

<p>Consignor:</p> <ul style="list-style-type: none"> <li><b>MUST</b> show UK name &amp; address, including United Kingdom.</li> <li>Overseas company on its own is <b>NOT</b> acceptable.</li> <li>UK name &amp; address, as agents for an overseas company is allowed.</li> <li><b>Note:</b> Iraq will <b>NOT</b> accept "as agent for" applications and it must have a commercial invoice with it.</li> </ul>		[J] M	323728	ORIGINAL
<p>Consignee:</p> <ul style="list-style-type: none"> <li>Full name and address of the Arab Consignor at Final destination required.</li> <li><b>MUST</b> state the destination country.</li> <li>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").</li> </ul>		<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="font-size: 18px; margin: 0;">CERTIFICATE OF ORIGIN</p> </div>		
<p>Method of Transport:</p> <ul style="list-style-type: none"> <li><b>MUST be completed.</b></li> <li>Method of transport is required, i.e. air, sea or road.</li> <li><b>IF NOT KNOWN</b> add "Earliest Available Transport".</li> </ul>		<p>Originated in: <span style="float: right;">5</span></p> <ul style="list-style-type: none"> <li>Each individual country <b>MUST</b> be stated.</li> <li>USA &amp; UAE only abbreviations allowed, not UK.</li> <li>See Additional Note 2 on page 2 – Foreign Origin</li> </ul>		
<p>Marks and Numbers:</p> <p><b>SHIPPING MARKS</b></p> <ul style="list-style-type: none"> <li><b>MANDATORY</b></li> <li>"As Addressed" used if packages addressed to the consignee.</li> <li>If unmarked – use "No Marks" or Unmarked.</li> <li><b>NOTE: If they differ from the Consignee address, they MUST be shown on the support documents.</b></li> </ul> <p><b>MANUFACTURERS DETAILS</b></p> <ul style="list-style-type: none"> <li>These <b>MUST</b> be identified by Name, Town and Country.</li> <li>For printed matter, e, g books, catalogues, instructions manuals, the printer &amp; publisher be indicated.</li> <li><b>NOTE See Additional Note 3 on Page 2</b></li> </ul> <p><b>RULE OFF</b></p> <ul style="list-style-type: none"> <li>To ensure information cannot be added after it is issued, you <b>MUST</b> rule off after the last entry.</li> </ul>	<p>Quantity and Kind of Packages:</p> <p><b>PACKAGING</b></p> <ul style="list-style-type: none"> <li><b>MUST</b> state number &amp; kind of packaging, e.g 10 Pallets.</li> <li>If good shipped in bulk or unpacked state "Unpacked, Loose or In Bulk".</li> <li><b>NOTE: The use of just "Packages" or "Pieces" is NOT ACCEPTABLE.</b></li> </ul>	<p>Description of Goods:</p> <p><b>GOODS DESCRIPTION</b></p> <ul style="list-style-type: none"> <li><b>Two options can be used:</b> <ol style="list-style-type: none"> <li>List all goods</li> <li>Use a recognisable general description</li> </ol> </li> <li><b>NOTE: If using a general description, it is MANDATORY to add "as per invoice number....."</b></li> <li>Vague description <b>CANNOT</b> be used e, g electrical spares, product umbers in isolation.</li> <li>Trade names <b>CANNOT</b> be used on their own"</li> <li><b>NOTE: Qatar &amp; Iraq the invoice number &amp; date MUST always be shown</b></li> </ul>	<p>Weight (gross &amp; net):</p> <p><b>WEIGHTS</b></p> <ul style="list-style-type: none"> <li>These <b>MUST</b> be in metric.</li> </ul>	
<p>THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 5</p> <p><b>NOTE: THIS SECTION IS FOR OFFICE USED ONLY -</b></p>				
<p>Place and Date of Issue</p>		<p>Issuing Authority</p>		

**NOTE:** Boxes 7, 8 and 9 are completed as below. The other boxes are completed with the same information as on the original certificate Page.

<p>Consignor whose name (name of firm) is shown above (1) or the Undersigned whose name (name of firm) is also shown below (7) APPLIES for issue of a Certificate of Origin for the goods detailed herein whose origin is declared above.</p> <p><b>I DECLARE</b> that the particulars given in this application and the supporting documents, and information furnished to the Arab-British Chamber of Commerce with a view to the issue of this Certificate; are correct, that the goods to which such documents and information relate are those in respect of which the application is made for the Certificate.</p> <p><b>I UNDERTAKE</b> that the goods fulfil the conditions laid down by the rules concerning the common definition of the concept of the origin of goods, to furnish, at the request of the Arab-British Chamber of commerce, such additional information and supporting documents as may be required for the issue of the Certificate.</p>	
<p><b>Applicants name &amp; address. If other than the consignee</b></p> <ul style="list-style-type: none"> <li>If the certificate is NOT being signed by the consignor and is being done by an agent, the agent must insert their name and address here.</li> </ul>	<p>&amp;date:</p> <ul style="list-style-type: none"> <li>Complete Place &amp; Date</li> </ul>
	<p>Signature:</p> <ul style="list-style-type: none"> <li>Add authorised signatory, they <b>MUST</b> listed as an authorised signatory list held at Chamber</li> <li><b>Note: Not all destinations will accept scanned signatures.</b></li> </ul>

## ADDITIONAL NOTES

### Note 1 – Supporting Documents

- The minimum support documents accompanying an Arab-British Chamber is a commercial export invoice or if the goods are free of charge to the consignee an invoice for customs purposes.

### Note 2 – Foreign Origin Goods

- Supporting evidence will be required from the manufacturer or supplier to support the origin claim.
- If necessary, the Chamber may ask for additional evidence to back-up the origin claim.
- Alternatively, a Foreign Evidence Letter.

### Note 3 - Manufacturers Details on Original Certificate

- Should an exporter not wish to include the manufacturer on the original certificate page, there is the option to add the declaration "Manufacturers details are held with the ABCC and available on request" in box 11 on the original so that they are not disclosed to the Consignee.
- The Green Control and the Blue Application must still contain the manufacturers names & addresses.
- There is also a requirement to complete and submit with the document an indemnity on company letterheaded and signed by a registered director. Wording on Page 3.

### Note 4 – Amendments

- Once the documents have been processed via the Arab-British Chamber and an amendment is required, you must check with the Chamber to ensure the required change are allowed to be made as not all are acceptable.
- It is advisable that the data which need to be changed is crossed through, stickers cannot be added to documents and correcting fluid must also not be used.
- Any amendment or addition must be sent to the Arab Chamber to be endorsed.

### Note 5 – Country Requirements

- The destination country requirements vary, these variations may be based on the type of documents required, possible additional content / statement required on the certificate, the processing required to take place (certification or certification and legalisation & apostille, notary) and the cost.
- Therefore, it is important that you check as to what the requirement and the relevant costings



**Option not to have Manufacturers Details on Original Certificate**

- Should an exporter not wish to include the manufacturer on the original certificate page, there is the option to add the declaration "Manufacturers details are held with the ABCC and available on request" in box 11 on the original so that they are not disclosed to the Consignee.
- The Green Control and the Blue Application must still contain the manufacturers names & addresses.
- There is also a requirement to complete and submit with the document an indemnity on company letterhead and signed by a registered director.

The wording to use is below:

We (**Insert Consignee name**) are aware of the regulatory requirements to show full name and address of the manufacturers on all parts of the Arab certificate of origin.

Therefore, we indemnify the A-BCC and its staff against any problems, delay's etc. this may cause.

In the event of requests which stem from a legitimate enquiry from someone in possession of statutory authority e.g. the Police, H M Customs & Excise or officials acting with authority of a court order, I/we hereby permit the issuing body to allow direct access, under the power of statutory authority, to such commercial information as may be required as part of the enquiry.

Signature:

Job Title:

Date:

*Must be Signed by a Proprietor, Partner, Director or Secretary) on Company Letterhead*