

# Thames Valley Chamber of Commerce

## 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 should be in type script (with carbons for the copies and application if desired).

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

### **SECURITY PATTERNED ORIGINAL AND GREEN COPIES**

BOX 1	<b>CONSIGNOR</b>	Insert here the name and address of the exporter (i.e. the firm who will invoice the goods overseas).
BOX 2	<b>CONSIGNEE</b>	Show the full name and full address of the <u>overseas</u> consignee (Arab League Member Sates).
BOX 3	<b>METHOD OF TRANSPORT</b>	Show method of transport being used e.g. sea freight, air freight.
BOX 4	<b>CONSIGNOR'S REFERENCE</b>	This box is available for the exporter's own reference number (optional).
BOX 5	<b>ORIGINATED IN</b>	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	<b>REMARKS</b>	Information such as customer's order number, letter of credit number etc. (optional).
BOX 6	<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.

**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  
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 consignee.

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 striking out the error and adding any correction necessary above or alongside. Such alterations must be initialled by the applicant.

**PLEASE NOTE: ALL HARD COPY DOCUMENTS WILL BE RETURNED WHEN PROCESSED BY FIRST CLASS POST UNLESS OTHERWISE INSTRUCTED BY THE CLIENT. ANY ADDITIONAL COST INCURRED FOR SPECIAL DELIVERY ETC WILL BE CHARGED TO THE CLIENT.**

