

INSTRUCTIONS FOR THE PREPARATION OF THE ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE

The forms as supplied consist of the Certificate, which will be returned certified if the application is in order, the control copy printed in black on green paper, which will be returned uncertified for the exporters own use, and the application on blue paper which will be retained. If further certified copies are needed forms printed in green on white may be purchased and used as required.

The documents must be typed (handwritten documents will be rejected by the Embassy). You may find our online excel template (“Arab Certificate Template”) helpful when completing the Certificate.

The appropriate boxes on the Certificate should be completed as follows:

SECURITY PATTERNED ORIGINAL AND GREEN COPIES

BOX 1	CONSIGNOR	Insert here the name and address of the exporter (i.e. the firm who will invoice the goods overseas).
BOX 2	CONSIGNEE	Show the full name and full address of the <u>overseas</u> consignee.
BOX 3	METHOD OF TRANSPORT	Show method of transport being used e.g. sea freight, air freight, earliest available transport.
BOX 4	CONSIGNOR'S REFERENCE	This box is available for the exporter's own reference number (optional).
BOX 5	ORIGINATED IN	Country of Origin of the goods for U.K. manufactured goods insert “United Kingdom”. For non U.K. goods insert full name of the country of origin.
BOX 11	REMARKS	Information such as customer's order number, letter of credit number etc. (optional).
BOX 6	MARKS AND NUMBERS	Shipping marks and numbers appearing on the goods, or in the case of parcel post, the name and address of the consignee.
	QUANTITY AND KIND OF PACKAGES	Number and type (e.g. pallets, crates, bales etc.).
	DESCRIPTION OF GOODS	An adequate commercial description must be given for each item. Trade names or catalogue references are not sufficient. The description must agree with that on the supporting invoice. Also in the description box, the manufacturer must be identified by name, town and country. (The full address is not needed). This applies even if the consignor is the manufacturer. For printed matter e.g. books, catalogues, instruction manuals etc., the name and address of the printer and publisher must be stated.
	WEIGHTS GROSS AND NET	Weights are to be stated in Kilos. Although it is strongly recommended that weights always be given, they may be omitted if a clear indication of volume or quantity, sufficient to enable the identification of the goods, is given.
	N.B. RULING OFF	A horizontal line must be drawn immediately below the last entry.
	PLACE AND DATE AND	These spaces are <u>not</u> completed by the exporter. The

ISSUING AUTHORITY

exporter does not sign the original or the copies but only the application and control copy which is dealt with below.

BLUE APPLICATION FORM GREEN CONTROL COPY

BOX 7	APPLICANT'S NAME AND ADDRESS	Either leave this box blank if the application is to be signed by official of the consigning company shown in Box 1, or if the application is made by someone else insert their name and address if appropriate, "as agents for" followed by the name of the consignor.
BOX 8	PLACE AND DATE	Insert here place and date of signature.
BOX 9	SIGNATURE	Insert here a hand written signature of the applicant or a duly authorised signatory.
	ATTACHMENTS BEHIND THE APPLICATION	<p>(a) All applications must be accompanied by a copy of the exporter's invoice. An invoice for legalisation must be the original and originally signed.</p> <p>(b) All applications for re-exported goods must be accompanied by an invoice or Certificate of Origin issued in the country of origin of goods. If this is not available and cannot reasonably be obtained the Chamber should be contacted before the application is submitted.</p> <p>(c) The Chamber has the right to ask for additional documentary evidence in respect of UK goods not of the applicant's own manufacture, but would not normally do so if the details stated on the documents can easily be verified from directories etc.</p>
	ALTERATIONS	Erasures must not be made on the Certificate or the copies. Any alterations must be made by striking out the error and adding any correction necessary above or alongside. Such alterations must be initialled by the applicant.

Please note that your Certificate of Origin application must be accompanied by an original (signed) **Commercial Invoice** as well as **Packing List, proof of foreign origin (if applicable), photocopies and payment.**

Photocopies required are as follows:

Certification (London Chamber and Arab Chamber stamping):

Certificate of Origin – 1 copy

Invoice – 2 copies

Any other documents – 2 copies

Legalisation (London Chamber, Arab Chamber and Arab League Embassy)

Certificate of Origin – 1 copy

Invoice – 4 copies

Any other documents – 4 copies

If the goods are of **foreign origin** then we will also require proof of origin (i.e. copy of the Manufacturer's Invoice, copy of the foreign Certificate of Origin, Supplier's Declaration or similar third party evidence).

IF SUBMITTING MANUALLY, COMPLETED DOCUMENTS SHOULD BE SENT TO:

You can also apply electronically. For instructions on how to do this, refer to “How to apply for an Arab Certificate of Origin” on our webpage.

HEAD OFFICE:

London Chamber of Commerce, Export Documents Department, 33 Queen Street, London EC4R 1AP

BARKING OFFICE:

London Chamber of Commerce, 12 Town Quay Wharf, Abbey Road, Barking, IG11 7BZ

HOUNSLOW OFFICE

Unit 20, Bellview Court, 183 Hanworth Road, Hounslow, TW3 3TQ

**EXAMPLE OF A CORRECTLY COMPLETED ARAB CERTIFICATE
(the information on all three pages of the Certificate must be identical)**

Consignor: ABC LTD 30 STAR AVENUE LONDON EC1Q 2TT UNITED KINGDOM	المرسل M 197723 ORIGINAL	Consignor's ref
Consignee: DEF LTD P. O. BOX 2222 DUBAI UNITED ARAB EMIRATES	المرسل اليه شهادة منشأ CERTIFICATE OF ORIGIN	Originated in EUROPEAN COMMUNITY UNITED KINGDOM
Method of Transport: BY AIR	الطريقة بواسطة Remarks	ملاحظات LETTER OF CREDIT NUMBER 123456789, DATED 01/01/2001
Marks and Numbers 280 PIECES OF MENS AND LADIES CLOTHING 50 PACKS OF PENICILIN TABLETS IP 400MG (PHARMACEUTICAL PRODUCTS) 20 JAR/SOF MARMITE (YEAST EXTRACT) 10 DRUMS OF PARALOID™ K-175 ER (ACRYLIC IMPACT MODIFIER POWDER) AS PER INVOICE NUMBER INV12345, DATED 01/01/2001 PACKAGING: 1 PALLET CONTAINING 12 CARTONS MARKS: AS ADDRESSED GOODS MANUFACTURED BY: JOE SMITH LTD 123 BROAD LANE LONDON XX1 3ZZ UNITED KINGDOM	Quantity and Kind of Packages كمية ونوع الطرود	Description of Goods مواصفات البضاعة Weight (gross & net) الوزن (الصافي والاجمالي) 12KG GROSS 10KG NETT