

ARAB-BRITISH CERTIFICATE OF ORIGIN COMPLETION GUIDE

INTERNATIONAL
TRADE SERVICES

The Certificate of Origin comprises of a three-part set as seen below:

1. The original certificate (white coloured sheet printed in green)
2. Copy of certificate (green)
3. The certification application form (blue coloured) which will be retained by the Chamber.

Instructions for the completion of the Arab-British Certificate are outlined on the blue application form document.

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Consignor : المرسل : 1		M 171774 ORIGINAL	4
Consignee : المرسل اليه : 2		شهادة منشأ CERTIFICATE OF ORIGIN	
Method of Transport : مرسلة بواسطة : 3		Remarks : ملاحظات : 11	
Marks and Numbers : الأرقام والعلامات : 6		Quantity and Kind of Packages : كمية ونوع الطرود : 6	Description of Goods : مواصفات البضاعة : 6
Weight (gross & net) : الوزن (الصافي والإجمالي) :			
<p>THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 5</p> <p>تشهد السلطة الموقعة أعلاه أن البضائع المذكورة أعلاه منشأها البلاد المذكورة في الحقل رقم 5</p>			
مكان وتاريخ الإصدار Place and Date of Issue		سلطة الإصدار Issuing Authority	

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CERTIFICATE ORIGIN			
Consignor : المرسل : 1	M 171774	CONTROL COPY	
		Consignor's ref 4	
Consignee : المرسل اليه : 2	شهادة منشأ CERTIFICATE OF ORIGIN		
	Originated in : منشأها : 5		
Method of Transport : مرسله بواسطة : 3	Remarks : ملاحظات : 11		
Marks and Numbers : الأرقام والعلامات :	Quantity and Kind of Packages : كمية ونوع الطرود :	Description of Goods : مواصفات البضاعة :	Weight (gross & net) : الوزن (الصافي والجمالي) : 6
<p>The 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 the issue of a Certificate of Origin for the goods detailed herein whose origin is declared above.</p> <p>AND DECLARES 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>AND UNDERTAKES 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>			
Applicant's name and address, if other than consignor: 7			Place & date: 8
			Signature: 9

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Box 1 - Enter full name, address and country of exporter

Box 2 - Enter the full name and address of the importer. If the products are made to order or the importer is unknown insert 'To order. For shipment to ...'

Box 3 - Enter the transport details, e.g. sea freight.

Box 4 - It is up to the Exporter what they put here. It may be used as a form of reference such as export invoice number.

Box 5 - Enter the country of origin/country of manufacture.

Box 6 - Enter the description of goods (e.g. computer), as well as any identification marks and numbers on packages. If they are not marked, put 'no marks and numbers.' The quantity shown must be the quantity stated on the invoice, for example 50 cartons on 5 pallets. Must also state manufacturer's name and address

Box 7 - Enter the place where the application is being signed, date and name of the person signing the application

Box 8 and 9 - Must be signed, placed and dated. Agents can complete but must obtain a letter of authority from the exporter.

CERTIFICATE ORIGIN			
Consignor : المرسل : 1	M 171774	Consignor's ref 4	
APPLICATION FOR A CERTIFICATE OF ORIGIN			
Consignee : المرسل اليه : 2	Originated in : منشأها : 5		
Method of Transport : مرسله بواسطة : 3	Remarks : ملاحظات : 11		
Marks and Numbers : الأرقام والعلامات :	Quantity and Kind of Packages : كمية ونوع الطرود :	Description of Goods : مواصفات البضاعة :	Weight (gross & net) : الوزن (الصافي والجمالي) :
A - B - C - G			
<p>The 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 the issue of a Certificate of Origin for the goods detailed herein whose origin is declared above.</p> <p>AND DECLARES 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>AND UNDERTAKES 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>			
Applicant's name and address, if other than consignor: 7		Place & date: 8	Signature: 9

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ADDITIONAL PARTICULARS

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RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN

1. The Certificate set must be completed in typescript, each copy in an identical manner in either English or Arabic or, if required by the Consignee, in any other language but in these instances it must be accompanied by a written translation.
2. The Certificate and the Application must not contain erasures or superimposed corrections. Alterations are to be made by crossing out the erroneous entries and adding the correct entries as required. Any such alteration must be authenticated by the person making it and endorsed by the competent authorities.
3. A horizontal line must be drawn immediately below the final entry in box 6 to make any subsequent additions impossible.
4. If the needs of the transaction so require extra copies of this Certificate may be made.
5. Certification will not be carried out unless the complete three part set is submitted.
6. All documents that are required to support verification and issue of the Certificate must be attached behind the Application. If the Certificate is being submitted for legislation via the Arab-British Chamber of Commerce, all documents required by the appropriate Embassy to support legislation must be attached behind the Certificate.

Box NOTES:

1. Name, or name of firm, and full address, where applicable as shown in the commercial register.
2. Name, or name of firm, and full address of ultimate consignee in country of destination as known at the time of application for the certification.
3. Method of transport or "Earliest Available Transport" will be acceptable.
4. Consignor's own reference number.
5. Declared country of origin.
6. Details of weights may be replaced by other details such as number or volume or other particulars enabling the goods to be identified. If there is insufficient space in box 6 for all the information required the invoices relating to the goods in respect of which the application is being made must be attached behind the Certificate and their serial numbers and dates appear on the Certificate in box 6.
7. Full name, and address of applicant if other than Consignor.
8. Place and date of application.
9. The signature must be handwritten and the signatory must be duly authorised to sign.
10. Any additional particulars required by certain states.

Please attach the three parts of the Certificate set and all back up documents by single staple through their top left corner.