

# Arab-British Certificates of Origin Information & Completion Notes

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## Formal Undertaking

Before applying for a Arab – British Certificate of Origin (ABCOO) through Herefordshire & Worcestershire Chamber of Commerce, the applicant must complete a Formal Undertaking for their company.

In the Formal Undertaking, the applicant (exporter) agrees to the Standard Rules as laid out and to take responsibility for ensuring the correctness and accuracy of the information on the ABCOO. This also includes providing the Chamber with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

The Formal Undertaking must be renewed annually. Signatures can be added or removed at any time, but changes must be signed by the Proprietor, Director, Partner or Company Secretary who signed the original Formal Undertaking. If a signatory leaves your company or no longer has permission to apply for ABCOO's, the Chamber should be informed immediately, and that person's signature deleted from the Formal undertaking.

If you would like to complete the Formal Undertaking please contact the team on the following email address: [ecert@hwchamber.co.uk](mailto:ecert@hwchamber.co.uk)



### **Important**

**Herefordshire & Worcestershire Chamber of Commerce cannot issue Arab-British Certificates of Origin or authenticate signatures in any other documents if a current Formal Undertaking including the relevant signatures is not in place.**

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## How to apply for an Arab-British Certificate of Origin

Applications for ABCOO's must be made online through the eCert website. Register your company on <https://www.ecert.sgs.com/uk/>. Your account will be ready to use once the Chamber has received your formal undertaking and has activated your eCert account.

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## How to Complete an Arab-British Certificate of Origin



### **Important**

**All information as detailed in a ABCOO must be fully and accurately evidenced. The commercial or shipping invoice for the shipment must be provided. If all information is not covered on the invoice, a packing list can be used alongside the invoice. If the goods are not manufactured in the UK, evidence of origin will need to be provided**

An Arab-British Certificate of Origin is made up of three pages. The Original certificate (white with Arab-British Chamber of Commerce in multiple printed in light green in the background), the control copy (green) and the application (pale blue). To complete your application, the following rules and instructions must be followed:

### **Box 1. Consignor**

Insert the name and address of the UK exporter/consignor of the goods. The address must end with "United Kingdom" in full. The name and address of an EU multi-national company on its own will no longer be allowed in this box but can be issued "for and on behalf of" an overseas company.

### **Box 2. Consignee**

Insert the full name and address of the foreign recipient of the goods. If the consignment is made to order and the consignee is not known, then insert "To Order of... (the buyer's name and address) For shipment to... (the name of the country of destination)".

Abbreviations for countries are not acceptable apart from USA (instead of United States of America) and UAE (United Arab Emirates) e.g. EU cannot be used.

### **Box 3. Method of Transport**

Although the method of transport of the goods can be indicated, e.g. road, airfreight, sea freight etc. it is an option box and therefore it can be left blank. Where more than one method of transport is being used insert "Mixed transport". We would recommend the name of vessels are not used unless it is required as part of a letter of credit, as vessels used can be changed prior to shipment.

### **Box 4. Consignor's ref (Optional)**

Enter the consignor's reference if applicable. It is not mandatory to detail anything in this box.

### **Box 5. Originated in:**

Enter the country or countries (in the event of multiple countries) of origin of the goods. UK Origin will be declared first followed by goods originating in the other countries in alphabetical order.

### **Box 6. Marks and Numbers**

Detail the actual marks and numbers stencilled or otherwise affixed to the packages being shipped. If the package is addressed to the Consignee only, the words "As Addressed" or "Fully Addressed" can be detailed instead of the full Consignee detail. If the packages are not marked at all, the word "Unmarked" or "No Marks" must be detailed.

### **Box 6. Quantity and Kind of Packages and Description of Goods**

Insert the number and type of packages to be consigned. The words package or parcel cannot be used as they do not define the type of packaging used. You may use pallets, cartons, crates, boxes, cardboard boxes, bales, rolls, kegs, jiffy bag, paper packet, plastic packet, or skid.

If the goods are packed inside a dedicated container for that shipment, you can detail 1 x Container etc. If containerised, you may detail the container no. and seal no. if you so wish. The same goes if goods are packed inside a dedicated lorry for that shipment. If the goods are not packed in any way or form, the words "Unpacked", "in bulk" or "loose" may be used.

A full commercial description of the goods is required. This must 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 trademark or brand name E.g. 'Hoover' instead of Hoover vacuum cleaner or a catalogue number with no description.

Insert the description of the goods. This must be sufficient detail to clearly indicate the nature of the goods. Descriptions must not be too general, vague, ambiguous, or solely given by trademark or brand name e.g. Spare parts or Hoovers or something similar. Should there be insufficient space in box 6 to describe all the goods adequately, then it is permissible to insert a general description of the goods followed by the phrase "as per invoice number ... dated...".

#### **Box 6. Weight (gross & net)**

Insert gross and net weight in kilos. The weight can be shown in imperial, but a metric weight must also be shown. Should the weight be unknown, this detail may be replaced by other identifying particulars e.g. number of individual items, metres, litres etc.

#### **Box 6. Free Text**

This box can contain any other information that the applicant wants to add e.g. Notify party details, declaration of origin, contract details etc.

#### **Box 6. Manufacturer's names and addresses**

Enter the full name(s) and address(s) of the manufacturer(s). This must be manufacturers details, not just where you bought the goods from.

#### **Box 7. Applicant**

This box must be only be used by an applicant if the applicant is an agent of the exporter e.g. If a freight forwarder is applying for a ABCOO on behalf of the consignor of the goods. The agent must detail their name and address in this box.

#### **Box 11. Remarks**

This can be left blank unless the Replacement statement is required or any additional information e.g. Letter of Credit details need to be quoted (if this is quoted a copy of the Letter of Credit will need to be provided as evidence).

##### Replacement statement

This may be required if the origin has been lost or contained errors.

Select replacement from the drop down box then enter detail of the previously issued ABCOO: "This Certificate cancels and replaces Certificate of Origin no. (enter ABCOO no. including letters) issued by the (enter name of original issuing body/Chamber of Commerce) on (enter original ABCOO date of issue)".

The replacement certificate must be exactly the same as the original certificate. If the original certificate cannot be returned, a letter on the applicant's company letterhead and signed by the applicant must be supplied, explaining why it cannot be returned, detailing the M certificate no. and date stamp of the original certificate and requesting a replacement.

### Evidence Documents

Documents acceptable as evidence for foreign origin manufactured/produced goods are as follows:

- A certificate of origin of a responsible body in the country of export -Ideal
- A copy of the commercial invoice from the manufacturer/producer – Ideal
- A declaration of non-preferential origin by the manufacturer/producer

Proof of origin as required by the Chamber which will be discussed on an individual basis should any of the above options not be available.

If goods are bought from a supplier who does not know or will not give you the name and address of the manufacturer/producer, please contact the Chamber for help and advice.

### Processing Time

Please note that the processing of Arab-British Certificates of Origin takes on average 7-10 working days from receipt and approval of the application and any supporting documents and/or invoices. Please check with the Chamber regarding Arab-British Chamber and Embassy national holidays.

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## Herefordshire & Worcestershire Chamber of Commerce Export Documentation Team Contacts

### Export Documentation Manager:

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