

## 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

<b>BOX 1</b>	<b>CONSIGNOR</b>	Insert here the name and address of the UK exporter (i.e. the firm who is invoicing for the goods overseas).
<b>BOX 2</b>	<b>CONSIGNEE</b>	Show the full name and full address of the <u>overseas</u> consignee. If the goods are sold to one company but consigned to a different company then you can show both (i.e. “sold to: xxxx and deliver to: xxxx”)
<b>BOX 3</b>	<b>METHOD OF TRANSPORT</b>	Show method of transport being used e.g. sea freight, air freight, earliest available transport.
<b>BOX 4</b>	<b>CONSIGNOR'S REFERENCE</b>	This box is available for the exporter's own reference number (optional).
<b>BOX 5</b>	<b>ORIGINATED IN</b>	Country of Origin of the goods for U.K. manufactured goods insert “United Kingdom”. For non UK goods insert full name of the country of origin.
<b>BOX 11</b>	<b>REMARKS</b>	Information such as customer's order number, letter of credit number etc. (optional). <b>For Libya only</b> - please enter the invoice value in GBP in this box (if the invoice is in another currency, state the converted value in GBP)
<b>BOX 6</b>	<b>MARKS AND NUMBERS</b>	Shipping marks and numbers appearing on the goods, or in the case of parcel post, the name and address of the consignee.
	<b>QUANTITY AND KIND OF PACKAGES</b>	Number and type (e.g. pallets, crates, bales etc.).
	<b>DESCRIPTION OF GOODS</b>	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. <b>Also in the description box, the manufacturer must be identified by name, town and country.</b> (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.
	<b>WEIGHTS GROSS AND NET</b>	Weights are to be stated in Kilos. Weight should always be stated, however, quantities can also be shown as volume (i.e. litres etc) if applicable.

**N.B. RULING OFF**

A horizontal line must be drawn immediately below the last entry.

**PLACE AND DATE AND ISSUING AUTHORITY**

These spaces are not completed by the exporter. The 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**

- (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.
- (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.
- (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.

**ALTERATIONS**

Erasures must not be made on the Certificate or the copies. Any alterations must be made by drawing a single line through 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):

Invoice – 2 copies

Any other documents – 2 copies

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

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:**

**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

You can also apply electronically. For instructions on how to do this, refer to “Apply Electronically” section on our webpage.

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

**ALL INFORMATION ON THE CERTIFICATE MUST BE VERIFIABLE VIA BACKUP DOCUMENTATION**

<b>Consignor</b> <b>ABC LTD</b> <b>30 STAR AVENUE</b> <b>LONDON</b> <b>EC1Q 2TT</b> <b>UNITED KINGDOM</b>	<b>المُرسل اليه</b> 1 <b>M</b> 197723 <b>ORIGINAL</b>	<b>Consignor's ref</b> 4 <b>شهادة منشأته</b>
<b>Consignee</b> <b>DEF LTD</b> <b>P. O. BOX 2222</b> <b>DUBAI</b> <b>UNITED ARAB EMIRATES</b>	<b>المُرسل اليه</b> 2 <b>شهادة منشأته</b> <b>CERTIFICATE OF ORIGIN</b>	<b>Originated in</b> 5 <b>منشأته</b> <b>UNITED KINGDOM</b>
<b>Method of Transport</b> <b>BY AIR</b>	<b>مُرسله بواسطة</b> 3 <b>Remarks</b> 11 <b>LETTER OF CREDIT NUMBER 123456789, DATED 01/01/2001</b>	<b>ملاحظات</b> 11 <b>ملاحظات</b>
<b>Marks and Numbers</b> <b>الارقام والعلامات</b> <b>280 PIECES OF MENS AND LADIES CLOTHING</b> <b>50 PACKS OF PENICILIN TABLETS IP 400MG (PHARMACEUTICAL PRODUCTS)</b> <b>20 JAROSF MARMITE (YEAST EXTRACT)</b> <b>10 DRUMS OF PARALOID™ K-175 ER (ACRYLIC IMPACT MODIFIER POWDER)</b> <b>AS PER INVOICE NUMBER INV12345, DATED 01/01/2001</b> <b>PACKAGING: 1 PALLET CONTAINING 12 CARTONS</b> <b>MARKS: AS ADDRESSED.</b> <b>GOODS MANUFACTURED BY:</b> <b>JOE SMITH LTD</b> <b>123 BROAD LANE</b> <b>LONDON</b> <b>ZX1 3ZZ</b> <b>UNITED KINGDOM</b>	<b>كمية ونوع الطرود</b> <b>مواصفات البضاعة</b> <b>الوزن (الصافي والجمالي)</b> 6 <b>12KG GROSS</b> <b>10KG NETT</b>	<b>الوزن (الصافي والجمالي)</b> 6 <b>ملاحظات</b>