

Arabic Country Guide

The following are the minimum requirements and are to be used as a guideline.

A Letter of Credit will stipulate the required documents plus any additional documents. Customers may also request specific documents in addition.

We recommended all exporters and importers to purchase the online Croner-i International Trade, tel: 0800 634 1700, web: <http://cronersolutions.co.uk/croner-i-international-trade/>

Algeria

Certificates of Origin

Certificates of Origin are no longer mandatory for EC shipments into Algeria if accompanied by an EUR1 form but clear statement of origin must be stated on the invoice.

Certificates of Origin are required for goods imported from countries other than the country of origin.

A Certificate of Origin may still be specifically requested in the contract or under the terms of a Letter of Credit. If requested either an EC Certificate of Origin or an Arab/British Certificate will be needed — please check with your customer.

Must show name and address of manufacturer.

Legalisation by the consular section of the Embassy is not mandatory but may be requested by the customer.

Commercial Invoice

Ideally invoices should have a French or Arabic translation and be issued in five originals bearing original signatures and a company stamp where possible.

Invoices must include a full and accurate description of goods, transport details, weights and dimensions, a precise indication of the units and measures of the imported merchandise, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), and the full addresses of all parties concerned, including details of the bank(s) involved if the invoice exceeds 100,000 DZD in value.

The invoice should include the following declaration:

"We certify that the goods are of origin, and the value stated is correct and in accordance with our books"

"Nous certifions que les marchandises faisant l'objet de cette fourniture sont de fabrication (origin), et que la valeur sous-mentionnée est juste et conforme à nos écritures"

Other documents

EUR1

Algeria has a preferential trade agreement with the EU. If your goods are of EU origin and meet the preference qualification rules specific to the commodity code of the goods (outlined in Notice 828) then you can issue a EUR1 Form with the shipment. This will allow the goods to be imported into Algeria at a preferential import duty rate.

Certificates of Conformity

Certificates of Conformity are required to confirm that they meet applicable Algerian standards or equivalent international standards. Certificates of Conformity must meet the requirements of the Bank of Algeria when they state that a Certificate of Quality is needed

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(as confirmed by IANOR, the Algerian Standards Organization). The following inspection agencies are authorised to issue such Certificates of Conformity.

Intertek International Ltd, Academy Place, 1–9 Brook Street, Brentwood CM14 5NQ. Tel: 01277 223400, fax: 01277 220127, e-mail: info.brentwood.fts@intertek.com.

SGS UK Ltd, SGS House, 217–221 London Road, Camberley, Surrey GU15 3EY, tel: 01276 697877, fax: 01276 697833.

TUV Rheinland UK Ltd, Vienna House, International Square, Birmingham International Park, Bickenhill Lane, Solihull, West Midlands B37 7GN. tel: 0121 767 1399, fax: 0121 767 1330, website: www.tuv.com.

University Certificates

All University certificate either be authenticated by a Solicitor or Notary. Then be legalized by the Foreign Commonwealth Office.

Bahrain

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy.

Commercial Invoice

Show usual full details, including country of origin, marks and numbers, full description of goods, net and gross weights and value. The name of the manufacturer or producer must also be clearly stated.

Generally, certification by Arab-British Chamber of Commerce and legalisation by the Embassy is not required, unless requested under the terms of a letter of credit.

Facsimile signatures not allowed and at least one copy of the invoice must be marked "ORIGINAL".

Customs require three copies.

Ensure you quote the following clause on your invoice:

"We certify that the goods exported to Bahrain are of the national origin of Name of the manufacturer:"

Other Documents

Agency agreements must be legalized by the Foreign & Commonwealth Office prior to presentation for certification and/or legalization.

A Declaration of the Manufacturer may be requested by your customer to confirm that the goods to be imported have been manufactured by the company and in the country stated in the Commercial Invoice (Note: Statement of EC/EU or European origin is not acceptable).

The certificate should declare:

"We certify that the goods exported to Bahrain are of national origin of (country) and are manufactured by (name)

The Declaration of the Manufacturer is to be prepared in one original by the manufacturer on a company letterhead in English and it must be certified by the Chamber of Commerce; if the importer explicitly asks for it then the document can be legalised by the Bahraini embassy in the country of export.

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Comoros

There is no Embassy located in the United Kingdom for Legalising documents, therefore only a Certification service is available

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your Chamber of Commerce, certified by the Arab-British Chamber.

Commercial Invoice

Show usual full details, including country of origin, marks and numbers, full description of goods, net and gross weights and value. The name of the manufacturer or producer must also be clearly stated.

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Djibouti

There is no Embassy located in the United Kingdom for Legalising documents, therefore only a Certification service is available

Certificates of Origin

Certificates of Origin are not usually required for EU shipments into Djibouti but may still be specifically requested in the contract or under the terms of a Letter of Credit.

If requested you must check if the customer requires the Arab British Certificate of Origin or the EC Certificate of Origin format.

Commercial Invoice

Two copies of the commercial invoice must be signed by the exporter and must contain the name and address of the shipper, date of shipment, name and address of the consignee number and types of containers, marks and numbers, content, weight, and the place of origin and cif value.

Generally values are required in US dollars, check with your customer before invoicing in any other currency.

Prior to the import entry the invoices must be certified by the importer.

No special form or regulations apply but information on the commercial invoice must include: addresses of the seller and buyer; contract number; full description of goods including any trade marks; number and kind of packages with gross and net weights; prices detailing unit costs, total price and currency involved; a declaration of origin.

Invoices should be prepared with an original and three copies. Facsimile signatures are not accepted by Customs.

Other Documents

In an official statement it was declared that imports estimate at US\$1000 or above must go through pre-shipment inspection in the country of origin involving the verification of prices invoice and the system of customs classification as well as quality. A PSI agent has not been named so check the contract and confirm actual requirements as soon as possible. The rules concerning PSI change frequently and exporters are advised to check the current requirements with the customer. The following are some of the principal pre-shipment inspection companies.

Bureau Veritas/BIVAC Web: www.bureauveritas.co.uk

Control Union Web: www.controlunion.com

Cotecna Web: www.cotecna.co.uk

Crown Agents Web: www.crownagents.com

Inspectorate International Web: www.inspectorate.com

Intertek Group plc Web: www.intertek.com

Intertek Moody Group Web: www.moodyint.com

SGS Web: www.uk.sgs.com

TÜV Rheinland UK Web: www.tuv.com

A packing list is recommended to assist Customs clearance containing marks, weights and dimensions and content details. No specific form required though generally should be in two copies.

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Iraq

Certificates of Origin

Generally not required unless specifically requested but invoices must bear an origin declaration.

If requested then check if you need to provide an EC Certificate of Origin or the more usual Arab-British Certificate of Origin.

The name of the manufacturer must be shown, as must the name of the issuing bank and the Letter of Credit Number.

Commercial Invoices

Six, on manufacturers or supplier's own form. State a value showing cost of goods and freight amount, origin and certify details are correct. Original must be certified by the Arab-British Chamber of Commerce, which also requires two copies, and then generally legalised by the embassy (which requires one copy for its records).

For re-exports, invoices from the country of manufacture are also required and, for goods originating in Mediterranean countries, they must be certified by the Arab-British Chamber of Commerce having been authenticated by an Iraq representative or person officially appointed to act there. When a UK merchant has imported goods in bulk and re-exported some of those goods to Iraq, his invoice will be regarded as the original. Goods consigned from Mediterranean countries, invoiced from the UK, but shipped direct from another country require invoices from the country of manufacture, authenticated by the Iraqi representative or person officially appointed there.

In addition to the details mentioned above, the following declarations are required on the commercial invoice:

"We certify that the goods are wholly produced in (country) and do not comprise any parts, raw materials, labour or capital of Israeli origin."

"(Manufacturers name) is not a branch or mother company of firms included in the Arab Boycott."

Facsimile signatures are not allowed.

Other Documents

From 1 May 2011, the Iraq Pre-Import Inspection, Testing and Certification Program (ICIGI) commenced to provide consumer and environment protection, conformity assurance and faster goods release at import customs — with the appropriate Certificate of Conformity.

The system is not for all goods, but is mandatory for most toys, electricals, electronics, vehicles and parts, construction products, food products, cosmetics/hygiene/cleaning products, household hardware, kitchenware, chemicals, textiles, footwear, fuel burning appliances, metallic cans and covers.

Please check with the relevant agent before shipping goods.

The agents are:

Bureau Veritas/BIVAC Web: www.bureauveritas.co.uk

SGS Web: www.uk.sgs.com

Two copies of a packing list are required for customs purposes on arrival into Iraq. It should specify the contents of each shipping container.

"Black list" certificates declaring that the goods are not moving on an Israeli national vessel or aircraft are required and should be issued by shipping and insurance companies. To be

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presented to the Foreign and Commonwealth Office for and then to the Iraqi Embassy for legalisation.

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Jordan

Certificates of Origin

Not required unless specifically requested by your customer in Jordan.

If specifically requested either an EC Certificate of Origin or an Arab Certificate will be needed — check with your customer.

Commercial Invoice

Required for all goods (except for those valued at less than JOD 300 or where the goods are being imported by an official or other body exempt from paying Customs duty), showing value, and all other charges and bearing the following declaration:

“We certify that this invoice is true and correct and that goods are exclusively of origin. (Signed Director, Secretary, Partner or Proprietor).”

Also, the following declaration should be added where applicable:

“The goods referred to are of (Country) origin and contain components/spare parts of other Countries of origin.”

Free of charge goods must show accurate value for Customs, and must be certified and legalised.

Textiles: Invoices for textiles and woven fabrics must specify:

- kinds of goods
- nature of raw materials used
- percentage of mixtures.

Must show name of manufacturer.

Facsimile signatures are allowed if attested and legalised.

A covering note should accompany documents to state which documents are to be legalised.

Other Documents

Jordan has a preferential trade agreement with the EU. If your goods are of EU origin and meet the preference qualification rules specific to the commodity code of the then you can issue an EUR1 Form with the shipment. This will allow the goods to be imported into Jordan at a preferential import duty rate.

Increased checks have been introduced for the “Standardisation and Product Conformity” administered by the Jordanian Standards (JS) organisation, the Jordan Institute for Standards and Metrology (JISM). As the responsible accreditation body in Jordan, JISM has inaugurated an International Product Conformity Certification Program (IPCCP), which is mainly carried out by licensing products and doing checks on arrival post-importation. Occasionally, pre-shipment inspection may be required. Another method of system certification is the Jordan Quality Mark (JQM), which may be granted to companies that fully comply with JS.

Meat and poultry require a certificate issued by the Ministry of Agriculture, Food and Fisheries certifying that the products have not been treated with hormones.

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Kuwait

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy.

Goods going into Kuwait with an EC Certificate of Origin from the UK may be subject to delays at import and may incur penalties.

If payment is under a letter of credit the terms will name the type of Certificate of Origin to be issued.

An Israeli boycott declaration is not required though some Kuwait importers may still request one.

Commercial Invoices

Invoices to be issued in three signed originals. Invoices must include a full and accurate description of goods (including trade marks, serial numbers, material composition), first six digits of the commodity code (HS Code), transport details (including name of the carrying vessel (if by sea) or AWB No (if by air) or number of Parcel Post receipt (if by post), port of loading/flight number and date of departure), weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms ® 2010 rule, eg FCA, CIP, DAP), country of origin, name and address of the manufacturer, and the full addresses of all parties concerned.

Discharge of cargoes in transit via Kuwait will be allowed only if the L/C, if applicable, and commercial invoice (see also Bills of Lading), certified by the Bank, bear the following wording:

"In transit via Kuwait with final destination ..."

The Commercial Invoice must also contain the following declaration on the origin of the goods:

"We certify that the goods exported to Kuwait are of national origin of They contain ... (origin) materials and they are being exported from ... (country of exportation). The goods were manufactured by ... (name and address of the manufacturer)."

Must be signed.

Generally, certification by Arab-British Chamber of Commerce and legalisation by the Embassy is not required, unless requested under the terms of a letter of credit.

Facsimile signatures are allowed but invoices reproduced by copying equipment or computers will be accepted provided the original is countersigned by a local bank in Kuwait that the invoice is true and correct.

Pre-shipment Inspection

Products (determined by commodity code number) must conform to the norms of the Public Authority for Industry (PAI). The categories of goods that must now conform to the relevant requirements have been subject to slight modifications. Other goods imported to Kuwait must comply with the currently applied Gulf Certificate of Conformity standards that largely correspond to the internationally applied standards.

Any requests for further information should be addressed to one of the four inspection agencies officially appointed by the Kuwaiti government to run this scheme.

Bureau Veritas/BIVAC Web: www.bureauveritas.co.uk

Intertek Group plc Web: www.intertek.com

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SGS Web: www.uk.sgs.com

TÜV Rheinland UK Web: www.tuv.com

In brief, the scheme operates as follows. All consignments of imported regulated products are subject to conformity assurance procedures via one of the following two routes.

Procedures at the exporting country: manufacturer or exporter completes conformity procedures at the exporting country through one of the certification/inspection bodies that have been approved by PAI in accordance with PAI's predetermined criteria ("Approved CIB").

Local procedures: importer completes conformity procedures upon arrival of consignments of regulated products at Kuwaiti Ports through KUCAS "Conformity Unit" under the Standards & Metrology Department at PAI.

All exporters or importers of regulated products must submit evidence that their products have been successfully tested in accordance with the technical requirements of the sanctioned Kuwaiti mandatory standards and technical regulations by exercising one of the following two options.

At the exporting country: Manufacturer or exporter submits a "self-declaration" specifying the standards/requirements that his or her product(s) conforms to, supported by test reports providing evidence that a complete test was performed on the product, in accordance with the sanctioned standards and technical regulations, issued by one of the laboratories accredited for this purpose by an authorised accreditation body in the exporting country. In case of frequent exporting of the regulated product, and in order to avoid subjecting the product to full testing in subsequent consignments, the exporter can apply to the Approved CIB for obtaining a technical evaluation report (TER) based on the full tests, valid for two years from the date of the test report or three years for CB reports for electrical products. In cases where the product has been granted an internationally recognised quality mark, and neither the product has changed nor the applicable standard upgraded or amended, the test report is valid for the same period deemed valid by the certification body that has granted the quality mark.

Locally: PAI draws a sample from the consignment after arrival at the Kuwaiti port and conducts full testing on it at PAI laboratories in accordance with the sanctioned standards and technical regulations. Upon successful testing, a test report is issued. However, if the product fails the lab test, it is considered as non-conforming, and a re-export order is issued, which is notified to the importer for him or her to comply with.

In case of frequent importing of the regulated product, and in order to avoid subjecting the product to full testing in subsequent consignments, the importer can apply to PAI to obtain a technical evaluation certificate based on the full test. The TEC would be valid for two years from the date of the test report.

Special Requirements

The Packing List must contain invoice numbers, marks and numbers and gross weight for all items on the list.

The List must contain the following information for each item included in it:

- item description
- the statistical symbol of the item
- number of packages for each item
- kind of packaging unit for each item
- net weight of each item
- value of each item.

The following points must be carefully observed when completing the Packing List:

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- if the packing of any item contain two different kinds of packing, it must be written as two separate lines (one line of information for each kind of packing)
- if any kind of packing contains more than one item, a separate line must be allocated for the information concerning each item with this kind of packing
- the description of each item must contain sufficient illustration as to its kind and nature
- if all the information required on the packing list is included in the invoice, then the packing list is not required

As regards bulk items and goods which consist of only one item, information relating to the total number of packages and gross weights of each item will not be required
Kuwait Conformity Assurance Scheme (KUCAS)

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Lebanon

Certificates of Origin

Generally a Certificate of Origin is not required, especially if the shipment can be accompanied by an EUR1 Form or invoice declaration.

A Certificate of Origin is, though, required for agricultural goods and may be requested by the importer.

If required an Arab-British Certificate of Origin is to be used.

No copy Certificate of Origin is accepted for legislation unless required by letter of Credit or Importer.

If requested the exporter must sign the following declaration on the back of the Certificate of Origin:

"We hereby certify that the goods mentioned in this certificate of origin are being exported directly for our own account and that the goods are of national origin of the exporting country." or: "... of national origin of the country the goods originated from."

alternatively complemented by:

"... with components from ... (countries of supply)".

Commercial Invoices

Each invoice should be accompanied by its own Certificate of Origin.

Required in triplicate, they must show full transaction details include shipping terms (Incoterms), country of origin, packing information and transport details.

Must bear the following signed declaration:

"We certify that the present invoice is authentic, that it is the only one issued by us for the goods mentioned therein, that it gives the exact value without deduction of any payment on account and that they are of origin."

Full description of goods, weights, and number of packages must be shown on invoice.

Chemicals, drugs or medicines and by products must have a declaration on the invoice that they are either hazardous or non-hazardous and that they are on free sale within the UK and the expiry date of the product must also be given.

The expiry date must also be given if the products are foodstuffs.

Verification of Conformity

Bureau Veritas Ltd operates a verification of conformity programme for Lebanon. Scope covers quality, quantity and packing. Only listed products require certification; they include toys, household appliances, audio and video, transformers, power supplies, chargers, adapters, lamps, batteries, ceramic tiles, cosmetics, alkyd paints, detergents and float glass.

For further information contact:

Bureau Veritas Web: www.bureauveritas.co.uk

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Libya

Certificates of Origin

An Arab-British Certificate of Origin is generally required.

The value of the shipment in pounds sterling must be shown in box 11 of the Certificate of Origin.

If the products contain any foreign components, the country of origin and the percentage of the foreign components must be indicated. The certificate of origin must also specify that goods are consigned to a Libyan company, or the like, or that the vessel or air carrier will not call and does not intend to call at any Israeli ports.

In addition, exporters are required to submit and sign the following declaration on the reverse side of the Certificate of Origin:

"We hereby declare that the goods are of origin of the exporting country and that the goods are manufactured by ..."

The Certificate of Origin, in two copies (and the Arabic translation), must be legalised together with the corresponding Commercial Invoice and other documents concerning the same import transaction.

Commercial Invoices

Invoices to be issued in a minimum of four originals bearing original signatures.

If prepared in English the invoice should be accompanied by a translation into Arabic.

Certification of invoices by the Arab British Chamber of Commerce and legalisation by the Libyan Embassy is required for one copy of the invoice.

Invoices must include a full and accurate description of goods, transport details, full packing information including weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin, and the full addresses of all parties concerned.

Mauritania

Certificates of Origin

None, unless specially required, in which case an Arab-British Certificate of Origin must be completed. A Certificate of Origin may still be specifically requested in the contract or under the terms of a Letter of Credit.

If requested, it must state name and address of manufacturer or producer.

Warning: Exporters who use the EC Certificate of Origin may find their goods are refused entry.

Commercial Invoice

Invoices to be issued in three originals bearing original signatures. Invoices must include a full and accurate description of transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin, name of the manufacturer (if different from the shipper) and the full addresses of all parties concerned.

All copies should bear the following declaration:

"We certify that the goods are of origin and the value stated is correct and in accordance with our books."

In the case of letter of credit transactions, the inspection company affixes a security label to the seller's Commercial Invoice after successful conclusion of the pre-shipment inspection (PSI).

Pre-Shipment Inspection

SGS UK Ltd Web: www.uk.sgs.com

Carries out a pre-shipment inspection scheme for Mauritania. This applies to all goods sent to Mauritania valued over US\$5000 FOB (usual exemptions apply). Importers must establish an Import Declaration Form (DPI) to cover all orders over this value. The DPI is valid for shipment up to a period of nine months from date of issue.

Exporters should be aware that no provision exists for inspection to take place on arrival in Mauritania.

SGS UK is no longer issuing a Clean Report of Findings to the exporter. Information confirming details of the goods presented for inspection is transmitted to the SGS office in Mauritania when SGS receives the final invoices.

To assist the exporter in negotiating payment, SGS will affix a high-security label to one copy of the final invoice and return it to the exporter. It is important that documentary credits contain appropriately worded conditions to avoid any risk of banks rejecting document as discrepant on first presentation. A suitable text might be: "copy of a commercial invoice bearing an original security label affixed by Société Générale de Surveillance or any of its authorised affiliates".

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Morocco

Certificates of Origin

Certificates of Origin are no longer mandatory for EC shipments into Morocco if accompanied by an EUR1 Form or a statement of origin and preference on the invoice. If specifically requested either an EC Certificate of Origin or an Arab/British Certificate will be needed — check with your customer.

Commercial Invoice

Invoices should be prepared in French or Arabic or be accompanied by a translation into French/Arabic.

Invoices must be issued in two signed originals. They must include a full and accurate description of goods, the first six digits of the commodity code (HS Code), transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CPT, DAP), country of origin, name and address of the manufacturer and the full addresses of all parties concerned.

Note: Incoterms® rules including the insurance of the delivery, such as CIF (Cost, Insurance, Freight) and CIP (Carriage, Insurance Paid to), are not permissible for customs value calculation, as a transport insurance issued by an insurance company that has been duly accredited in Morocco from the competent authorities is a mandatory requirement.

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Oman

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin (in three copies) obtained from your Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy. In some cases instead of the Arab-British Certificate of Origin an EC Certificate of Origin may be acceptable to Oman Customs (though there may be a small administration fee or penalty imposed in Oman on your customer).

The Certificate of Origin should have the following declaration on the reverse side, signed by the exporter:

"We hereby declare that the mentioned merchandise is being exported to the Sultanate of Oman for our own account. The goods are of origin of ... (country of exportation)"

Or

"The goods are of national origin of the country the goods originated from." Name of the manufacturer: ... "

Goods going into Kuwait with an EC Certificate of Origin from the UK may be subject to delays at import and may incur penalties. If payment is under a letter of credit the terms will name the type of Certificate of Origin to be issued.

An Israeli boycott declaration is not required though some Oman importers may still request one.

Commercial Invoices

Invoices to be issued in four signed originals. Invoices must include a full and accurate description of goods (including trade marks, serial numbers, material composition), first six digits of the commodity code (HS Code), transport details (including name of the vessel/airplane, port of loading/flight number and date of departure), weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms ® 2010 rule, eg FCA, CIP, DAP), country of origin, name and address of the manufacturer, and the full addresses of all parties concerned.

The following declaration should be included on the invoice and signed by the exporter:

"We hereby declare that the mentioned merchandise is being exported for our own account and that the goods are of national origin of the exporting country. The goods were manufactured by ... (name and address of the manufacturer)."

Should the goods be not "of national origin of the exporting country", the following wording will be accepted instead:

" ... of national origin of the country the goods originated from."

The Commercial Invoice is to be certified by the chamber of commerce and legalised if the amount of the invoice exceeds 1000 OMR.

An Israeli boycott declaration is not required, though it may still be requested by some importers. In this case attention should be drawn to the fact that a declaration of boycott does not conform with the local laws in certain countries, eg Germany, USA.

Special Requirements

Military and ammunitions require end-user certificate

Foodstuffs require health certificate as back-up

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Palestine

There is no Embassy located in the United Kingdom for Legalising documents, therefore only a Certification service is available

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Qatar

A new rule has been issued for submitting Qatar documentation. This ruling is that electronically stamped documents will not be accepted. Only certificates with a “wet stamp”, signed in blue ink as originals, will be certified.



The Certificate of Origin has to be done as per the below;

- has to be done on a format of Chamber of Commerce (original paper)
- has to be stamp using wet ink rubber stamp of Chamber of Commerce
- be signed by an authorized person with blue ink only

Qatar Customs are checking on the rubber stamp as - if they put a drop of water on the stamp it has to get smudge.

Qatar Customs will not accept any Certificate of Origin which has done on the following: digital stamp, digital format, stamp which is generated by the stamp machine, digital signature.

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy

In some cases instead of the Arab-British Certificate of Origin an EC Certificate of Origin may be acceptable to Qatar Customs (though there may be a small administration fee or penalty imposed in Qatar on your customer).

The following clause should be shown on the certificate of origin:

“We hereby declare that the mentioned merchandise has been manufactured in ... by ... and that no foreign parts have been used in the production of these products.”

Goods going into Qatar with an EC Certificate of Origin from the UK may be subject to delays at import and may incur penalties.

An Israeli boycott declaration is not required though some Qatar importers may still request one.

Commercial Invoices

Invoices to be issued in four signed originals. Invoices must include a full and accurate description of goods, first six digits of the commodity code (HS Code), transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule,

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eg FCA, CIP, DAP), country of origin, name and address of the manufacturer, and the full addresses of all parties concerned.

Must include the following declaration:

“We hereby certify that the value and the origin of the goods listed in this invoice are authentic. We further certify that the mentioned merchandise has been manufactured in ... by ... and that no foreign parts have been used in the production process.”

To be presented together with Certificate of Origin as a set for certification and legalisation by the Qatari Embassy in the country of origin.

Commercial invoices accompanying parcel post of a value of up to 2000 QAR, new baggage items intended for personal use up to a threshold of 3000 QAR (or used items of any value), items imported by diplomatic missions or vehicles intended for personal use do not require a legalisation.

Special Requirements

Consignee: QFAC (Qatar Fuel Additives Company) are exempt from all legalisation fees.

Consignee: Hamad Medical Centre (Medicine only) and Ministry of Health are exempt from invoice legalisation fee.

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Saudi Arabia

Important Notice

The Saudi authorities have issued an instruction that exporters must, with immediate effect, adhere to the following procedures when preparing goods for shipment to Saudi Arabia.

- The country of origin must be mentioned (either engraved or indelibly printed) on each item.
- The country of origin must be mentioned (either engraved or indelibly printed) on each package/packing.
- The country of origin must be indicated on the Certificate of Origin.
- If the origin of a specified item is a European country, the Certificate of Origin must mention the exact name of the country in which the item was produced, instead of mentioning only "Made In the European Union". If a package includes items manufactured in more than one country, each country of origin must be indicated on the Certificate of Origin.
- Non-compliance with the above obligations will lead to the goods being returned to the shipper by the Customs authority of Saudi Arabia at the consignee's cost, with no prior notification.

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy.

To be submitted at least in duplicate. The exact number of copies depends on the request of the importer. The Saudi Arabian Embassy, however, will usually legalise up to 5 copies. The Certificate of Origin must contain the name of the Member State. Certificates which merely contain the information "European Community" in the field "Country of Origin" (3) will not be legalised by the Embassy.

The Certificate of Origin is to contain the following declaration on the back side, signed by the exporter:

"We hereby declare that the mentioned merchandise/foodstuff is being exported to Saudi Arabia on our own account. The goods are of national origin of ... (name of the country/countries). We certify that the goods are manufactured by: ... (name and address of the manufacturer)."

Appended Declaration to Certificate of Origin: Not mandatory but may be requested by the importer when products comprise goods originating in more than one country (including different EC Member States). If requested it will be used at customs clearance as an attachment to the Certificate of Origin. To be submitted in the original. The Appended Declaration to Certificate of Origin is to be certified by a notary and subsequently be legalised by the Saudi Arabian Embassy in the country of export.

In some cases instead of the Arab-British Certificate of Origin an EC Certificate of Origin may be acceptable to Saudi Arabia Customs (though there may be a small administration fee or penalty imposed in Saudi Arabia on your customer).

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Goods going into Saudi Arabia with an EC Certificate of Origin from the UK may be subject to delays at import and may incur penalties. If payment is under a letter of credit the terms will name the type of Certificate of Origin to be issued.

An Israeli boycott declaration is not required though some Saudi Arabia importers may still request one.

Commercial Invoices

Invoices to be issued in three copies all originally signed. Invoices must include a full and accurate description of goods (including type, brand name, and material of which the product is made from and, if textiles or chemicals, including the exact composition of the goods), first six digits of the commodity code (HS Code), transport details (including name of the vessel/airplane, port of loading/flight number, date of departure), weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms ® 2010 rule, eg FCA, CIP, DAP), country of origin, name and address of the manufacturer, and the full addresses of all parties concerned.

In the case of a shipment of foodstuffs, cosmetics and veterinary and human pharmaceuticals and medicines, the invoice must also contain a declaration that the products and items listed in the Import Restrictions section are not included. Must bear the following declaration:

"We certify that the goods exported to Saudi Arabia are of national origin of ... (name of the country/countries). They contain ... (origin) materials and they are being exported from ... (country of exportation). The goods were manufactured by ... (name and address of the manufacturer)."

Must be certified by the Arab-British Chamber of Commerce and be legalised by the Embassy.

Special Requirements

The Ministry of Commerce and Industry (MoCI) in Saudi Arabia, in co-operation with the Saudi Arabian Standards Organisation (SASO), has implemented a Conformity Assessment Programme to control the quality of all goods being imported into Saudi Arabia. Under this programme goods are to be verified against Saudi Arabian standards, as set by SASO (or in the absence of SASO standards, approved International alternatives). The certificate will need to be produced on arrival of the goods in Saudi Arabia to ensure clearance of the goods at Saudi Customs.

Exporters should therefore seek to obtain a Certificate of Conformity prior to shipping. A Certificate of Conformity can only be issued by an Approved Body after satisfactory quality checks have been carried out, ensuring compliance to SASO and/or other relevant standards.

The certificate will then need to accompany the rest of the shipping documentation. It should be noted that registration and licensing are also part of the certification process applied by approved certification bodies in certain circumstances.

Below are contact details of four approved bodies in the UK from which exporters can obtain a Certificate of Conformity for shipments to Saudi Arabia (it is advisable to make contact far enough in advance to ensure that testing and/or inspection can be completed prior to shipment):

Bureau Veritas/BIVAC Web: www.bureauveritas.co.uk

Intertek Group plc Web: www.intertek.com

SGS Web: www.uk.sgs.com

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TÜV Rheinland UK Web: www.tuv.com

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Somalia

There is no Embassy located in the United Kingdom for Legalising documents, therefore only a Certification service is available

Certificates of Origin

Only to be produced if specifically requested. There may be occasions when the consignee requires a Certificate of Origin for their own commercial purposes or when it is stipulated on a L/C. In such cases an Arab-British Certificate of Origin will be required

The Arab-British Chamber of Commerce (ABCC) advises that UK exporters should not use the EU certificate of origin for goods destined for Arab League member countries.

Commercial Invoices

State usual full details, giving a full description of the goods and all necessary information to establish the CIF value. There must be a signed declaration stating country of origin and certifying the accuracy of the invoice. Customs require two copies.

Need not be certified by Arab-British Chamber of Commerce or legalised by Embassy unless specified by consignee, in which case the Embassy will require a copy for their records.

Pre-Shipment Inspection

Pre-Shipment Inspection is now required for most goods over value US\$3000 CIF. Please check with the agent handling PSI for further details.

Bureau Veritas/BIVAC Web: www.bureauveritas.co.uk

Intertek Group plc Web: www.intertek.com

The rules concerning PSI change frequently and exporters are advised to check the current requirements with their customer.

Sudan

Certificates of Origin

Certificates of Origin are not normally required for EU shipments into Sudan but a Certificate of Origin may still be specifically requested in the contract or under the terms of a Letter of Credit.

If requested you must check if the customer requires the Arab British Certificate of Origin or the EC Certificate of Origin format.

Commercial Invoices

A minimum of two should be issued. No prescribed form. These should show:

- name and address of supplier
- name and address of purchaser
- numbers and marks of packages
- quantity and gross weight or measurement of packages
- nature, quality and net weight or measure of contents
- cost price to importer at place of purchase together with charges incidental to the making of the contract and to the delivery of the goods at place of import;
- any discount, allowance, commission or any similar deduction, and the nature of same.

Signed declaration required, that all particulars mentioned in the invoice are true and correct to the best of the knowledge and belief of the person making it.

Where the commercial invoice does not mention value of goods and freight amount, attach separate documents showing cost of freight and expenses. Facsimile signatures are accepted.

Invoices covering textile goods must show:

- a description of the packages, casks, bales, etc
- the net weight of each package
- a description of the material
- the number of pieces of each package
- the length and width of each piece.

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Syria

Special Notice

With effect 9 August 2012 legalisation of documents by the Embassy will not be available until further notice.

Certificates of Origin

Arab-British Certificate of Origin required for all goods, to be issued in duplicate. The exporter is required to submit and sign the following declaration on the reverse side of the Certificate of Origin:

"We hereby declare that the mentioned merchandise is being exported on our own account. The goods are of ... (country of origin) origin. The goods are manufactured by ... (name and complete address of the manufacturer)."

The Certificate of Origin must not just show "European Community" in the "Country of Origin" field but must show the name of the Member State. Failure to do this means the document may not be accepted by the Syrian authorities, which could lead to the rejection of the delivery.

A separate Certificate of Origin is required to accompany each different commercial invoice.

Commercial Invoices

Invoices to be issued in five copies all originally signed. Invoices must include a full and accurate description of goods, first six digits of the commodity code (HS Code), transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin, name and address of the manufacturer, and the full addresses of all parties concerned, including name and address of the buyer, if other than the consignee, and name and registration number of the agent in Syria, or agent declaration if there is no representation in Syria.

Please note that the invoice must bear clear declaration on; the agent, the value and origin of the goods, the boycott of Israel and manufacturer details (see below).

Signed invoice declaration on the agent: Invoices must bear the name of the exporter's agent in Syria (if any). If the supplier has no Syrian agent, he or she must provide the importer with a statement that he or she has no agent in Syria, that Syria is not covered by any other agent outside Syria, and that no commission will be paid to any person on the goods which are the subject of the import licence. The following statement typed on invoices is accepted by the Syrian authorities:

"We hereby confirm that Messrs. (name of consignee) are not our agents and that we have no other agent representing us in Syria and no commission will be paid to any agent on the goods represented by this invoice."

Signed Value & Origin declaration:

"We hereby certify that this invoice is authentic, that it is the only one issued by us for the goods described therein, and that the prices stated in it are the exact value without the deduction of any advance payment and that they are exclusively of origin."

Signed Israeli Boycott Invoice Declaration:

"We hereby certify that the goods enumerated in this invoice are not of Israeli origin and do not contain any Israeli materials."

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Please note that some countries do not permit the boycott statements to be made, eg Germany and the USA, so ensure you are legally able to make this statement on the invoice. If not, seek guidance from your customer.

Signed Invoice Manufacturer Declaration:

Must ensure the full details of the manufacturer when supplying manufactured goods.

Invoices must be certified by the Arab-British Chamber which requires two copies.

All invoices must be accompanied by a Certificate of Origin and be presented to the embassy as a set. An extra copy of any document being legalised is required by the Syrian Embassy. When legalising an original invoice and any number of copies submitted without a Certificate of Origin, the Embassy will charge an additional fee.

No documents containing erasures or super-imposed corrections will be accepted for legalisation.

If the value of the document is in foreign currency, the equivalent in sterling pounds will be estimated according to the announced rate by the Embassy.

Special Requirements

Pharmaceutical products require a Certificate of Free Sale in the country of origin.

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Tunisia

Certificates of Origin

Certificates of Origin are no longer mandatory for EC shipments into Tunisia if accompanied by a EUR1 Form or statement of origin and preference on the invoice. If goods are not of EC origin then an Arab-British Certificate of Origin will be required.

Please check this with your customer as some importers are allowed to make an import declaration with an EC Certificate of Origin.

In addition, a Certificate of Origin may still be specifically requested in the contract or under the terms of a Letter of Credit. If requested, you must check if the customer requires the Arab British Certificate of Origin or the EC Certificate of Origin format.

Commercial Invoices

Invoices to be issued in minimum of five originals bearing original signatures prepared in Arabic or French or accompanied by a translation. Certification by a chamber is not required unless specifically stated in the contract or letter of credit. If required, this can be arranged through your local Chamber of Commerce. Invoices must include a full and accurate description of transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin and the full addresses of all parties concerned. Commercial documents such as "Commercial Invoice" and "Packing List" must include a description of the packaging with the number of pallets, number of packages and kind of packaging (eg "5 pallets with 20 cartons").

Invoices are to bear the following declaration:

"We certify that the goods are of origin and the value stated is correct and in accordance with our books."

United Arab Emirates

Certificates of Origin

Shipments from the UK may have to be supported by a Certificate of Origin obtained from your local Chamber of Commerce, certified by the Arab-British Chamber and legalised by the Embassy.

In some cases instead of the Arab-British Certificate of Origin an EC Certificate of Origin may be acceptable to UAE Customs (though there may be a small administration fee or penalty imposed in UAE on your customer).

If requested you will generally have to produce three copies and arrange for the original to be legalised alongside the Commercial Invoices. Please be aware that the declaration of the manufacturer on the Certificate of Origin is not mandatory but can be specifically requested by the importer or in the terms of a letter of credit. The Certificate of Origin must not just show "European Community" in the "Country of Origin" field but must show the name of the Member State. Failure to do this means the document may not be accepted by the UAE authorities, which could lead to the rejection of the delivery.

One of the following declarations on the origin of the goods is required on the invoice:

"We hereby declare that the mentioned merchandise is being exported for our own account. The goods are of ... origin and the goods are manufactured by ... (name and address of the manufacturer)."

"The goods incorporate parts and components which originate from the following countries: ... and the goods are manufactured by ... (name and address of the manufacturer)."

Goods going into UAE with an EC Certificate of Origin from the UK may be subject to delays at import and may incur penalties. If payment is under a letter of credit the terms will name the type of Certificate of Origin to be issued.

An Israeli boycott declaration is not required though some UAE importers may still request one.

Commercial Invoices

Invoices to be issued in four copies all originally signed. Invoices must include a full and accurate description of goods (including trade marks, serial numbers, material composition), first six digits of the commodity code (HS Code), transport details (including name of the vessel/airplane/flight number, port of loading and unloading, date of departure), weights and dimensions, value and currency of the supply — if the invoice values are in different currencies, the grand total is to be converted into AED — including separate indication of additional costs such as freight and insurance, the shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin (the notation "European Community" alone is not considered to be sufficient by the UAE authorities), the full addresses of all parties concerned and generally the name and address of the manufacturer.

Please be aware that the declaration of the manufacturer on the invoice is not mandatory but can be specifically requested by the importer or in the terms of a letter of credit.

Invoices of more than one page must be fastened together with the corner folded over and stamped by the exporter.

One of the following declarations on the origin of the goods is required on the invoice:

"We hereby declare that the mentioned merchandise is being exported for our own account. The goods are of ... origin and the goods are manufactured by ... (name and address of the manufacturer)."

"The goods incorporate parts and components which originate from the following countries: ... and the goods are manufactured by ... (name and address of the manufacturer)."

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Yemen

Certificates of Origin

Arab-British Certificate of Origin required for all goods. Obtainable from an authorised Chamber of Commerce and must be legalised by the Embassy which requires a copy for records purposes.

If requested, you will generally have to produce three copies and arrange for the original to be legalised alongside the Commercial Invoices.

It is recommended that each copy of the certificate of origin and commercial invoice that needs legalisation is marked, in pencil, with an "x" at the top of the form.

Photocopied documents are not accepted.

The Certificate of Origin must not just show "European Community" in the "Country of Origin" field but must show the name of the Member State. Failure to do this means the document may not be accepted by the Yemeni authorities, which could lead to the rejection of the delivery.

One of the following declarations on the origin of the goods is required on the invoice:

"We hereby declare that the mentioned merchandise is being exported for our own account. The goods are of ... origin and the goods are manufactured by ... (name and address of the manufacturer)."

"The goods incorporate parts and components which originate from the following countries: ... and the goods are manufactured by ... (name and address of the manufacturer)."

Commercial Invoices

Invoices are to be issued in a minimum of three copies all originally signed and at least one original legalised by the Arab-British Chamber of Commerce. Invoices must include a full and accurate description of goods, first six digits of the commodity code (HS Code), transport details, weights and dimensions, value and currency of the supply including separate indication of additional costs such as freight and insurance, shipping term (the Incoterms® 2010 rule, eg FCA, CIP, DAP), country of origin (the notation "European Community" alone is not considered to be sufficient by the Yemeni authorities), the full addresses of all parties concerned and the name and address of the manufacturer. Invoices of more than one page must be fastened together with the corner folded over and stamped by the exporter.

The following declaration on the origin of the goods is required on the invoice:

"We certify that this is a true and correct invoice and that the goods referred to are of the origin, manufacture and production of"

Certification by Arab-British Chamber of Commerce, and legalisation by the embassy may be required, and to be presented with the certificate of origin as a set (check with your customer).

Invoices should be submitted with Certificates of Origin (including those related to goods exported to the Aden Refinery Company) for Certification/Legalisation.

It is recommended that each copy of the certificate of origin and commercial invoice that needs legalisation is marked, in pencil, with an "x" at the top of the form.

It is a legal requirement to show the full transaction price of the sale on the Commercial Invoice at export. Yemen has been subject to the undervaluing of goods at import and the Customs Authorities are taking a strong line in combating this fraud.

Photocopied documents are not accepted.

Other Documents

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Exporters of consumer products may be required to provide a Certificate of Free Sale (CFS) certifying that their goods may lawfully be sold in the UK. This CFS can be provided free of charge by the Import Licensing Branch (ILB) of the Department for Business, Innovation and Skills (BIS). Contact Trade Facilitation & Import Policy Directorate, Billingham. Tel: 01642 364331 or e-mail CFS.enquiries@bis.gsi.gov.uk.