Logo, company name

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**INSTRUCTIONS FOR THE PREPARATION OF THE ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE**

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| **BOX 1** | **CONSIGNOR** | Insert here the name and address of the UK exporter (i.e. the firm who is invoicing for the goods overseas). |
| **BOX 2** | **CONSIGNEE** | Show the full name and full address of the overseas consignee. If the goods are sold to one company but consigned to a different company then you can show both (i.e. “sold to: xxxx and deliver to: xxxx”) |
| **BOX 3** | **METHOD OF TRANSPORT** | Show method of transport being used e.g. sea freight, air freight, earliest available transport. Recommend to leave blank encase transport details change. |
| **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 UK 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). **For Libya only** - please enter the invoice value in GBP in this box (if the invoice is in another currency, state the converted value in GBP) |
| **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. Weight should always be stated, however, quantities can also be shown as volume (i.e. litres etc) if applicable. |

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|  | **ATTACHMENTS WITH 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, declaration from the manufacturer 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. |

Please note that your Certificate of Origin application must be accompanied by an original (signed) **Commercial Invoice** as well as **Packing List, proof of foreign origin (if applicable), photocopies** and **payment**.

Photocopies required are as follows:

**Certification** (London Chamber and Arab Chamber stamping):

Invoice – 2 copies

Any other documents – 2 copies

**Legalisation** (London Chamber, Arab Chamber and Arab League Embassy) Invoice – 3 copies

Any other documents – 3 copies

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, a manufacturers Declaration or similar third-party evidence).