

CORRECT COMPLETION OF THE ARAB-BRITISH CERTIFICATE OF ORIGIN

These instructions are a generalisation of the rules. If in doubt please contact the Essex Chambers of Commerce International Department on 01206 765277 (Colchester) or 01702 560100 (Southend). Please ensure that all 3 parts are completed. These documents can be completed electronically. For further details please see 'E-cert / A-cert, how to register', on our website or contact your nearest office of Essex Chambers.

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

BOX 1 – CONSIGNOR

Insert the name and address of the Exporters, i.e) the company in the UK who will invoice the goods overseas. NOTE – there must always be a UK company shown even if it shows “Bloggs of Bristol on behalf of Dubois of Paris”, which with the addition of the addresses would be acceptable.

BOX 2 – CONSIGNEE

This box should show the name and address of the overseas receiver of the goods shipped. If the goods are invoiced to an UK address, then “To Order – Ruritania” should be inserted after the UK name and address. Final Destination – (country) is acceptable.

BOX 3 – TRANSPORT DETAILS

When a document is legalised you cannot amend the document, therefore it is strongly recommended that Vessel Details are not added in case of there being a change. The most common wordings are Airfreight, Seafreight, By Road, or Earliest Available Transport (if it is not known).

BOX 4 – CONSIGNOR’S REFERENCE

This is optional for the Exporter. This is usually the invoice number or purchase order number.

BOX 5 – COUNTRY OF ORIGIN

Insert the Full name of the Country where the goods are manufactured.

BOX 11 – REMARKS

Information outside the Chambers knowledge such as Order Number, Letter of Credit Number etc, may be included. Normally this information is preceded by the words “Consignor’s Statement”. In this section for some countries a signature and invoice value is required here. Please contact your local Chamber for more details.

BOX 6 – ITEM NUMBERS, MARKS, NUMBERS, PACKAGES AND DESCRIPTION OF GOODS

An adequate commercial description must be given. If space does not permit, a general description may be shown followed by the words “According to attached Invoice”. Care must also be taken to ensure that any special description of the goods shown on a Letter of Credit is also shown. The Gross & Net weights in Kilos must be shown, or any other appropriate unit of measurement such as literate or metrage.

The full name and address of the manufacturer/s must appear in this box and back of evidence needs to be provided for Foreign origin on submission of the documents.

BOXES 8 & 9 - GREEN CONTROL COPY & BLUE APPLICATION COPY

These two should be carbon copies of the details typed on the Original. These copies must be completed by the applicant by inserting the place and date of the signature, and signing. The name of the applicant must also be shown either in type or in BLOCK Capitals

BOX 7

If the certificate is completed by an Agent, this box must also be completed, showing the full name and address of the Agent.

POINTS TO NOTE:

An error must not be corrected with Tipp-ex it must be crossed out using 'X's.

STC or Said to Contain must not appear anywhere on the Certificate.

If you do not have enough room on one Certificate of Origin for the description you may continue on a second Certificate. The Second Certificate number should be crossed out and the Original Certificate Number inserted underneath. At the top of each Certificate the wording "Page 1 of ...", "Page 2 of..." etc should be added.

If a Letter of Credit asks for more than one 'Original' Certificate. The Second Certificate number should be crossed out and the Original Certificate Number inserted underneath. At the top of each Certificate the wording 1st Original of ...", "2nd Original of..." etc should be added.

Remember Letters of Credit should be followed to the letter!

Negative statements should not be used anywhere on the Certificate.