

## **ADDITIONAL ARAB-BRITISH CERTIFICATE of ORIGIN NOTES**

The Arab British Certificate of Origin is an official export document, for Arab League states only, that confirms and declares the origin of the goods recorded on it and should be completed and applied for by the exporter or the exporter's agents.

The certificate must be certified by an authorised issuing body i.e. a Chambers of Commerce, before being Certified by the Arab British Chamber of Commerce and/or Legalised by the relevant Embassy. The certificate is made up of three parts which complete the set: the original, customers green copy and the issuing bodies blue application copy. The application copy and the supporting evidence are retained by the issuing body for two years.

These notes cover additional procedures for alternative scenarios not covered on the basic Guide Sheet.

### **Box 1 – Consignor**

- If a UK company has been requested by an overseas company to export the goods and raise a CofO they will need to enter their name and address, the wording 'on behalf of' followed by the overseas sellers name and address. The accompanying invoice **MUST** show these details.
- If a UK Forwarding Agent has been requested by an overseas company to export the goods and raise a CofO they will need to enter their name and address, the wording 'on behalf of' followed by the overseas sellers name and address. The agent must supply an Overseas Letter of Authority and the overseas company's commercial invoice.

### **Box 2 – Consignee**

- If the destination address is unknown enter '**To Order**' followed by the name of the country of destination.
- If the goods are being shipped to someone who isn't the buyer but reference to them is still needed enter '**To the Order of**' followed by the buyers name and address, '**For Despatch to**' followed by the receivers name and address

These details **MUST** be reflected on the invoice.

### **Box 3 – Country of Origin**

- Countries **MUST** be stated in full. If there is insufficient space, the list of countries should continue into the box below, Box 5.
- The substitution of United Kingdom with England, Scotland, Wales or Northern Ireland is **NOT** acceptable.

### **Box 6 – Description of Goods**

- If the space provided is insufficient to include the details covering an extensive shipment and a general covering description cannot be used, the applicant must use additional CofO sets. The serial number on the subsequent CofO's must be replaced with serial number of the first set used and each form must bear the number of forms of the total CofO i.e. Page 1 of 3, page 2 of 3, page 3 of 3. These changes must be alteration approved by a Chamber of Commerce.

*Please be aware some States do not allow this.*

### **Multiple Originals**

- If you need multiple original Certificates you must ensure all CofO sets are identical. The serial number on the subsequent CofO's must be replaced with serial number of the first set used and each form must bear the number of originals of the application i.e. Original 1 of 3, Original 2 of 3, Original 3 of 3. These changes must be alteration approved by a Chamber of Commerce.

*Please be aware some States do not allow this.*



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