



GUIDANCE FOR THE COMPLETION OF ARAB BRITISH CERTIFICATES OF ORIGIN

These guidance notes are a generalisation of the rules. If further help is required you should contact the Certification Staff at Coventry and Warwickshire Chamber of Commerce.

The applicant must have completed a Formal Undertaking and read and understood a copy of the Rules for the Issue of Certificates of Origin before submitting documents for processing.

The Certificate must be completed in typescript where possible.

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

Box 1 Consignor

This must indicate the name and address of the UK exporter & insert "United Kingdom" at the end of the UK address. If being done on behalf of another company, you should write your company name and address followed by "for & on behalf of" - writing the other company address, esp. if this is an overseas company.

Box 2 Consignee

Show full name and address of the overseas **final destination** of the goods. Indicate the country of destination

Box 3 Transport Details

Completion of this box is strongly recommended. If the transport details are not known at the time of presentation of documents, earliest available transport "EAT" is accepted in this box. Air Freight, Sea Freight or Truck is acceptable. You don't need to write the name or number of the vessel as this can be subject to change by the transporters.

Box 4 Consignors own reference

This should be a unique reference for this application

Box 5 Country of Origin

The name of the country the goods were manufactured in.
For UK Manufactured goods, insert '**EUROPEAN COMMUNITY – UNITED KINGDOM**' & **THIS IS NOT TO BE ABBREVIATED** e.g. UK.

For any goods manufactured in the European Community always give the full title '**European Community**' followed by the full name of the individual state. For non Community goods, again always use the full name of the country.

Box 6 Marks and Numbers/Quantity and Kind of Packages/Description of Goods/Weight

An adequate commercial description must be given. Care must be taken to ensure that any special description of the goods shown on a letter of credit is also shown. The description of goods should indicate if the goods are “packed” or “loose”.

E.g. “10 XYZ ice cream making machines packed onto 2 pallets” is an adequate description.

Weights must be stated using the metric system and must be followed by the unit of measure i.e. **kgs**.

Any marks shown on the packages such as the address of the importer should also be shown. If there are no mark & numbers on the packages/goods to be shipped then this must be stated as **“No marks & numbers”**.

N.B. NOWHERE ON THE CERTIFICATE MUST THE WORDS 'SAID TO CONTAIN' OR 'STC' APPEAR.

THE NAME(S) AND ADDRESS (ES) OF MANUFACTURER(S) MUST BE SHOWN IN THIS BOX.

Green Control / Blue Application Copies

These two copies of the Certificate should be exact copies of the original Certificate.

Box 7 If the applicant is not the Consignor e.g. an agent, this box must be completed.

Boxes 8 & 9 Should be signed and dated by one of the application companies nominated / authorised signatories in the bottom right hand corner i.e. authorised signatory as it appears on current Formal Undertaking. The name of the applicant should be shown in type or block letters.

Alterations

Documents **MUST** not be altered after Certification or Certification and Legalisation.

Any alterations made to documents before the above process (es) occur must be legible, and errors should be initialled have a line drawn through them.

Tippex must NEVER be used!

Submission of documents

When documents are submitted to the Chamber for Certification or Certification Legalisation, we require the documents in the following order:

- 1) Instruction sheet
- 2) Original certificate of origin
- 3) Original invoice (with original signature)
- 4) Green control copy
- 5) Photocopy of original certificate of origin
- 6) Photocopy of invoice
- 7) Invoice of the foreign manufacturer (if the goods are of foreign origin)
- 8) Blue application (with original signature)
- 9) Photocopy of invoice
- 10) Invoice of the foreign manufacturer (if the goods are of foreign origin)

Other documents to be legalised: the original + 3 photocopies

If the photocopies are not provided, a charge of £1.00 will be incurred for each copy.

The information on the invoice must match with the information written on the certificate of origin.

The Formal Undertaking must be updated every two years in January.