

HOW TO APPLY FOR ARAB CERTIFICATES OF ORIGIN AND TRADE DOCUMENTATION

STEP 1: COMPLETE A FORMAL UNDERTAKING AND READ THE STANDARD RULES

- To obtain certified documents (Certificates of Origin), there is a requirement for your signature to be held on file by us – the Issuing Body. Formal Undertaking must be completed and signed by a Proprietor, Director, Partner or Company Secretary and emailed to the London Chamber of Commerce and Industry (LCCI) as per instructions on the form. **The form will also allow you to register for our online service.**
- In the Formal Undertaking the applicant (exporter) agrees to take responsibility for ensuring the correctness and accuracy of the information on the Certificate of Origin. This also includes providing the Issuing Body with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

LCCI is not able to issue a Certificate of Origin without a current Formal Undertaking, or if the signature of the person who signed the Certificate of Origin (or any other document to be certified or authenticated) is not on the Formal Undertaking.

Formal Undertaking must be renewed annually i.e. you do not need to provide a new Formal Undertaking with each application as long as the one held by the Chamber is current and contains relevant signatures.

Download Formal Undertaking [here](#).

STEP 2: CHECK WITH YOUR CLIENT WHAT PROCESSING WILL BE REQUIRED

You can choose to have your documents either certified or legalised.

Certification:

Documents are processed by the LCCI and Arab Chamber of Commerce only

Legalization:

Documents are processed by LCCI, Arab Chamber of Commerce and Embassy.

Please note that legalization is mandatory for Kuwait, Qatar and UAE.

Other services available are Notarisation (by Notary Public) and Foreign and Commonwealth Office apostil (this is usually required for Agreements, Contracts and POAs before legalization can take place).

STEP 3: FIND OUT WHAT THE COST OF THE CHOSEN SERVICE WILL BE

Fees vary according to the service required and country involved.

You can work out the applicable charges using the Embassy Charges Matrix

We would, however, recommend that you contact the Export Documents Team to confirm the exact cost of processing your documents by emailing edocuments@londonchamber.co.uk and stating number of documents, document type, invoice value, country and service required.

Currently we can only accept cash or cheque payments against Arab documents.

STEP 4: DECIDE HOW YOU WISH TO APPLY FOR YOUR DOCUMENTS

Certificates of Origin, commercial invoices and packing lists can be processed electronically, by post and over the counter at one of LCCI issuing offices.

Other documents (Contracts, POAs, Agreements etc) can only be processed manually (post or counter)

ELECTRONICALLY

Existing and new customers can log in via: www.tradecert.com/london

Please note that online Arab option is available to Charge Account holders only.

The charge account is initiated by you depositing a set amount, representing your average monthly documentation usage, with us before commencing trading under this method. The Chamber will hold the deposit as security and the invoices issued must be settled by your company within 30 days of receipt. You can at any time request, in writing, a refund of this deposit but we reserve the right to deduct money owed to us from the deposit before it is returned.

Should you wish to set up a Charge Account, please e-mail us on edocuments@londonchamber.co.uk stating the number of documents that will be processed in a month, type of documents, average invoice values and countries that you will export to.

There are two methods of applying for documents online:

DIY (This service is not available for Kuwait, Qatar and UAE):

This service is used for certification only (i.e. when no embassy legalization is required). Documents are certified electronically by LCCI and the Arab Chamber and the client prints the document in their own office.

Please note that you will need to purchase a Blank Certificate of Origin from one of LCCI's issuing offices below to use this service, either by posting a cheque or over the counter.

Arab documents processed using this method will contain electronic stamps and signatures and will need to be printed using a colour printer.

Chamber Printed:

This service is valid for legalized Certificates of Origin, Commercial Invoices and Packing Lists only. Documents will be printed by the Arab Chamber, stamped and sent to the relevant Embassy for legalization.

Documents are posted to the applicant, unless we have been advised that they will be collected, from the LCCI office that processed the original application.

IN PERSON / BY COURIER / POST

If you are applying manually, you would have to obtain a blank Arab Certificate from one of the below offices and use the Arab Certificate Template to complete the Certificate.

Please ensure that you refer to **Arab Certificate of Origin Guidance Notes** and **Frequently Asked Questions** for instructions on how to complete the Certificate of Origin application.

Completed document, including the payment and processing instructions, can either be posted to one of our issuing offices or processed over the counter.

Handwritten documents are not allowed.

Certification:

Documents (submitted by 11am) are processed by LCCI on the same day and forwarded to the Arab Chamber for certification. Any such documents are usually returned to the LCCI by 3.30pm on the following working day. Please note that Barking and Hounslow documents take an additional day to process.

Legalization:

Once the documents have been certified by LCCI and Arab Chamber, they can be taken to the embassy for legalization. Please note that legalization is mandatory for Kuwait, Qatar and UAE.

Express:

LCCI will process the document while you wait. You can then take the document to the Arab Chamber in person where it is certified immediately and then proceed to the relevant Embassy for legalization (if required). Please note that the express service is NOT available for Kuwait, Qatar and UAE (documents for these countries must be left with the LCCI and we will organize legalization).

| Office address | Counter and telephone service times | Cut-off time for document processing | Contact details |
|--|---|--|---|
| London Chamber of Commerce and Industry 33 Queen Street London EC4R 1AP | 9.00am - 5.00pm Monday to Fridays Office closes at 4.30pm on the last Friday of every month | C/Os - 4.45pm Carnets regular - 4.55pm Carnet express - 3.00pm Other - 4.45pm | C/Os: T:+44 (0)20 7203 1850/ 1886/ 1853 edocuments@londonchamber.co.uk Carnets: T:+44 (0)20 7203 1843/ 1846/ 1847 atacarnet@londonchamber.co.uk |
| Barking Branch Office 12 Town Quay Wharf Abbey Road Barking Essex IG11 7BZ | 9.00am - 12.30pm 1.30pm - 4.00pm | Times vary - please contact Barking Branch Office | T:+44 (0)20 75562397 |
| Hounslow Branch Office Unit 20 Belville Court 183 Hanworth Road Hounslow TW3 3TQ | 9.00am - 12.30pm 1.30pm - 5.00pm | Times vary - please contact Hounslow Branch Office | T:+44 (0)20 7556 2396 F:+44 (0)20 8814 1563 |

STEP 5: PROCESSING OF OTHER COMMERCIAL DOCUMENTS

We can certify or legalize any other commercial documents required for international trade such as: Power of Attorney, Distributor Agreement, Health Certificate, Certificate of Free Sale, Trademark Certificate, Commercial Contract, Article of Association, Certificate of Incorporation etc.

Please refer to our Embassy Charges Matrix for detailed requirements for specific types of documents for various countries.

The above documents will only be certified or legalized if they show country of destination, either within the body of the text or handwritten on the reverse of the document “for use in <insert country of destination>” (in pen).

Please note that we can only certify or legalize original documents. Copies can also be processed, provided that they have been certified as “true copy of the original document” by a Notary Public or Solicitor.

Hajj and Umrah - please note that we can only certify these documents (24h certification or same day express). Documents will need to be submitted to the Saudi Embassy by a representative of the company.

