

Notes for completing an Arab-British Certificate of Origin

- Box 1 Name and address of consignor (exporter) must be stated – the address must also state either England or United Kingdom in full.
- Box 2 Full name and address of consignee, including country of destination, must be stated. “To Order” followed by country of destination is not acceptable for Arab-British certificates of origin.
- Box 3 Method of transport, eg airfreight, must be stated. If not known then “EAT” (earliest available transport) should be stated. We recommend that you do not specify a vessel name or flight details as these can often change and would render your document incorrect.
- Box 4 (Optional) Your reference can be inserted in here if required.
- Box 5 Must state country of origin. The only acceptable abbreviation is USA. European Community alone is not acceptable, each individual country of origin must be declared.
- Box 6 This box must state the following:
- Shipping marks, ie any markings on the packages being sent. Most packages are marked with at least the consignee address, which can simply be stated “as addressed”. If the packages bear no markings then “unmarked” should be stated
 - Number/type of packages
 - Generic description of the goods. This can be supplemented by part numbers and trade descriptions as required, however the idea behind the requirement for a generic description is that any person should be able to understand what is in the package and what it is used for
 - Weight in metric stating gross or net
 - Name(s) and address(es) of all manufacturers of the goods declared on the Certificate of Origin. (minimum required is company name, town and country).
- Once this information has been inserted any unused space should be ruled off.
Do not manually amend any Iraq documentation.
- Box 7 Green (Control) and blue (Application) pages only. This is only completed if the company applying for the certificate is different to the company named as consignor. An example would be a freight forwarder applying on behalf of their customer.

Box 8 Green (Control) and blue (Application) pages only. Insert place and date that the form is signed.

Box 9 Green (Control) and blue (Application) pages only. Must be signed by an authorised signatory of your company that appears on the combined formal undertaking/signatory list that was registered with Cambridgeshire Chambers of Commerce.

Box 11 This can be used for stating any additional information that has not been declared in other boxes, eg purchase order or letter of credit number. If a previous CofO has been lost or destroyed and you are applying for a replacement / duplicate then the following information needs to be stated: 'This certificate M..... replaced M..... which has been lost and is now null and void. Information on a replacement / duplicate application must be shown exactly as per the original.

Note: We require three copies of all documents submitted for processing. If the shipment is subject to a letter of credit a copy should also be provided.

For the most up to date information on fees and specific requirements for each of the Arab League States please refer to our website www.cambridgeshirechamber.co.uk