

HOW TO GUIDE TO PREPARE AN ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE

The forms as supplied consist of the Certificate, which will be returned certified if the application is in order, the control copy printed in black on green paper, which will be returned uncertified for the exporters own use, and the application on blue paper which will be retained. If further certified copies are needed forms printed in green on white may be purchased and used as required.

Important note: The documents should be typed (handwritten documents will be rejected by the Embassy).

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

SECURITY PATTERNED ORIGINAL AND GREEN COPIES

BOX 1	CONSIGNOR	Insert here the name and address of the exporter (i.e. the firm who will invoice the goods overseas).
BOX 2	CONSIGNEE	Show the full name and full address of the <u>overseas</u> consignee.
BOX 3	METHOD OF TRANSPORT	Show method of transport being used e.g. sea freight, air freight, earliest available transport.
BOX 4	CONSIGNOR'S REFERENCE	This box is available for the exporter's own reference number (optional).
BOX 5	ORIGINATED IN	Country of Origin of the goods for U.K. manufactured goods insert "United Kingdom". For non U.K. goods insert full name of the country of origin.
BOX 11	REMARKS	Information such as customer's order number, letter of credit number etc. (optional).
BOX 6	MARKS AND NUMBERS	Shipping marks and numbers appearing on the goods, or in the case of parcel post, the name and address of the consignee.
	QUANTITY AND KIND OF PACKAGES	Number and type (e.g. pallets, crates, bales etc.).
	DESCRIPTION OF GOODS	An adequate commercial description must be given for each item. Trade names or catalogue references are not sufficient. The description must agree with that on the supporting invoice. Also in the description box, the manufacturer must be identified by name, town and country. (The full address is not needed). This applies even if the consignor is the manufacturer. For printed matter e.g. books, catalogues, instruction manuals etc., the name and address of the printer and publisher must be stated.

**WEIGHTS GROSS
AND NET**

Weights are to be stated in Kilos. Although it is strongly recommended that weights always be given, they may be omitted if a clear indication of volume or quantity, sufficient to enable the identification of the goods, is given.

N.B. RULING OFF

A horizontal line must be drawn immediately below the last entry.

**PLACE AND DATE AND ISSUING
AUTHORITY**

These spaces are not completed by the exporter. The exporter does not sign the original or the copies but only the application and control copy which is dealt with below.

BLUE APPLICATION FORM GREEN CONTROL COPY

**BOX 7 APPLICANT'S NAME AND
ADDRESS**

Either leave this box blank if the application is to be signed by official of the consigning company shown in Box 1, or if the application is made by someone else insert their name and address if appropriate, "as agents for" followed by the name of the consignor.

BOX 8 PLACE AND DATE

Insert here place and date of signature.

BOX 9 SIGNATURE

Insert here a handwritten signature of the applicant or a duly authorised signatory.

**ATTACHMENTS BEHIND THE
APPLICATION**

- (a) All applications must be accompanied by a copy of the exporter's invoice. An invoice for legalisation must be the original and originally signed.
- (b) All applications for re-exported goods must be accompanied by an invoice or Certificate of Origin issued in the country of origin of goods. If this is not available and cannot reasonably be obtained the Chamber should be contacted before the application is submitted.
- (c) The Chamber has the right to ask for additional documentary evidence in respect of UK goods not of the applicant's own manufacture, but would not normally do so if the details stated on the documents can easily be verified from directories etc.

ALTERATIONS

Erasures must not be made on the Certificate or the copies. Any alterations must be made by striking out the error and adding any correction necessary above or alongside. Such alterations must be initialed by the applicant.



Please note that your Certificate of Origin application will have to be accompanied by an original (signed) Commercial Invoice, Packing List and payment.

If the goods are of **foreign origin**, then we will also require proof of origin (i.e. copy of the Manufacturer's Invoice, copy of the foreign Certificate of Origin, Supplier's Declaration or similar third party evidence).

COMPLETED DOCUMENTS SHOULD BE SENT TO:

AIRPORT OFFICE

Tel: 0161 489 3170

Address: GM Chamber, Room 7, Building 308, World Freight Terminal, Manchester Airport M90 5PZ or

ELLIOT HOUSE - MANCHESTER CITY CENTRE

Tel: 0161 393 4314

Address: GM Chamber, 151 Elliot House, Deansgate, Manchester M3 3WD

When sending to Elliot house, make sure to speak to the team as pickup/collection is only by appointment.