



## ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATES OF ORIGIN – GUIDANCE ON COMPLETION

- The Arab-British Chamber's Certificate of Origin normally consists of a three-part set: 1 security patterned original, 1 (green) control copy, and 1 (blue) application copy.
- The original is returned certified and legalised where necessary, along with the control copy which is purely for the exporter's own use. The Chamber retains the application copy plus a signed copy of the export invoice, which **MUST** accompany the Certificate.
- If further certified copies are needed, they must be purchased separately and used as required.

### SECURITY PATTERNED ORIGINAL AND OFFICIAL COPIES

#### **Box 1 - Consignor**

Contains the name and address of the UK exporter i.e. the firm who will invoice the goods overseas.

#### **Box 2 – Consignee**

Shows the full name and address of the **overseas** receiver of the goods

#### **Box 3 - Method of Transport**

This box **must** be completed with the appropriate mode of transport e.g. Sea freight, Airfreight, Road or Rail.

- If the method of transport is unknown, the entry "**Earliest Available Transport**" should be inserted.
- Beware of entering a named vessel. If the vessel changes any documents that have been processed by the A-BCC cannot be altered. Replacement documents must be submitted at extra cost.

#### **Box 4 – Consignor's Reference**

For the optional use of the exporter

#### **Box 5 – Originated in**

Insert the country of origin of the goods.

- The internationally accepted designation for British goods is "United Kingdom" and this term, unabbreviated, may only be used to describe such goods.
- For goods being re-exported insert the country's name in full e.g. United States.





#### Box 6

- Marks and Numbers** – The actual marks and numbers stenciled or otherwise affixed to the packages being shipped.
  - Where goods are shipped without marks the Certificate should show the word “Unmarked”.
  - Where packages are merely addressed to the consignee, the Certificate should show the phrase “Fully addressed”.
- Quantity and Kind of Packages** – The number of containers, cartons, crates, boxes, pallets, bales, rolls etc. that comprise the consignment.
  - Where goods are shipped in bulk or unpacked the Certificate should be marked “Loose” or “In bulk”.
- Description of Goods** – The usual trade description of the goods in sufficient detail to clearly indicate the nature of the goods. Mere reference to “spare parts”, trademarks or brand names is not sufficient.
  - Where an exporter uses an insufficient description for commercial purposes, the normal trade description must be added so long as both descriptions used carry the same meaning.
  - The name of the manufacturer **MUST** also be given in the description box; the minimum detail is the company’s name, town and country. Where the Consignor and the manufacturer are one and the same, Box 1 can be amended to read “Consignor & Manufacturer”
  - For printed matter - books, catalogues, instruction manuals etc, the name and address of the printer and publisher should be stated.
- Weight** – Nett and gross in Kilos.

A horizontal line should be drawn immediately below the last entry, and the exporter makes NO entry in the “Place and Date Issue, issuing Body” box.

#### Box 11 – Remarks

Although no entry is required, this box is most commonly used for:

- Endorsements which relate to a Certificate being issued to cancel and replace a previously issued Certificate.
- Reference to a Letter of Credit or import license number.





## GREEN CONTROL COPY & BLUE APPLICATION FORM

### *Box 7 – Applicants Name and Address*

Leave blank if an official of the consigning company shown in box 1 is signing the document.

- If another party is making the application, for example a freight forwarder acting as an agent, their name and address should be inserted here.

### *Box 8 – Place and Date*

Insert place and date of signature.

### *Box 9 – Signature*

Insert the hand written signature of applicant.

## **FURTHER NOTES**

- A copy of the exporter's invoice **must** accompany all applications. An invoice for legalisation should be the original and be originally signed.
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- Applications for goods being re-exported must be accompanied by an invoice or Certificate of Origin issued in the goods' country of origin. Contact the Chamber if there are difficulties regarding this proof of origin.
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- The Chamber has the right to ask for additional documentary evidence in respect of UK goods not of the applicant's own manufacture. This will only be demanded where verification of the origin cannot be achieved through normal means like directories etc.
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- Alterations are made by striking out the error and adding the correction. Do not make erasures or use correction fluid.

