



## Guidance on completing Arab-British Certificates of Origin

The applicant should have completed a Formal Undertaking and read a copy of the Rules for the issue of an Arab-British Certificate of Origin before submitting documents for certification.

The Certificate should be completed in typescript whenever possible. In exceptional circumstances where certificates are completed by hand, they will only be accepted by the certification staff if they are clearly written using BLOCK letters.

Arab-British Certificates of Origin should always be provided with the exporter's invoice plus other relevant back-up information as required.

The documents submitted must not contain erasures or superimposed corrections. Alterations may only be made by crossing out entries as necessary. Any such alterations must be initialled by the person making them and will be authenticated by the Cumbria Chamber of Commerce and Industry.

A Horizontal line must be drawn immediately below the final entry in **Box 6** to prevent subsequent additions.

### Submission of Documents

When documents are submitted to the Chamber for Certification, the minimum requirements are (a letter of credit or customer may request certification of additional copies)

1. Original Certificate of Origin
2. Green Control Copy (with original signature)
3. Blue Application (with original signature)
4. Copy Invoice (with original signature)
5. Two copies of the Certificate of Origin and invoice for the Chamber

**NB The information on the invoice must match the information on the Arab-British Certificate of Origin.**

### **Box 1**

This box must indicate the full name and address of the U.K. exporter.

The name and address of the U.K. exporter should appear here irrespective of whether the exporter himself is making the application for the Certificate or whether it is being applied for on his behalf.

In cases where the U.K. exporter/agent is applying on behalf of another principal, then the U.K. exporter's agent's name and address should be followed by 'on behalf of' and the principal's full name and address.

### **Box 2**

This box should always show the full name and address of the ultimate consignee in the Arab country. 'To order' is not acceptable.

### **Box 3**

'Sea', 'Air', 'Road', 'Rail', or a combination of these should be written here. 'Earliest Available Transport' (or 'E.A.T.') is also acceptable. However, if the name of the vessel is given, e.g. to comply with the requirements of the Letter of Credit, it must be specific – 'or substitute' after the vessel's name is not acceptable.

### **Box 4**

Consignor's own reference number, if any. Can be left blank.

### **Box 5**

Declared country of countries of origin. Countries must be named individually i.e. 'European Community' alone is not acceptable, although 'European Community (United Kingdom)' names the individual country and is therefore acceptable.

If the consignment includes items of non-UK origin, evidence of their origin must be attached as back-up. The back-up documents should normally include either an invoice from the overseas supplier or a certificate of origin from the country of origin. However, in the exceptional case of a UK exporter not being able to provide such documents, the A-BCC will instead accept a letter of indemnity from the Agent Chamber. When a foreign invoice covers a multiplicity of items which do not all apply to a particular consignment, the exporter should submit the foreign evidence for inspection by the Agent Chamber or attach a photocopy. Whenever this exceptional procedure needs to be followed, the name of the foreign manufacturer must always be entered on the Certificate of Origin and on the letter of indemnity.

### **Box 6**

Here, the applicant is required to provide information for the purpose of identifying the consignment and its manufacturers.

#### Marks and Numbers

The actual marks and numbers stencilled or affixed to the packages being shipped should be stated. Such marks appear in different combinations:

- Lead marks which serve to identify the consignor or consignee;
- Port marks, which serve to identify the port or airport of destination;
- Any reference and/or order number required by the contract.

#### Quantity and Packages

A brief description of the goods in the form or their usual trade name is required here, giving sufficient information to enable the goods to be identified and matched with the details given in the invoice.

#### Weights

Weights should be stipulated in gross or nett weight, or other appropriate measurements relevant to the consignment. E.g. litres, metres, cubic dimensions, etc. These entries should agree with all supporting documents.

The declaration of weight may be omitted in cases where other details such as the number of items or other particulars are present and enable the goods to be identified.

## Manufacturers

In all cases, Box 6 should state the full names and addresses of the manufacturers of the goods or, in the case of non-manufactured goods, their producers.

If space is insufficient, a second original Certificate of Origin can be used for the continuation (note: the serial number of the continuation Certificate(s) must be amended to correspond with the first one). In cases where more than one Certificate of Origin is used, the fee levied will be as per a single Certificate of Origin.

Where the consignor entered in Box 1 is also the manufacturer, it is acceptable to enter in Box 6 the words 'manufactured by ourselves', or 'manufactured by us'. Alternatively, Box 1 can read 'Consignor and manufacturer'.

### ***Box 7 (on green Control Copy only)***

The full name and address of the applicant, if other than the consignor, must be entered here. In such cases, the name and address of the agent must be shown.

### ***Box 8***

Place and date of application.

### ***Box 9***

Signature of the applicant. This must be hand-written and the signatory must be authorised to sign.

### ***Box 10 (on blue Application copy only)***

Any additional particulars must be shown here.

### ***Box 11***

This box is for remarks and entries when the applicant is required to include in the Certificate of Origin information which is supplementary to normal requirements.

## ***INVOICES***

The following conditions should be met when submitting invoices for certification and/or legalisation:

- The invoice should be an original. Any copies required should be submitted at the same time;
- Two extra copies are required to act as the Control and Application copies (photocopies are acceptable);
- The full name and address of the Arab consignee at the final destination should appear on the invoice;
- In all cases, the signature of the applicant on the document must meet the requirements of the country of final destination. N.B. in case of doubt, a hand-written original signature is recommended;

- When invoices are not presented with a Certificate of Origin, the country of origin and full name and address of the manufacturer are required;
- Where an agent signs an invoice, the signature must be followed by the full name of the signatory, their status as agent and the address of the agent.

### **OTHER DOUCMENTS ('O/Ds')**

'Other Documents' refers to all commercial documents other than Certificates of Origin and invoices.

- All Other Documents (O/Ds) must be originals;
- As with Certificates of Origin and invoices, two extra copies are required to act as the Control and Application copies (photocopies are acceptable);
- All Other Documents must show the full name and address of the Arab consignee at the final destination;
- The document for certification must bear the original signature of an authorised signatory of the company which originated the document (not the signature of a documentary agent) and must be currently dated;
- Where an agent signs an invoice, the signature must be followed by the full name of the signatory, their status as agent and the address of the agent;
- Other Documents originating from a foreign source must show the name and address of the U.K. agent or representative. These must be signed by an authorised signatory of the U.K. agent or representative and by currently dated (the stamp and signature of a documentary agent is not sufficient);
- If the Other Document relates to a particular consignment, it should be submitted with the related Certificate of Origin and/or invoice.