

## **Arab Certificates of Origin**

Before submitting documents for certification applicants must:

- Complete a formal undertaking
- Provide a list of specimen authorised signatures
- Have read a copy of the Rules for the issue of Certificates of Origin

The certificate should be completed in typescript handwritten applications will be rejected. Each page must be completed in an identical manner.

Certificates of Origin must be accompanied by the corresponding Export invoice. Proforma invoices are not acceptable.

A cheque for the appropriate fee needs to be presented with the documents.

### **The Certificate of Origin should be completed as follows:**

#### **Box 1 – CONSIGNOR**

This box must indicate the name and address of the UK exporter

#### **Box 2 – CONSIGNEE**

Show full name and address, including country, of the overseas receiver of the goods shipped

#### **Box 3 – TRANSPORT**

Show the mode of transport eg airfreight, seafreight, mixed transport, if not yet known “earliest available transport” is acceptable.

#### **Box 4 – REF (optional)**

Available for exporter’s own reference number if required

#### **Box 5 – COUNTRY OF ORIGIN**

The name of the country the goods were manufactured in. Abbreviations are not allowed.

#### **Box 11 – REMARKS**

Customer’s order number , Letter of Credit number etc may be included if required. The Chamber will require evidence as to the accuracy of such additional details.

#### **Box 6 –MARKS AND NUMBERS, QUANTITY AND KIND OF PACKAGES, DESCRIPTION OF GOODS, WEIGHT**

Shipping marks and numbers should be shown.

Number and type of packages eg xx pallets

An adequate commercial description of the goods must be given.

Abbreviations, the description approximately or said to contain are not acceptable. Trade names are not acceptable.

**The name(s) and Address(es) of the manufacturer(s) of the goods MUST be shown in this box. This applies even if the consignor is the manufacturer.**

Weights are to be stated in kilos

Ruling off – the document should be ruled off after the last entry in box.

**Green and Blue copies**

Box 7 – if the applicant is not the consignor then the agent should complete this box.

Box 8 & 9

Signed and dated by one of the authorised signatories from the applicant company.

If you have any questions regarding the completion of these documents please call the International Trade Team on 01603 729712