

# HOW TO COMPLETE AN ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE OF ORIGIN



The following lays out how to fill in an ARAB Certificate of Origin. If you have any conflicts with this, please contact the Chamber.

## Box 1 - Consignor

The FULL name, address and country of the Exporter or Seller in the United Kingdom. No abbreviations of the company name are allowed unless they are recognised ones. There are EXCEPTIONS to this. Contact the chamber if necessary.

## Box 2 - Consignee

The FULL name, address and country of the person, government office or company in the Arab State. If the FULL name and address is not available then just the company name, town or state and country is acceptable. This address is usually the deliver to address and should be for overseas. There are EXCEPTIONS to this. Contact the chamber if necessary.

## Box 3 – Method of Transport

How the goods are being sent, i.e. Airfreight, Seafreight, Road or Rail etc. It is advised not state specific vessel names unless specifically requested to do so by your customer. This box **MUST** be completed, so the term “*Earliest Available Transport*” may be used if the exact method is not certain at the time of completing the form.

## Box 4 – Consignor’s reference

Your reference for these documents, i.e. your reference for this shipment or the relevant invoice number. This is an optional box to fill in.

## Box 5 – Originated in

Enter the name of the country or countries where the goods were made. Common abbreviations like USA are accepted but others should be in full, i.e., FR should be France. If there are too many countries of origin to fit in this box, the term “*As shown in box 6*” may be used. The appropriate origin must then be shown against *each* item in box 6. However, it is preferable to try to fit them in the box.

## Box 6 –, marks, numbers, quantity and kind of packages, description of goods , weight

### MARKS AND NUMBERS:

MARKS: This means the actual markings, or stencils on the package, such as addresses or container nos. If there are no special markings, then the term “Addressed as Consignee” is acceptable. Other terms such as “Unmarked”, “Unpacked” “Loose” or “In Bulk” may be used where applicable. NUMBERS: literally item 1, item 2 etc but it is not essential to so this – advised not to.

### QUANTITY AND KIND OF PACKAGES:

Literally this means the quantity and type of package, for example, 3 cases, 4 boxes, or 1 pallet etc.

### DESCRIPTION OF GOODS:

It is not essential to list every item individually, a general heading describing the goods is sufficient provided it corresponds with the accompanying invoice. Brand and Trade names are accepted provided that a general description of the product is also stated, i.e. 10 tins of Dulux (paint). It is not necessary either to list serial numbers etc., unless specifically requested by your customer or by the terms of a Letter of Credit. A description of goods comprising of commercial or technical jargon, i.e., 10 x pvt 790’s is acceptable provided it is preceded by a general heading describing the goods, i.e. electrical resistors. The term STC (*Said To Contain*) must NOT be used. **NB:** If using a Letter of Credit (L/C) you must use the description exactly as described on the L/C. **TIP!** Make all your documents consistent with one-another.

### WEIGHT (GROSS & NET):

Usually this is the total gross weight and/or total net weight shown in metric measurements.

### ADDITIONAL INFORMATION FOR THIS BOX (6):

The name and address of the manufacturer(s) of the goods **MUST** be shown here on Arab CofO’s. If the goods are made by the Consignor, then “manufactured by ourselves” or similar phrase is sufficient, but the term “Manufactured by...” is essential. If the term produced by is required, it must be stated as “Manufactured and produced by...”

If you do not want to show this on the original, then you may put on the original page of the certificate of origin the following

line, but the details must be shown on the control and application pages:

**Manufacturers details are held with the Arab British Chamber of Commerce and are available on request.**

If the goods are of foreign origin, that is, not of UK manufacture, then evidence to prove foreign manufacture must be provided. This is by way of one or more of the following.

- a copy of the manufacturer’s invoice to the consignor
  - a copy of a Foreign CofO
  - a copy of a supplier’s invoice where it shows the origin – you can write this on if not shown, and the name, address, and country of the manufacturer of the goods, together with a statement from the supplier confirming the origin of the goods (for example an email)
- Photocopies are accepted. (*Please contact the Chamber if you have any difficulties with providing evidence of origin.*)

If the goods are printed matter, then the printer and publisher must be stated. Also if the goods are videotapes or films then the manufacturer of the blank tape and the producer of the finished product must also be stated.

A line should be drawn or typed after the last entry in this box. If all the information will not fit in this box you can continue onto the back - box 10.

**NB:** Manufacturer means who **made** the goods and **not** who supplied them. Country of Origin refers to where the goods where **made** NOT where they were bought from.

## Box 7 – Applicant if not the consignor (on control & application pages only)

If an AGENT is preparing the CofO then their name and address should be here.

## Box 8 - Place and date (on control & application pages only)

Where and when the CofO is signed i.e.: Hatfield, Herts *today’s date.*

## Box 9 – Signature (on control & application pages only)

# HOW TO COMPLETE AN ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE OF ORIGIN

Salisbury Square  
Old Hatfield, Hertfordshire  
AL9 5AD

The Signature, (also print your name), of the exporter or agent who is presenting the document. It is specimens of these signatures that are held on file with your Formal Undertaking Record. You do NOT sign the top original or any additional copy pages; you only sign the control and application pages.

**Box 10 – Reverse, back of certificate (noted as box 10 only on application page but refers to the reverse side of the certificate)**

If all the information will not fit in box 6 simply continue onto the back of the CofO - remembering to put it on ALL pages. If you still need more space – *contact the Chamber for further help.*

**Box 11 – Remarks**

Any additional information that is required to be shown such as L/C No. or Invoice No. etc. This box is optional to fill in, so may be left blank.

## ADDITIONAL REQUIREMENTS

### INVOICES

The CofO must be supported by a copy of the Commercial Invoice (or Shipping or Export Invoice). If the invoice needs certification and or legalisation it should be an original invoice and originally signed. In addition to the original invoice (and any copies submitted for legalisation), two copies of the invoice are required as back up. The back-up invoices, as with all back-up documents, may be photocopies.

Invoices are usually submitted as a "set". This means they accompany a CofO. They rarely get certified and/or legalised without a CofO.

For additional guidance please contact the Hertfordshire Chamber of Commerce - Export Department.

### Hatfield:

Tel: 01707 502192 or 01707 502196  
E-mail: [export@hertschamber.com](mailto:export@hertschamber.com)

Hertfordshire Chamber of Commerce  
York House

Consignor : المرسل 1		M	257664	ORIGINAL
AG SERVICES LTD 45 GROSVENOR ROAD ST ALBANS, HERTS. AL1 3AW UNITED KINGDOM		Consignor's ref : 4		
Consignee : المرسل اليه 2		شهادة منشأ CERTIFICATE OF ORIGIN		
AB-BRA CADABARA LTD PO BOX 18764 DUBAI UNITED ARAB EMIRATES		Originated in : منشأها 5 UNITED KINGDOM		
Method of Transport : وسيلة النقل 3		Remarks : ملاحظات 11 SEA FREIGHT		
Marks and Numbers : الأرقام والعلامات :	Quantity and Kind of Packages : كمية بزرغ الطرود :	Description of Goods : مواصفات البضاعة :	Weight (gross & net) : الوزن (الصافي والجمالي) :	
AB-BRA CADABARA PO BOX 18764 DUBAI - UAE SHAIKH MOHAMMED 00+9714431064	1 BOX 100 X 50 X 25 CMS CUTLERY		TOTAL GROSS WEIGHT 50 KGS	
GOODS MANUFACTURED BY: HAPPY UTENSILS (UK) LTD, 100 JOY ROAD, MERRYVILLE, KENT K00 KIE UNITED KINGDOM				
THE UNDERSIGNED AUTHORITY CERTIFIES THAT THE GOODS DESCRIBED ABOVE ORIGINATE IN THE COUNTRY SHOWN IN BOX 5 تشهد السلطة الموقعة أدناه أن البضائع المذكورة أعلاه منشأها البلد المذكورة في الصل رقم 5				
وزارة التجارة والصناعة ARAB-BRITISH CHAMBER OF COMMERCE مكان وتاريخ الإصدار Issuing Authority ST ALBANS 19/01/2021 Signature				

Consignor : المرسل 1		M	257664	CERTIFICATE ORIGIN CONTROL COPY
AG SERVICES LTD 45 GROSVENOR ROAD ST ALBANS, HERTS. AL1 3AW UNITED KINGDOM		Consignor's ref : 4		
Consignee : المرسل اليه 2		شهادة منشأ CERTIFICATE OF ORIGIN		
AB-BRA CADABARA LTD PO BOX 18764 DUBAI UNITED ARAB EMIRATES		Originated in : منشأها 5 UNITED KINGDOM		
Method of Transport : وسيلة النقل 3		Remarks : ملاحظات 11 SEA FREIGHT		
Marks and Numbers : الأرقام والعلامات :	Quantity and Kind of Packages : كمية بزرغ الطرود :	Description of Goods : مواصفات البضاعة :	Weight (gross & net) : الوزن (الصافي والجمالي) :	
AB-BRA CADABARA PO BOX 18764 DUBAI - UAE SHAIKH MOHAMMED 00+9714431064	1 BOX 100 X 50 X 25 CMS CUTLERY		TOTAL GROSS WEIGHT 50 KGS	
GOODS MANUFACTURED BY: HAPPY UTENSILS (UK) LTD, 100 JOY ROAD, MERRYVILLE, KENT K00 KIE UNITED KINGDOM				
The Consignor whose name (name of firm) is shown above (1) or the Undersigned whose name (name of firm) is also shown below (7) APPLIES for the issue of a Certificate of Origin for the goods described herein whose origin is declared above. AND DECLARES that the particulars given in this application and the supporting documents, and information furnished to the Arab-British Chamber of Commerce with a view to the issue of this Certificate, are correct. that the goods to which such documents and information relate are those in respect of which the application is made for the Certificate. AND UNDERTAKES that the goods fulfil the conditions laid down by the rules concerning the common definition of the concept of the origin of goods. In addition, at the request of the Arab-British Chamber of Commerce, such additional information and supporting documents as may be required for the issue of the Certificate.				
Applicant's name and address, if other than consignee:				7
				8
				9

# HOW TO COMPLETE AN ARAB-BRITISH CHAMBER OF COMMERCE CERTIFICATE OF ORIGIN

CERTIFICATE OF ORIGIN			
Consignor : <b>AG SERVICES LTD 45 GROSVENOR ROAD SI ALBANS, HERTS. AL1 3AW UNITED KINGDOM</b>		1 M <b>257664</b>	4 Consignor's ref :
Consignee : <b>AB-BRA CADABARA LTD PO BOX 18764 DUBAI UNITED ARAB EMIRATES</b>		<b>APPLICATION FOR A CERTIFICATE OF ORIGIN</b>	
Method of Transport : <b>SEA FREIGHT</b>		5 Originated in : <b>UNITED KINGDOM</b>	11 Remarks :
Marks and Numbers :	Quantity and Kind of Packages :	Description of Goods :	Weight (gross & net) :
<b>AB-BRA CADABARA PO BOX 18764 DUBAI - UAE SHAIKH MOHAMMED 00+9714431064</b>	<b>1 BOX 100 X 50 X 25 CMS CUTLERY</b>	<b>CUTLERY</b>	<b>TOTAL GROSS WEIGHT 50 KGS</b>
<b>GOODS MANUFACTURED BY: HAPPY UTENSILS (UK) LTD, 100 JOY ROAD, MERRYVILLE, K00 KIE UNITED KINGDOM</b>			
<p>The Consignor whose name (name of firm) is shown above (1) or the Undersigned whose name (name of firm) is also shown below (7) APPLIES for the issue of a Certificate of Origin for the goods detailed herein whose origin is declared above.</p> <p>AND DECLAINS that the particulars given in this application and the supporting documents, and information furnished to the Arab-British Chamber of Commerce with a view to the issue of this Certificate, are correct, and that the goods to which such documents and information relate are those in respect of which the application is made for the Certificate.</p> <p>AND UNDERTAKES to furnish, at the request of the Arab-British Chamber of Commerce, such additional information and supporting documents as may be required for the issue of the Certificate.</p>			
Applicant's name and address, if other than consignor:			7
Place & date:			8
Signature:			9

501 DATA FREIGHT FORMS 01/08/221162 REF: 01/0006 ABCD

Arab-British Chamber of Commerce

ADDITIONAL PARTICULARS	
<p><b>RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN</b></p> <ol style="list-style-type: none"> <li>The Certificate set must be completed in typescript, each copy in an identical manner in either English or Arabic or, if required by the Consignee, in any other language but in these instances it must be accompanied by a written translation.</li> <li>The Certificate and the Application must not contain erasures or superimposed corrections. Alterations are to be made by crossing out the erroneous entries and adding the correct entries as required. Any such alteration must be authenticated by the person making it and endorsed by the competent authorities.</li> <li>A photocopy may be drawn immediately below the first entry in box 6 to make any subsequent additions impossible.</li> <li>If the needs of the transaction so require extra copies of the Certificate may be made.</li> <li>Certification will not be carried out unless the complete three part set is submitted.</li> <li>All documents that are required to support verification and issue of the Certificate must be attached behind the Application, if the Certificate is being submitted for legislation via the Arab-British Chamber of Commerce, all documents required by the appropriate Embassy to support legislation must be attached behind the Certificate.</li> </ol> <p><b>Box NOTES:</b></p> <ol style="list-style-type: none"> <li>Name, or name of firm, and full address, where applicable as shown in the commercial register.</li> <li>Name, or name of firm, and full address of ultimate consignee in country of destination as known at the time of application for the certification.</li> <li>Method of transport or "Earliest Available Transport" will be acceptable.</li> <li>Consignor's own reference number.</li> <li>Declared country of origin.</li> <li>Details of weights may be replaced by other details such as number or volume or other particulars enabling the goods to be identified. If there is insufficient space in box 6 for all the information required the invoices relating to the goods in respect of which the application is being made must be attached behind the Certificate and their serial numbers and dates appear on the Certificate in box 6.</li> <li>Full name, and address of applicant if other than Consignor.</li> <li>Place and date of application.</li> <li>The signature must be handwritten and the signatory must be duly authorized to sign.</li> <li>Any additional particulars required by certain states.</li> </ol>	
Please attach the three parts of the certificate set and all back up documents by single staple through their top left corner.	