

CERTIFICATION REQUIREMENTS

Certificate of origin

The basic requirement for certification is the initial verification :

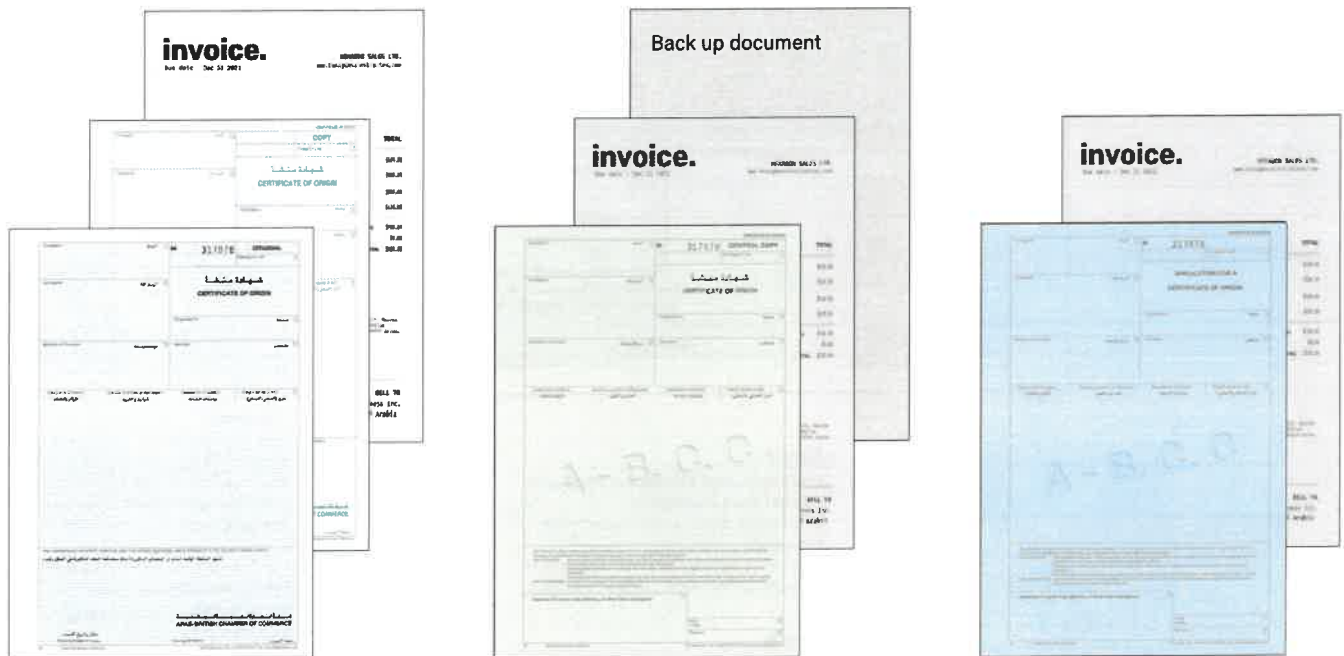
- **that all documents are originals**
- **that all the relevant sections are completed**
- **that documents forming the set do not contradict each other**

A set is comprised of an Arab-British Certificate of Origin and a Commercial Invoice, although different Arab embassies have different requirements.

Invoice

The first thing to be checked is whether the invoice is **original** - 'original' meaning the original format and original signature*. All information should be checked and counter-checked with the Certificate of Origin prior to certifying.

** some embassies accept electronic signatures*



Original Certificate of Origin
+
Any number of copies of the certificates if required
+
Invoice

Green control copy
+
Invoice copy
+
Any back up documents
+
Embassy copies when requested

Blue application
to be kept by the agent chamber

How to complete the Arab British certificate of origin

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

Box 1
This should show the full name and address of a UK Consignor.
In some cases, the Certificate of Origin will list a foreign company in Box 1. This information is not sufficient and the UK agent must also be included, i.e. ABC Limited, UK, for and on behalf of DEF GMBH, Germany.

Box 2
This should show the full name and address of the Arab Consignor at Final destination
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")

Box 3
The method of transport is required, i.e. air, sea, overland, parcel post or 'Earlier Available Transport'

red if STI/ black if STII

Box 4
This box is available for the exporter's own reference number (optional).

Box 5
This should show the exact country/countries of origin of the goods.
'EU' on its own is not acceptable. In certain circumstances, Box 5 will state 'see below'. This is acceptable provided that the origin is specifically stated separately from the names/addresses of manufacturers.

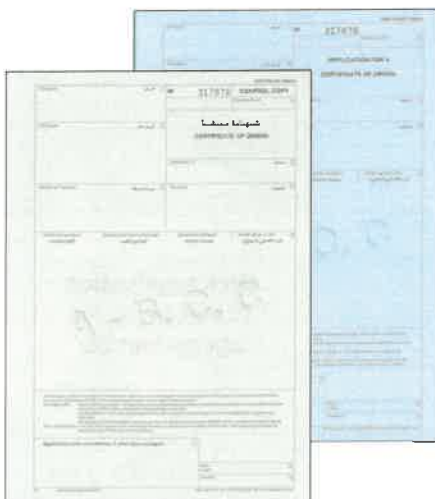
Box 11
Information such as customer's order number, letter of credit number etc. (optional).
Some countries like Libya request the invoice value in GBP in this box (if the invoice is in another currency, state the converted value in GBP)

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.
Sometimes the origin stated in the shipping marks contradicts the origin shown in Box 5. In such cases, the document will be refused.

- Description of Goods: A description of the goods being shipped is required. Trade names or catalogue references are not sufficient. The description must agree with that on the supporting invoice.

- Weights: The gross and net weights are required and can only be omitted if the number of boxes or containers is stated with the description of the products.

- Box 6 should also show the full name and address of the manufacturers/producers/printers/publishers.
A manufacturer is not required when the goods are second-hand clothing, although the name of the supplier should be listed. In these cases, a fumigation certificate is also required. A manufacturer is also not required when the goods are antiques, although in these cases a certificate of antiquity is required.



Box 7
Full name, and address of applicant if other than Consignor.
If the application is not made by the consignor, insert their name and address if appropriate, "as agents for" followed by the name of the consignor.

Box 8
Place and date of application

Box 9
The signature must be handwritten and the signatory must be duly authorised to sign.

Box 10
Any additional particulars (back of the blue application)