.

## IMPORT TARIFFS

Chapter List	Search
<b>Section I</b>	<b>Live animals; animal products</b>
Chapter 01	LIVE ANIMALS
Chapter 02	MEAT AND EDIBLE MEAT OFFAL
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- If you find the description for your product listed in one of the 21 sections, click on the appropriate chapter heading in the **Section** column on the left.

- A **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

If you could not find the product code using either *OPTION A* or *OPTION B*, you may try **OPTION C**:

- Request the code for your product via the “Binding Tariff Information” (BTI) service by following the instructions given in the following link:  
[http://ec.europa.eu/taxation\\_customs/common/databases/ebti/](http://ec.europa.eu/taxation_customs/common/databases/ebti/)

### **Step 3 – Select a country of origin**

If you do not select a country of origin you will not be provided with any preferential tariff information – **GSP, EPA** or **Free Trade Agreement** – and will only obtain the tariff that applies to all products irrespective of country of origin (**Erga omnes** tariff information).

### **Step 4 – Select a simulation date**

The **simulation date** is automatically set to the date on which the website is being used, but you can also select an earlier date as far back as 1 January 1998.

### **Step 5 – Click on “View”**

### **Step 6 - Read the *Import Tariff Results* page**

The **Import Tariff Results** page will divide into either two or three tables.

## IMPORT TARIFFS

Results					
Product Code	0301109000				
Country of origin	Zambia				
Simulation date	January 19, 2009				
Code	Product Description				
0301	Live fish				
0301 10	-Ornamental fish				
0301 10 10	--Freshwater fish				
0301 10 90	--Saltwater fish				
Origin	Add. Code	Measure Type	Tariff	Footnote	Regulation/ Decision
Erga omnes		Third country duty	7.5 %		R9822610
Erga omnes		Import control measure		CD370	R9703380
Economic Partnership Agreements		Tariff preference	0 %		R0715280
GSP (R 08/732) - Annex I Column D Excl. (MM)		Tariff preference	0 %		R0807322
Source <a href="#">DG Taxation and Customs Union Taric</a>					

### **TABLE 1**

- **Column 1** is the product **Code** column.
- **Column 2** is the **Product Description** column.

### **TABLE 2**

Table 2 will appear directly below Table 1 and is divided into six columns:

- **Column 1** is the **Origin** column. Depending on the country of origin selected in the **Import Tariffs Input Form**, Column 1 will list information on the following:
  - **Erga omnes**: This is the tariff that applies to all products irrespective of country of origin.
  - **GSP**: This is the tariff that applies to a product benefiting from the EU's Generalised System of Preferences (General Arrangement, GSP+ or Everything but Arms).

- **EPA**: This is the tariff that applies to product from the countries which have concluded negotiations on an agreement establishing or leading to the establishment of an Economic Partnership Agreement (EPA).

- **FTA**: The different free trade agreements are referred to in Column 1 by the name of the country e.g. Chile, Egypt, etc.

**Note**: If a country is eligible for more than one preferential trade arrangement, the operator may choose the arrangement that is more beneficial. However, while the rules of origin of the different preferential arrangements are broadly similar, there can be significant differences. Operators must therefore always refer to the correct rules for the arrangements they intend to use.

- **Column 2** is the **Additional Code** column. If one or more codes appear in this column, the import tariff measure that appears in columns 3 and 4 will only apply with respect to the product that meets the criteria of the additional code. If there are additional codes a third table will appear directly below table 2 and will provide a brief explanation of the requisite criteria for the additional codes.
- **Column 3** is the **Measure Type** column.
- **Column 4** is the **Tariff** column and it provides the relevant duties.

**Note**: Additional duties also appear in this column.

The possible types of additional duties are:

- **EA**: agricultural component
- **ADSZ**: additional duty on sugar contents;
- **ADFM**: additional duty on flour contents;
- **EAR**: reduced agricultural component;
- **ADSZR**: reduced additional duty on sugar contents;

- **ADFMR**: reduced additional duty on flour contents.

If any of the above acronyms is present in **Column 4**, this means there are additional duties to pay. For example, a duty such as:

**9 % + EA(1) MAX 18.7 +ADSZ(1)**

should be read as:

**(9 % import tariff + agricultural component(1)), limited to a maximum of (18.7 % + ADSZ additional duty on sugar contents(1))**

To calculate the complete rate of duty, it is necessary to determine the amount of agricultural component (**EA**) and additional duty on sugar contents (**ADSZ**). This means that to calculate the complete rate of duty, you must know the composition of the product in Milk fat, Milk proteins Starch/Glucose Sucrose/Invert sugar/Isoglucose.

### **Determining the additional duties to pay**

To determine the additional duties to pay, for example **EA**, **ADSZ**:

**Step 1**: Go to the TARIC home page, at the following address:

[http://ec.europa.eu/taxation\\_customs/dds/tarhome\\_en.htm](http://ec.europa.eu/taxation_customs/dds/tarhome_en.htm)

Select one of the two available options to search for tariff information (either through a product code or description). Once you have entered the product code and country of origin, click on the 'Duty rates' button. In the results page, click on the 'Meursing code' button and this will open an "ingredient window".

**Step 2**: Enter the composition of the goods entered (percentage of milk fat, milk proteins, starch...) in the ingredient window. Once the composition is entered in the corresponding fields, click on the equal sign (=) to display the additional duties applicable.

**Step 3:** All recognised compositions of the different ingredients (milk fat...) are linked to an additional code. This code starts with a "7". If the code is already known, you can enter its last 3 digits in the field "enter your additional code" of the ingredient window. For example, if the additional code is 7605, enter 605 in the field.

It is mandatory to mention the additional code in the customs declaration. This is the way to declare in customs the composition of the product, and therefore to allow the customs to compute the additional duties due.

If the acronyms in the measure are **EA**, **ADSZ**, or **ADFM**, this means that the additional duties are full (i.e. not reduced).

If the acronyms in the measure are EAR, ADSZR, or ADFMR, this means that the additional duties are reduced in the context of a customs declaration where a preference is granted.

It should be noted that the fact that a declaration is preferential does not mean per se that the additional duties are reduced. There can be preferential declarations with full additional duties. However, there cannot be non-preferential declarations (these are declarations where the most favoured nation duty is granted) with reduced additional duties.

In the case of reduced additional duties, it is possible that more than one duty is displayed in the composition window. This means that there is more than one possible reduction of additional duty for this product. For example, for a declaration where a preferential quota and a simple preference are applicable. In such case, check the numbers between round brackets - like (1), (2) - that are printed behind the acronyms. The additional duties to apply are the ones with the number that matches the number given between round brackets in the duty rate.

- **Column 5** is the **FN (footnote)** column. If there is additional information it will appear in the form of a code (for example, CD020). Clicking on this code will open a window providing further relevant information.

- **Column 6** is the ***Regulation/Decision*** column. Clicking on the code in this column will open a window providing information in relation to the applicable EU measure. If the measure is after 1998, an **OJ** icon will appear. Clicking on the **OJ** icon will take you to the Official Journal of the European Communities in which the relevant measure is published.

### **TABLE 3**

If there are **additional codes** a third table will appear directly below table 2 and will provide a brief explanation of the requisite criteria for the

### 3. CUSTOMS DOCUMENTS

This section of the website provides information concerning the documents to be produced by an exporter in order to qualify for preferential duty treatment under the different trade regimes available for developing countries.

#### CUSTOMS DOCUMENTS

This section provides information concerning the documents to be produced in order to qualify for preferential duty treatment.

##### 1. Generalised System of Preferences (GSP)

The EU's Generalised System of Preferences (GSP) grants either duty-free access or a tariff reduction for certain products imported from GSP beneficiary countries.

The EU's GSP is implemented in cycles of ten years. The present cycle covers the years 2006-2015. The GSP is implemented by Council Regulations. Council Regulation (EC) No 732/2008 of 22 July 2008, applying a scheme of generalised tariff preferences, is valid from 1 January 2009 to 31 December 2011 and consists of the following three arrangements:

- a general arrangement, applicable to all of the beneficiary countries listed in Annex I to the regulation;
- a special incentive arrangement for sustainable development and good governance (the "GSP+"), accorded to sixteen of the beneficiary countries (published in Commission Decision 2008/938/EC of 9 December 2008) who meet certain criteria.
- a special arrangement, also known as the "Everything But Arms" initiative (or "EBA"), applicable to the fifty least developed countries.

##### Documentary requirements under the GSP

For further explanations concerning the main features of the GSP, please consult the [GSP web pages](#).

For further explanations concerning the requirements which products covered by the GSP have to meet to be considered as originating in the exporting country, please consult [The Guide to the rules of origin](#).

- **GSP** – Products originating in the beneficiary countries of the EU's GSP shall benefit from the preferential duty rates foreseen upon submission of either a Certificate of Origin Form A or, in specific cases, of an Invoice Declaration given by the exporter (see proofs of origin under the Generalised System of Preferences – <http://exporthelp.europa.eu/hdlinks/gsp.cfm> - which includes specimens of the required documentation).
- **ACP countries** :
  - Products originating in **those ACP States**, which have concluded negotiations on a agreement establishing or leading to the establishment of an Economic Partnership Agreement (EPA), shall benefit from the preferential duty rates foreseen in the **Market Access Regulation** upon submission of either a Movement Certificate EUR.1 or, in specific cases, of an invoice declaration given by the exporter (see documentary

requirements under EPA Market Access Regulation -  
[http://exporthelp.europa.eu/hdlinks/customs\\_req.cfm?languageId=EN](http://exporthelp.europa.eu/hdlinks/customs_req.cfm?languageId=EN) -  
which includes specimens of the required documentation).

- **CARIFORUM Countries:** Products originating in the CARIFORUM States, which have signed the Economic Partnership Agreement (EPA), shall benefit from the preferential duty rates foreseen in the agreement upon submission of either a Movement Certificate EUR.1 or, in specific cases, of an invoice declaration given by the exporter. (See documentary requirements under the EPA CARIFORUM -  
[http://exporthelp.europa.eu/hdlinks/customs\\_req\\_car.cfm?languageId=EN](http://exporthelp.europa.eu/hdlinks/customs_req_car.cfm?languageId=EN) - which includes specimens of the required documentation).
- **FTAs:** The EU also has many free trade agreements (FTAs) with partners in the region (the central European countries, the Mediterranean countries) and beyond (Mexico, Chile). FTAs now increasingly involve provisions affecting non-tariff measures and regulatory issues such as provisions on trade facilitation and rule-making in areas such as investment, intellectual property, government procurement, technical standards and SPS issues.

## 4. RULES OF ORIGIN

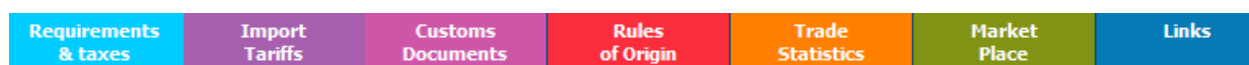
This section of the website provides information on the conditions that need to be met for goods to qualify for advantageous tariff treatment under the GSP, EPA CARIFORUM States, EPA Market Access Regulation and the FTAs with the following countries : Algeria, Chile, Egypt, Jordan, Lebanon, Morocco, Mexico, West Bank and Gaza Strip, Tunisia or South Africa.

For all other FTAs, exporters are advised to visit the "list of arrangements" of DG Taxation and Customs Union (TAXUD): [http://ec.europa.eu/taxation\\_customs/customs/customs\\_duties/rules\\_origin/preferential/article\\_779\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_duties/rules_origin/preferential/article_779_en.htm)

To find relevant information in the **Rules of Origin** section, please follow the steps below:

### **Step 1 – Go to the Rules of Origin Input Form**

<http://exporthelp.europa.eu/thdapp/rulesoo/inputform.jsp>



#### **RULES OF ORIGIN**

This section provides information concerning preferential origin rules. It lays down the specific conditions that need to be met if goods are to qualify for advantageous tariff treatment, otherwise the full duties are applicable.

##### **Input Form**

Select a regime

Introductory Notes

Enter a product code  
(2,4 digits)

**Browse or Search**

##### **IMPORTANT NOTE**

#### **For the CARIFORUM states**

The Economic Partnership Agreement (EPA) with the CARIFORUM States is provisionally applied as of 29 December 2008.

The **countries signatories** of this agreement are: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, the Dominican Republic, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, Saint Christopher and Nevis, Suriname, and Trinidad and Tobago.

In order to consult the Rules of Origin applicable to imports originating in the **CARIFORUM States** and contained in Protocol I to the EPA, please select "EPA CARIFORUM States" in the drop-down menu above.

#### **For all other ACP countries**

The trade regime applying to **all other ACP countries** since **1 January 2008** remains unchanged.

## **Step 2 – Select a regime**

Select the relevant regime : GSP, EPA CARIFORUM, EPA Market Access Regulation, FTAs (Algeria, Chile, Egypt, Jordan, Lebanon, Morocco, Mexico, Palestinian Authority (Occupied), , Tunisia or South Africa).

For all other FTAs, exporters are advised to visit the "list of arrangements" of DG Taxation and Customs Union (TAXUD):

[http://ec.europa.eu/taxation\\_customs/customs/customs\\_duties/rules\\_origin/preferential/article\\_779\\_en.htm](http://ec.europa.eu/taxation_customs/customs/customs_duties/rules_origin/preferential/article_779_en.htm)

**Note:** If a country is eligible for more than one arrangement, the operator may choose whichever arrangement is more beneficial. However, while the rules of origin of the different preferential arrangements are broadly similar, there can be significant differences. Operators must therefore always refer to the correct rules for the arrangements they intend to use.

## **Step 3 – Enter a product code**

Enter the product code in the **product code** box (note that you can choose to enter the relevant code in 2, 4, 6 or 8 digits).

**Note:** If you do not know the product code you may try to obtain it by following the instructions contained in the previous sections of this guide on **Requirements and Taxes** or **Import Tariffs**.

A new page will open providing the relevant Rules of Origin.

## **Step 4 – Read the Rules of Origin page**

### **RULES OF ORIGIN**

#### **GSP - Chapter12 - Detail**

<b>HS heading</b>	<b>Description of product</b>	<b>Working or processing, carried out on non-originating materials, which confers originating status</b>
Chapter 12	Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial or medicinal plants; straw and fodder	Manufacture in which all the materials of Chapter 12 used are wholly obtained

#### **How to read the rules of origin?**

1. The first two columns in the list describe the product obtained. The first column gives the heading number or chapter number used in the Harmonized System and the second column gives the description of goods used in that system for that heading or chapter. For each entry in the first two columns, a rule is specified in column 3 or 4. Where, in some cases, the entry in the first column is preceded by an "ex", this signifies that the rules in column 3 or 4 apply only to the part of that heading as described in column 2.
2. Where several heading numbers are grouped together in column 1 or a chapter number is given and the description of products in column 2 is therefore given in general terms, the adjacent rules in column 3 or 4 apply to all products which, under the Harmonized System, are classified in headings of the chapter or in any of the headings grouped together in column 1.
3. Where there are different rules in the list applying to different products within a heading, each indent contains the description of that part of the heading covered by the adjacent rules in column 3 or 4.
4. Where, for an entry in the first two columns, a rule is specified in both columns 3 and 4, the exporter may opt, as an alternative, to apply either the rule set out in column 3 or that set out in column 4. If no origin rule is given in column 4, the rule set out in column 3 is to be applied.

Source **EUR-Lex**

#### **Important note:**

This is the list of working or processing operations which non-originating goods must undergo in order to acquire originating status. However, they do not apply in all cases: cumulation of origin may apply, while wholly obtained (e.g. grown) goods already have the origin of that country. Other conditions including direct transport to the Community also apply. Please click [here](#) for more detailed information on these rules of origin.

A full explanation of GSP rules of origin is given in the Commission's user guide on the subject at:

[http://ec.europa.eu/comm/taxation\\_customs/common/publications/info\\_docs/customs](http://ec.europa.eu/comm/taxation_customs/common/publications/info_docs/customs).

The first two columns in the list describe the product obtained. The first column gives the heading number or chapter number used in the Harmonised System and the second column gives the description of the goods used in that system for that heading or chapter. For each entry in the first two columns, a rule is specified in column 3 or 4. Where, in some cases, the entry in the first column is preceded by an "ex", this signifies that the rules in column 3 or 4 apply only to the part of that heading as described in column 2.

Where several heading numbers are grouped together in column 1 or a chapter number is given and the description of products in column 2 is therefore given in general terms, the adjacent rules in column 3 or 4 apply to all products which,

under the Harmonised System, are classified in headings of the chapter or in any of the headings grouped together in column 1.

Where there are different rules in the list applying to different products within a heading, each indent contains the description of that part of the heading covered by the adjacent rules in column 3 or 4.

Where, for an entry in the first two columns, a rule is specified in both columns 3 and 4, the exporter may opt, as an alternative, to apply either the rule set out in column 3 or that set out in column 4. If no origin rule is given in column 4, the rule set out in column 3 is to be applied.

**Note:** This is the list of working or processing operations which non-originating goods must undergo in order to acquire originating status. However, they do not apply in all cases: cumulation of origin may apply, while wholly obtained (e.g. grown) goods already have the origin of that country. Other conditions including direct transport to the Community also apply.

Please see the following websites for more detailed information:

[http://europa.eu.int/comm/taxation\\_customs/customs/customs\\_duties/rules\\_origin](http://europa.eu.int/comm/taxation_customs/customs/customs_duties/rules_origin) or

<http://exporthelp.europa.eu/thdapp/rulesoo/show.jsp?cmd=note&regime=gsp&chapterNumber>

## 5. TRADE STATISTICS

This section provides detailed trade statistics covering imports and exports for the 27 EU Member States collectively and individually and also intra-EU trade. It is a very useful tool for exploring potential markets.

**To obtain statistical information, please follow the steps described below:**

### **Step 1 - Go to the Trade Statistics Input Form**

<http://exporthelp.europa.eu/thdapp/comext/ComextServlet?>

The screenshot shows the 'TRADE STATISTICS' section of a web application. At the top, there is a navigation bar with seven tabs: 'Requirements & taxes' (blue), 'Import Tariffs' (purple), 'Customs Documents' (pink), 'Rules of Origin' (red), 'Trade Statistics' (orange), 'Market Place' (green), and 'Links' (dark blue). Below the navigation bar, the 'TRADE STATISTICS' section is highlighted. A sub-section titled 'Input Form' contains the following fields:

- Enter a product code** (2,4,6,8 digits): A text input field with a 'Browse or Search' button.
- Select a reporting country**: A dropdown menu with 'EUR27' selected.
- Select a partner country**: A dropdown menu with 'All partners' selected.
- Select year(s)**: A dropdown menu with '2007', '2006', and '2005' options.
- Select indicator(s)**: A dropdown menu with 'Imports Value', 'Imports Quantity', 'Imports Sup. Qty', and 'Exports Value' options.

A 'View' button is located at the bottom of the input form.

### **Step 2 – Enter a product code**

#### **IF YOU KNOW THE PRODUCT CODE:**

- Enter the product code in the **product code** box (note that you can choose to enter the relevant code in 2, 4, 6 or 8 digits).
- **Viewing total figures**: To view the total export/import figures for all products from a selected country type **00** in the product code box of the input form.
- Proceed to **Step 3**.

## IF YOU DO NOT KNOW THE PRODUCT CODE:

### OPTION A

- Click on the 'Search' link (on the right side of the product code box). Enter your product description and click the **Search** button.
- If the product description is in the catalogue a **Search Results** page will open with a list of products and their respective codes.
- On the **Search Results** page click on the code in the first column on the left for the appropriate product and a **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

If you could not find the product code using **OPTION A**, you may try **OPTION B**:

- Click on the 'Browse' link on the **Trade Statistics Input Form** and the **Chapter List** page will open.

## TRADE STATISTICS

Chapter List	Search
<b>Section I</b>	<b>Live animals; animal products</b>
<b>Chapter 01</b>	LIVE ANIMALS
<b>Chapter 02</b>	MEAT AND EDIBLE MEAT OFFAL
<b>Chapter 03</b>	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTEBRATES
<b>Chapter 04</b>	DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
<b>Chapter 05</b>	PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED
<b>Section II</b>	<b>Vegetable products</b>
<b>Chapter 06</b>	LIVE TREES AND OTHER PLANTS; BULBS, ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE
<b>Chapter 07</b>	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS
<b>Chapter 08</b>	EDIBLE FRUIT AND NUTS; PEEL OF CITRUS FRUIT OR MELONS
<b>Chapter 09</b>	COFFEE, TEA, MATÉ AND SPICES
<b>Chapter 10</b>	CEREALS
<b>Chapter 11</b>	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN
<b>Chapter 12</b>	OIL SEEDS AND OLEAGINOUS FRUITS; MISCELLANEOUS GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER

- If you find the description for your product listed in one of the 21 sections, click on the appropriate chapter heading in the **Section** column on the left.
- A **Product List** page will open with more detailed product descriptions and their respective codes.
- Click on the code in the first column on the left for the appropriate product.
- Proceed to **Step 3**.

*If you could not find the product code using either OPTION A or OPTION B, you may try **OPTION C**:*

Request the code for your product via the “Binding Tariff Information” (BTI) service by following the instructions given in the web page:

[http://ec.europa.eu/comm/taxation\\_customs/common/databases/ebti](http://ec.europa.eu/comm/taxation_customs/common/databases/ebti)

### **Step 3 – Select a Reporting Country**

The **Select a reporting country** box is automatically configured to **EUR27**.

**Option 1 - EUR27:** The **EUR27** mode provides you with trade statistics for the whole of the EU (and all twenty-seven EU Member States individually).

**Option 2 – EUR25:** Selecting **EUR25** provides you with trade statistics for twenty-five EU Member States (the EU enlarged in 2007 from 25 to 27 Member States).

**Option 3** – Selecting a specific reporting country provides you with the statistics for the EU Member State selected.

**Step 4 – Select a Partner Country:** The **Select a partner country** box is automatically configured to **All partners**.

**Option 1 – All Partners:** Selecting this option provides you with the trade statistics for all countries.

**Option 2** – Selecting a specific partner country provides you with the trade statistics for the specific partner country selected.

### **Step 5 – Select year(s)**

In the **Select year(s)** box, you can choose:

**Option 1** – To view the trade statistics for any individual year (as far back as 2002), click on the relevant year.

**Option 2**- To view the trade statistics for more than one year at a time, click and highlight the relevant years while pressing the **Ctrl** or **Shift** buttons at the same time.

### **Step 6 – Select indicator(s):**

The **Select indicator(s)** box contains the following six categories:

- **Imports Value:** Highlighting this category will provide the import value in thousands of euros of a particular product from the partner country selected (all partners or a specific partner country) into the reporting country selected (EUR27, EUR25 or a specific EU Member State).
- **Imports Quantity:** Highlighting this category will provide the import quantity in thousands of kilos of a particular product from the partner country selected (all partners or a specific partner country) into the reporting country selected (EUR27, EUR25 or a specific EU Member State).
- **Imports Supplementary Quantity:** Highlighting this category will provide the import supplement quantity, if applicable, per unit of a particular product from the partner country selected (all partners or a specific partner country) into the reporting country selected (EUR27, EUR25 or a specific EU Member State). The supplementary quantity represents for example litres, number of parts or square metres, or any other units other than the net mass of the goods, which indicates quantity and is usually collected in kilogrammes.
- **Exports Value:** Highlighting this category will provide the export value in thousands of euros of a particular product from the reporting country selected

(EUR27, EUR25 or a specific EU Member State) into the partner country selected (all partners or a specific partner country).

- **Exports Quantity:** Highlighting this category will provide the export quantity in thousands of kilos of a particular product from the reporting country selected (EUR27, EUR25 or a specific EU Member State) into the partner country selected (all partners or a specific partner country).
- **Exports Supplementary Quantity:** Highlighting this category will provide the export supplement quantity, if applicable, per unit of a particular product from the partner country selected (all partners or a specific partner country) into the reporting country selected (EUR27, EUR25 or a specific EU Member State). The supplementary quantity represents for example litres, number of parts or square metres, or any other units other than the net mass of the goods, which indicates quantity and is usually collected in kilogrammes.

### **Step 7 – Read the Trade Statistics Results page**

The layout of the trade statistics page varies depending on the selections that were made in the **Trade Statistics Input Form**.

**Note:** At the bottom of the page there is a simplified format of the **Trade Statistics Input Form** which enables you to change the indicators, the reporter country, the partner country, and the product without having to go back to the original input form page.

**Obtaining the price per kilo for imports/exports:** To obtain the price per kilo for imports or exports divide the figure in the imports or exports value column by the appropriate figure in the imports or exports quantity column. For example if the **import value** for product X from country X is 3.300 Euros and the **import quantity** is 0.3 tonnes (300 kg) then dividing 3.300 by 300 gives you a kilo price of 11 euros.

### **Downloading trade statistics data:**

Transferring the data in the **Trade Statistics Results** page into a spreadsheet will allow you to perform calculations and make other analysis using the data requested. There are two possible options to transferring the data:

## **OPTION A**

At the top of the **Results** page click on the 'TAB' or 'XLS' links to download the results respectively into the .tab or .xls (Microsoft Excel) formats.

## **OPTION B**

**Step 1**: Click on the trade statistics table you want to transfer to an Excel Sheet.

**Step 2**: Click on the right mouse button to display a menu.

**Step 3**: Select the menu option: "Export to Microsoft Excel".

This will open an excel sheet and transfer the trade statistics data from the trade statistics table of the Export Helpdesk into an Excel Sheet.

## **6. MARKET PLACE**

The Market Place section, which used to provide a forum to facilitate contacts/deals between traders has been discontinued due to a steady decrease of entries over the past two years.

In order to compensate for the removal of this service, which will be fully effective as of 1st May 2009, a new sub-section has been included in the LINKS section, offering links to other websites offering business-to-business platforms.

## 7. LINKS

Make direct contact with the customs authorities of the individual Member States of interest, organisations involved in promoting imports from developing countries and EU importers' associations at the EU and at Member State level. We will be very happy to consider any suggestions for improvements or additions to the **Links** section (<http://exporthelp.europa.eu/hdlinks/links.cfm?>).

### LINKS

This section provides information concerning EU and Member State authorities and international organisations involved in trade operations and trade promotion. Please choose a link category by clicking on it.

#### LINKS TO CUSTOMS WEBSITES

[EU - Institutions](#)

[Candidate Countries for EU Accession](#)

[International Organisations](#)

[EU27 Member States](#)

#### LINKS TO TRADE AND OTHER PROFESSIONAL ASSOCIATIONS

[EU27 Member States](#)

[EU level](#)

[International level](#)

#### LINKS TO ORGANISATIONS INVOLVED IN TRADE AND DEVELOPMENT POLICY

[Others](#)



[EC](#)

## 8. CONTACT MAILBOX

The **Contact mailbox** (<http://exporthelp.europa.eu/hdinforequest>) enables developing country exporters to lodge detailed questions concerning real life situations. Questions can be sent in any of the four languages of the Export Helpdesk (English, French, Portuguese or Spanish).

The Export Helpdesk team has outsourced the Contact section to the Europe Direct Contact Centre, which is a specialised service of the European Commission dedicated to responding to questions by the citizens about all matters relating to the European Union. The EH Team and Europe Direct work closely together. About 2/3 of questions are responded within 5 days.

## CONTACT FORM

In this section it is possible to lodge detailed information requests about real-life situations encountered by exporters.  
Your enquiry will be handled by the Europe Direct Contact Centre on behalf of the Export Helpdesk.



### Contact Form

Please submit your enquiry by completing the form below.

[All your personal information will be treated confidentially.](#)

(\*) = mandatory data

Title \*  Ms  Mr

First Name \*

Family Name \*

E-mail address \*

Country of residence \*

Nationality

Organisation type \*

In which language would you like to receive an answer? \*

Please describe your enquiry clearly in the box below:

Subject \*

Enquiry \*

2000 Characters left

### Security code

To help us maintain network security, please type the characters you see in the image into the box below \*



Submit

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