

## COMPLETION OF AN ARAB-BRITISH CERTIFICATE

.....

The form should be completed in an official Community language, although other languages can be used to meet trade requirements when necessary. When applications are completed in any other language, the applicant **must** provide an English translation for retention by the Chamber.

All typographical errors and any alterations must be corrected by crossing out the incorrect entry and typing/handwriting the correction. All crossings out will be stamped by the Chamber on the original, application and all additional copies. **Under no circumstances should such corrections be made by erasure or by the use of correcting fluids.**

Certification will not be carried out unless the three part set is submitted.

.....

### **BOX 1 - CONSIGNOR**

This box must indicate the name and address of the **UK exporter**.

### **BOX 2 – CONSIGNEE**

This box should show the name and address of the overseas receiver of the goods shipped. Issuing bodies must ensure that an export of goods is clearly indicated. The C of O is an export document and must never be issued showing a UK consignee.

### **BOX 3 – TRANSPORT**

This box must be completed showing the mode of transport used e.g. Seafreight, Airfreight, Road or Rail. If unknown “Earliest Available Transport” must be input as this box cannot be left blank.

### **BOX 4 – CONSIGNOR’S REF**

This can be used to input your invoice number or reference number.

### **BOX 5 – ORIGINATED IN**

*This is most important as the origin description is the prime function of the certificate.*

1. It should be noted that substitution of “England”, “Scotland”, “Wales” or “Northern Ireland” for United Kingdom is **not** acceptable. Where, for commercial reasons or financial reasons e.g. L/C compliance, such detail is required this should be done by adding to the correct designation e.g. “United Kingdom (Scotland)”.
2. For goods of non-community origin the correct designation is the name of the country of origin concerned. Reference to an economic grouping of countries, e.g. EFTA, or a vague geographical region, e.g. Western Europe, is not acceptable.
3. Abbreviations are not acceptable. Countries should be written in full.

In such circumstances the origin has to be declared and a list of documents given in support of the declaration. Such supporting evidence must be attached to the application and made available for examination i.e.:

- a Certificate of Origin of a responsible body in the country of export
- a copy of the invoice from the manufacture
- a declaration by the actual producer or manufacturer of the goods, or
- Proof of origin as required by the Chamber.

Issuing bodies do, however, have the right to call for additional evidence whenever they deem this appropriate.

## **BOX 6 - DESCRIPTION OF GOODS ETC**

This box covers the goods actually being exported and must contain sufficient information so as to identify the goods covered by the application. This information takes the form of marks and numbers, number and type of packing used, description of the goods and, if appropriate, item numbers.

1. **Marks and Numbers:** This refers to the actual wording or labels stencilled or otherwise affixed to the outside of the packages being shipped. In a number of cases these may simply state the packaging is ‘addressed’, or words to that effect, but it is also common practice for additional information to be shown, such as numbering, purchase order, or other additional detail pertinent to the consignment or sales contract.

If goods are shipped without marks then C of O should show ‘Unmarked’ or ‘No Marks’.

2. **Quantity and Kind of Packages:** This relates to the number of cartons, crates, boxes, pallets, bales and rolls etc. that comprise the consignment. With the use of containerisation the entry may merely refer to a container number, commonly (although not always) combined with the seal number. The number of packages should not contradict any detail shown on the marks and numbers and should be indicated on the commercial invoice

If goods are shipped in bulk or unpacked then the C of O should be marked “Unpacked” or “Loose” or “In bulk”.

3. **Description of Goods:** The goods must be described by their usual trade description. This should be in sufficient detail to clearly indicate the nature of the goods and should not be vague or general, e.g. spare parts, nor should it solely be given by reference to a trade mark or brand name E.g. ‘Bisto’ would need to be supplemented with further detail, i.e. BISTO GRAVY GRANULES

The Chamber will ensure that the description used is fully consistent with the invoice details submitted with the application e.g. if the price of the goods is shown on the C of O this must be checked with the supporting invoice to ensure agreement. All statements on C of O’s must be made in positive terms rather than negative terms. Applicants must therefore declare what the goods are rather than what they are not. Negative statements are not permissible.

The C of O must not contain political boycott declarations that goods do not originate from blacklisted countries or sources as these are forbidden. If not the C of O will be

refused until the political boycott declarations are removed either by deleting them from the C of O and approving the alteration or by submission of a new C of O omitting these declarations.

The C of O must not contain the phrase 'said to contain' or its abbreviation 'stc'. This is not allowed because it denies positive knowledge of the goods shipped. The phrase must be deleted from the C of O or a new C of O prepared.

- 4 **Weight (gross & net):** Both net and gross weights should be shown. These details must also be shown on the commercial invoice.

To ensure that nothing can be added to the C of O after it has been issued, **all unused space in Box 6 should be ruled off.** This is done with a horizontal line under the last entry in the box with a further diagonal line through all remaining space. Certificates issued electronically will only have a horizontal line printed under the last entry.

Occasionally the space in Box 6 is insufficient to include the extensive descriptive detail required. This usually occurs when the C of O covers consignments of multiple goods that need to be specified individually. When this occurs the applicant must either:-

- Use two or more C of O forms according to the space required. The serial number of the second form and any subsequent forms must be deleted and replaced by the serial number of the first set used. This alteration should be verified and stamp approved by the Chamber. Each form must also bear the number the details of the total number of certificates used i.e. "First Original, Second Original, Third Original" etc. The originals of all the sets used should be stapled together, as should the copy certificates and applications thus forming one multisheet certificate; or
- A copy of the export invoice will be sent with each C of O. The C of O must therefore contain a general description of the goods in Box 6 followed by the phrase "As per invoice number..... dated ..... ..". If there is any further doubt or confusion, you should speak to the Chamber.

The full names and addresses of the manufacturer/s must be detailed in this box also as well as on the commercial invoice. Relevant Proof of Origin must back up this origin declaration.

#### **BOX 7 – APPLICANT’S NAME & ADDRESS (ON THE APPLICATION FORM)**

This box must be completed when the applicant is an agent of the exporter. In such cases the agent must show his name and address in this box. A specimen signature should be held on file by the Chamber.

#### **BOX 8 – PLACE & DATE**

This is date of submission and place of the exporter

## **BOX 9 – SIGNATURE**

To be signed by the exporter or applicant. Signatories must be duly authorised personnel of the applicant and have been registered with the Chamber under an up-to-date Formal Undertaking. You must ensure that the commercial invoice and any other documents that are being submitted for certification/legalisation by the Arab-British Chamber of commerce have been signed by an appropriate signatory.

## **BOX 10 – ADDITIONAL PARTICULARS (REVERSE)**

Any additional particulars required by certain States.

## **BOX 11 – REMARKS**

This box is deliberately left as a spare space, although no entry is required in this box there is no objection to issuing bodies allowing use of this box. For example:

1. When the exporter does not wish to divulge the manufacturers details to their overseas customer the statement “The name/s and address/es of the manufacturer/s are held by the Mid-Yorkshire Chamber of Commerce”. This statement needs to be input on the Original and Control copy but the manufacturer details must be listed on the Chamber’s blue Application copy.
2. The remarks box can also be used for any commercial information the applicant wishes to add, such as letter of credit detail, or information required by the consignee. It is important that the information contained in this box is shown on supporting documents.

## **OTHER PROBLEMS WITH CERTIFICATES OF ORIGIN**

Most C of O applications are straightforward and are quickly processed and issued. Certain situations do occur, albeit infrequently, when the normal processing routine has to be modified to accommodate special needs. These are as follows:

- **Errors in Certificates:** Any alteration should be stamp approved by the Chamber. If, however, the extent of the alterations on the form are such as to render it unintelligible the Chamber may refuse the Certificate and request a new application.
- **Mutilated Certificates:** These will be refused in the same way as unintelligible certificates. Each Chamber will have its own method for dealing with mutilated documents.
- **Duplicate Certificates:** Occasionally you may have a need for more than one ‘original’ Certificate, usually for presentation to a bank. This is permissible provided that:-
  - the numbers on all the ‘original’ certificates are amended to agree with the first original; and alteration approved
  - the facts are noted on the forms e.g. First Original, Second Original etc.. Such notation should be given at the top right of the forms;
- **Retrospective application for copy certificates:** This is not necessary for an Arab-British Application however depending on the country of destination transport documents may be required to be submitted for legalisation
- **Retrospective Applications:** Requests for Certificates of Origin to be issued retrospectively are acceptable up to a date of 2 years.

**All Certificate of Origin applications must be accompanied by the export invoice for the shipment**