

SHIPPING DOCUMENTATION
GUIDE TO LATEST DOCUMENTARY
CERTIFICATION
AND LEGALISATION
REQUIREMENTS FOR THE ARAB COUNTRIES

Introduction

The Arab-Irish Chamber of Commerce (AICC) was founded in 1987 to promote and support the growth and development of trade and commercial relations between Ireland and the Arab countries. The Chamber was established under the auspices of the General Union of Arab Chambers of Commerce, Industry and Agriculture with its headquarters in Beirut and is affiliated with the Arab League.

The AICC certifies, and arranges legalisation of our Arab-Irish Certificate of Origin, commercial Invoice and any other necessary documents in order to ship to the 19 Arab countries that we represent, in accordance with each of the Arab government rules and regulations. All certification and legalisation rules and regulations are governed by their relevant Arab government and not the AICC.

It is the responsibility of the exporter to check what shipping documents are required. The AICC cannot advise on this matter as requirements can vary nor do we give advice on Letters of Credit.

This document provides a summary guide to the <u>Certification</u> and <u>Legalisation</u> requirements for the following Arab countries which are serviced by the AICC and the Arab-Irish Certificate of Origin must be completed and processed through our Chamber.

| Algeria | Iraq | Lebanon | Morocco | Saudi Arabia | Syria |
|----------|--------|------------|---------|--------------|---------|
| Bahrain | Jordan | Libya | Oman | Somalia | Tunisia |
| Djibouti | Kuwait | Mauritania | Qatar | Sudan | UAE |
| | | | | | Yemen |

These requirements may be changed from time to time by the countries concerned, but this guide represents the position for each country as at January 2017.

Please note that the AICC offers the following services;-

- AICC Certification
- Embassy Legalisation
- In-house printing of Certificates of Origin, Invoices and Packing List
- Authentication at the Department of Foreign Affairs & Trade [DFAT]
- Notarisation by a Notary Public
- Translations a service for most languages is provided + Proof Reading
- Visas Services
- Local, National and International courier services
- Swift/Registered Post

What documents do I need to export to the Arab countries;-

Certificate of Origin and Invoice: The two most important documents which the exporter has to prepare for shipments to the Arab countries are the AICC Certificate of Origin and commercial invoice. Both of these documents must accompany every shipment even if the goods are being supplied free of charge.

A *Certificate of Origin* must accompany the invoice in all cases of shipments to Arab countries. The purpose of this certificate is to confirm the origin of goods. Exporters must ensure that there is no restriction on the importation of the goods by virtue of country of origin as stated on the certificate. Exporters based in Ireland, which are supplying goods to an Arab country that originate in a third country, must still provide a certificate of origin, certified in Ireland. The Arab-Irish Certificate of Origin conforms to international regulations and is accepted by all governments concerned.

How to complete a Certificate of Origin;-

- The Certificate set must be completed in typescript, all in an identical manner, in English or, if required, in any other language it must be accompanied by a typed English translation.
- Box 1 must contain the consignors details and must match throughout your documents
- Box 2 must contain the consignees details and must match throughout your documents
- Box 3 must contain the method of transport i.e. Air, Sea or earliest available transport
- Box 5 must be completed please state countries of origin Europe is not acceptable
- Box 6 must also contain the manufacturer's details and must match box 5 if raw
 material/components are sourced from outside your company then these should also be
 mentioned in box 6 along with the manufacturer's details. Please note that the consignor is not
 always the manufacturer.
- Please see the reverse of Application copy of the Certificate of Origin on the completion of the Certificate. Also a template and example of our Certificate of Origin is on our website www.aicc.ie under services.
- Boxes 8 & 9 on the application & control copies should be signed and dated.
- Official copies of the Certificate of Origin are issued by the AICC (photocopies cannot be certified) if required.

ON-LINE CERTIFICATION

In association with Tradecert the AICC provides an On-Line Certification service. Once you are registered to use the system with Tradecert, you simply log in and enter all required details. After your online submission, we will apply our official Chamber stamp and signature digitally and then email you to confirm approval. You can then issue an AICC Certificate of Origin and Invoice right at your own printer.

Benefits of the online system:

- Documents created, submitted and reviewed by the chamber means your application takes hours rather than days.
- Completely remove courier/postal costs and travel associated with manual submissions, as all applications are created, edited, submitted and approved online.
- Reduce costs associated with human error as applications are editable online.

Please note that all shipments for Certification only can be processed fully On-Line by the AICC. No shipments for Iraq can be processed, as all shipping documents require to be stamped by the Department of Foreign Affairs & Trade, and the Department cannot authenticate digital signatures.

Start Using Tradecert.com today for all of your export document needs

 If you would like more information about their services or would like a free online demonstration of the Tradecert.com system, please contact their sales team: sales@tradecert.com or phone 01 657 1033

Invoices: The *Invoice* is the basic document used in exporting, and every other document draws upon the information that appears on the invoice. The purpose is to confirm to the purchaser the terms of the transaction so for this reason, it is advisable to print invoices rather than complete them by hand. This is not a legal requirement, but customs delays are less likely if the invoices are easily read.

Basic requirements for an Invoice;

- · Invoices are issued in English
- VAT should not be included in export Invoices to the Arab countries
- Invoices must also be originally signed, must show a currency and on company letterhead
- Invoice should bear an Invoice Number and should be dated
- Some countries require certain statements please see below

Packing List; A Packing list is a shipping document that accompanies delivery packages, usually inside an attached shipping pouch or inside the package itself. The document is prepared by the consignor that lists the kinds and quantities of merchandise in a particular shipment. A Packing List gives details of the contents of all the packages making up the consignments and is required by Custom's authorities if the packing information is not shown on the invoice.

Basic requirements for a Packing List;

- Packing List should be completed in typescript. However if required by the Consignee in any
 other language these must be accompanied by a typed English translation.
- Packing Lists must be on company letterhead, originally signed and dated.
- Check all other requirements with your Consignee.
- Packing List is a special Format for Kuwait only please see our website www.aicc.ie.

Health Certificates required for food shipments
Health Certificates often required for beverages shipments
Radiation Certificates often required for food & beverages shipments
Veterinary & Halal Certificates required for beef, lamb & poultry shipments

Guidelines;

- For the 19 Arab countries which are represented by the AICC an Arab-Irish Certificate of Origin
 must be completed in typescript along with an original signed Invoice and any other original
 signed certificates which are required for your shipment. These documents are either certified
 only by the AICC or legalised by the relevant Arab Embassy either in Dublin or London through
 the AICC. Legalisation is a government requirement and is not fixed by the AICC.
- A Certificate of Origin is required for the following reasons:
 - To meet customs authorities' requirements
 - > It is a legislative requirement of the importing Arab country
 - > To comply with Letter of Credit or banking requirements
 - > It is proof of origin for importer/customs

- Kuwait, UAE, Qatar and Sudan require all shipping documents to be certified by the AICC in the
 first instance, following which our Chamber will arrange for official legalisation through their
 respective Embassies in Dublin or London. This is a regulation from their own governments not
 the AICC. For the other 15 Arab countries, the Chamber's official Certification alone should
 normally suffice, but some importers may insist upon Embassy legalisation which the Chamber
 will arrange.
- On-Line Certification directly through Tradecert is not acceptable for Iraq as the DFAT can only authenticate stamps on documents that bear an original signature or seal from DFAT authorised organisations.
- The Department of Foreign Affairs & Trade can only authenticate stamps on documents that bear an original signature and stamp by authorised organisations. Scanned/digital signatures are not accepted.
- Always check with your consignee regarding documentation requirements, as these can vary from one consignee to another.
- Any documents which accompany shipments must be originally signed by the issuer, or as a true copy, if not then they must be stamped by a Notary Public as a true copy.
- All our Certification and Legalisation fees are detailed on our website www.aicc.ie.
- When sending documents for certification and/or legalisation please ensure the following;-
 - > Two sets of photocopies along with the originals must be included
 - > Covering letter on official letterhead requesting certification and/or legalisation
 - > Payment of fees
- The Chamber accepts the following payment methods: credit/debit cards, bank transfers, postal orders, company cheques and bank drafts and should be made payable to 'Arab-Irish Chamber of Commerce'. We do not accept personal cheques, American Express or Diner Card. When paying by credit card over the phone— a Credit Card Authorisation Form is required which can be downloaded from our website.
- For all exports of beef/lamb/poultry a Halal and Veterinary Certificates must also be certified and/or legalised in additional to the AICC Certificate of Origin and Invoice.
- It is essential, when exporting to the Arab world, to present the correct documentation. Errors
 can be expensive, which can lead to costly delays in payment and in clearing the goods and
 demurrage charges.
- Please prepare all documents in good time. AICC Certification can be processed while the
 customer/courier waits or can be posted/collected on same day, once prior notice is given, for
 the AICC to make the necessary arrangements. Certification and legalisation varies from one
 Embassy to another as each Embassy has their own rules and regulations. Please note that the
 Arab Embassies close for their Islamic holidays and other holidays are observed. The AICC closes
 for the two Islamic holidays in which case all exporters receive notification in good time and is
 also on our website.
- The AICC is not responsible for any documents lost or destroyed in the post/courier.

Replacement documents

If documents are lost by the consignor/consignee then a replacement set must be produced. A
photocopy of the original legalised documents must be submitted.

The following statements must appear on the replacement set if the originals are not returned; "This Certificate of Origin No. [state new number] replaces Certificate of Origin No. [state old number] which is now declared null and void.

"This Invoice No. [state new number] replaces Invoice No. [state old number] which is now declared null and void."

Temporary exports

- An Arab-Irish Certificate of Origin must be completed in the usual fashion.
- An original signed Invoice must accompany the Cert. of Origin. This Invoice must show a value for custom purposes.
- The exporter can state on their documentation that the goods are for a temporary export and will be returned to Ireland.
- Please check certificataion/legalisation requirements with the AICC

Department of Foreign Affairs & Trade authentication stamp

The Department of Foreign Affairs & Trade authentication of a document verifies its origin by confirming that a signature, seal or stamp appearing on a document is genuine. All documents to be authenticated should bear an original signature, seal or stamp from an Irish practising public official or organisation, including our Chamber. The DFAT can authenticate documents created in Ireland that will be used in other countries. All documents must show an Irish connection such as an Irish address where the person swearing the document is resident in Ireland.

The two most common type of authentication are:

Authentication: Authenticating a document means verifying that the signature, stamp or seal is genuine.

Apostillisation: Issuing an apostille is another method of authenticating a document, which may be required by countries that have acceded to the Hague Convention. It involves adding a certificate, either stamped on the document itself or attached to it.

| SHIPPING | CERTIFICATION REQUIREMENTS | LEGALISATION REQUIREMENTS |
|---------------|--|---|
| DOCUMENTATION | | |
| ALGERIA | Certificate of Origin and original | Certificate of Origin and original signed |
| | signed Invoice required – must be certified by AICC | Invoice required – legalisation may be required |
| | Invoice must show an invoice value or a value for custom purposes only | Invoice must show an invoice value or a value for custom purposes only |
| | Health Certificates may be required for food & beverages | If an EX-1 Certificate is requested, then this is issued by the Algerian Embassy in London when the AICC Certificate of |
| | Veterinary & Halal Certificates required for beef, lamb & poultry | Origin and original signed invoice are presented for legalisation |
| | | Health Certificates may be required for food & beverages |
| | | Veterinary & Halal Certificates required for beef, lamb & poultry |
| BAHRAIN | Certificate of Origin and original signed Invoice required – must be certified by AICC | Certificate of Origin and original signed Invoice required – legalisation may be required |
| | Invoice must show an invoice value or a value for custom purposes only | Invoice must show an invoice value or a value for custom purposes only |

| | Health Certificates required for food & beverages and can be used as back-up Radiation certificates often required | Health Certificates required for food & beverages and can be used as back-up Radiation certificates often required |
|----------|--|---|
| | Veterinary & Halal Certificates required for beef, lamb & poultry | Veterinary & Halal Certificates required for beef, lamb & poultry |
| DJIBOUTI | Certificate of Origin and original signed Invoice required – must be certified by AICC | The AICC does not undertake legalisation for Djibouti, as there is no Embassy either in Ireland or the UK |
| | Invoice must show an invoice value or a value for custom purposes only | |
| | Health Certificates may be required for food & beverages | |
| | Veterinary & Halal Certificates required for beef, lamb & poultry | |
| IRAQ | Certificate of Origin and original signed Invoice required – must be certified by AICC | Certificate of Origin and original signed Invoice required – must be certified by AICC |
| | Invoice must show an invoice value or a value for custom purposes only | Iraqi Embassy will only legalise Certificates of Origin and Invoice |
| | Every Invoice is required to be accompanied by a separate Arab-Irish Cert. Of Origin. Alternatively, if | Invoice must show an invoice value or a value for custom purposes only |
| | one consignment is covered by more than one invoice, a signed summary invoice referring to all the individual invoices must be used. The individual details of each invoice i.e. Invoice number and value must be inserted on the summary invoice which must also show a total value and currency at the end. Photocopies of the individual Invoices are required as back-up | Every Invoice is required to be accompanied by a separate Arab-Irish Cert. Of Origin. Alternatively, if one consignment is covered by more than one invoice, a signed summary invoice referring to all the individual invoices must be used. The individual details of each invoice i.e. Invoice number and value must be inserted on the summary invoice which must also show a total value and currency at the end. Photocopies of the individual Invoices |
| | Health Certificates may be required for food & beverages | are required as back-up |
| | Veterinary & Halal Certificates required for beef, lamb & poultry | All shipments of food or beverages the Certificate of Origin and Invoice will be certified by the AICC and legalised by the Iraqi Commercial Attaché, while the related health certificate will be |

| | | legalised by the Iraqi Consulate. |
|--------|--|---|
| | Certificate of Conformity may be requested as back-up only | Health Certificates may be required for food & beverages |
| | Handwritten Certificates of Origin Numbers on copies is no longer accepted – all numbers must be | Veterinary & Halal Certificates required for beef, lamb & poultry |
| | done in print. Documents that contain any hand | Handwritten Certificates of Origin Numbers on copies is no longer accepted – all numbers must be done in |
| | written details or hand written amendments will no longer be accepted. | type print. Any copy documents submitted for |
| | Manufacturing and Expiry dates must appear on c/o or Invoice when applicable | legalisation must bear the word COPY clearly on each, |
| | Documents that contain any hand written details or hand written amendments will no longer be accepted. | If back-up is required of any previous legalised documents – the back-up must show the legalisation stamp and signature from the Iraqi Embassy. |
| | All must be stamped by the DFAT | Documents that contain any hand written details or hand written amendments will no longer be accepted. |
| | | Documents that contain any hand written details or hand written amendments will no longer be accepted. |
| | | Manufacturing and Expiry dates must appear on c/o or Invoice when applicable |
| | | Certificate of Conformity cannot be legalised by the Iraqi Embassy – only used as back up |
| | | All must be stamped by the DFAT |
| JORDAN | Certificate of Origin and original signed Invoice required – must be certified by AICC | Certificate of Origin and original signed Invoice required – legalisation may be required |
| | Invoice must show an invoice value or a value for custom purposes only | |

| | | Invoice must show an invoice value or a |
|------------------------|--|---|
| | Health Certificates for food & | value for custom purposes only |
| | beverages may be required | |
| | | Health Certificates for food & beverages |
| | Veterinary & Halal Certificates | may be required |
| | required for beef, lamb & poultry | N |
| | | Veterinary & Halal Certificates required |
| | | for beef, lamb & poultry |
| | | An Express AICC Handling Service is available |
| KUWAIT | Certificate of Origin and original | Certificate of Origin and original signed |
| | signed Invoice required – must be | Invoice required – all shipments must |
| | certified by AICC | be legalised as it is a Government |
| | | regulation |
| | Invoice must show an invoice value | regulation |
| | or a value for custom purposes only | Invoice must show an invoice value or a |
| | | value for custom purposes only |
| | Packing List is a special Format Please see our website under Kuwait | |
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| | Health Certificates for food & | Please see our website under Kuwait |
| | beverages may be required | Health Contification for fined 8 houseness |
| | actorages may actoquises | Health Certificates for food & beverages may be required |
| | Veterinary & Halal Certificates | may be required |
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| | | for beef, lamb & poultry |
| | Certificates of Conformity and BSI | lot seet, tame a pount, |
| ε | standards are required for electrical | Certificates of Conformity and BSI |
| | goods and building materials. Please | standards are required for electrical |
| | check requirements with www.bureauveritas.co.uk | goods and building materials. Please |
| | www.bureauveritas.co.uk | check requirements with |
| | | www.bureauveritas.co.uk |
| | Shipments cannot just be certified | Shipments to Kuwait must be legalised |
| | by the AICC only | through the AICC as it is a Government |
| | 900 | E1 |
| | | regulation |
| LEBANON | Certificate of Origin and original | Certificate of Origin and original signed |
| MONOCO SHARING CONTROL | signed Invoice required – must be | Invoice required – legalisation is only |
| | certified by AICC | required if shipment is covered by a |
| | | Letter of Credit – please send a copy of |
| | Invoice must show an invoice value | the L/C |
| | or a value for custom purposes only | Land to the state of the state |
| | and a statement – check www.aicc.ie | Invoice must show an invoice value or a |
| | | value for custom purposes only and a statement – check www.aicc.ie |
| | Health Certificates for food & | and a statement – theth www.dict.ie |
| | beverages are required | Health Certificates for food & beverages |
| | Veterinary & Halal Certificates | are required |
| | Vetermary & Halar Certificates | • |
| | | |

required for beef, lamb & poultry

All Health & Veterinary Certificates must be stamped by the DFAT

Manufacturing and Expiry dates must be on C/O and original signed Invoice when applicable

For chemicals, drugs and pharmaceuticals the minimum shelf life is one year and requires a statement on Invoices – check www.aicc.ie

If there is more than one Invoice each Invoice Number must be stated in Box 6 on the c/o along with the Invoice date. Invoice date must be the same on all Invoices.

Documents in the English language is only acceptable.

Veterinary & Halal Certificates required for beef, lamb & poultry

All Health & Veterinary Certificates must be stamped by the DFAT

Manufacturing and Expiry dates must be on C/O and original signed Invoice when applicable.

For chemicals, drugs and pharmaceuticals the minimum shelf life is one year and requires a statement on Invoices — check www.aicc.ie

If there is more than one Invoice each Invoice Number must be stated in Box 6 on the c/o along with the Invoice date. Invoice date must be the same on all Invoices.

Documents in the English language is only acceptable.

LIBYA

Certificate of Origin required Invoice optional – Invoice must be sent as back up - Invoice must show an invoice value or a value for custom purposes only

Every Invoice is required to be accompanied by a separate Arab-Irish Cert. Of Origin. Alternatively, if one consignment is covered by more than one invoice, a **signed summary invoice** referring to all the individual invoices must be used. The individual details of each invoice i.e. Invoice number and value must be inserted on the summary invoice which must also show a total value and currency at the end. Photocopies of the individual Invoices are required as back-up

Invoice Value must be stated in Box 6 on C/O

Certificate of Origin required – Invoice optional – must be sent as back up –

Invoice must show an invoice value or a value for custom purposes only

Legalisation may be required - All documents that are sent for legalisation must be translated into Arabic which the AICC can provide

Every Invoice is required to be accompanied by a separate Arab-Irish Cert. Of Origin. Alternatively, if one consignment is covered by more than one invoice, a **signed summary invoice** referring to all the individual invoices must be used. The individual details of each invoice i.e. Invoice number and value must be inserted on the summary invoice which must also show a total value and currency at the end. Photocopies of the individual Invoices are required as back-up

| Health Certificates for food & beverages may be required on C/O Veterinary & Halal Certificates required for beef, lamb & poultry Manufacturing and Expiry dates must be on C/O or original signed Invoice when applicable. If there are numerous manufacturing & Expiry dates these can be submitted on a company's letterhead MAURITANIA Certificate of Origin and original signed Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages maybe required Veterinary & Halal Certificates required for beef, lamb & poultry MAURITANIA MAURITANIA Certificate of Origin and original signed Invoice required must be certified by the AICC Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages maybe required Veterinary & Halal Certificates required for beef, lamb & poultry MOROCCO Certificate of Origin and original signed Invoice required must be certified by the AICC Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages maybe required Veterinary & Halal Certificates required for beef, lamb & poultry OMAN Certificate of Origin and original signed Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required Veterinary & Halal Certificates for food & beverages maybe required V | | | |
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| 200 000 | OMAN | signed Invoice required – must be | Invoice required – legalisation may be |
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| | Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry | Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry |
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| QATAR | Certificate of Origin and original signed Invoice required – must be certified by the AICC Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry Shipments cannot just be certified by the AICC only | Certificate of Origin and original signed Invoice required – all shipments must be legalised as it is a Government regulation Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry Shipments to Qatar Fuel Additives Company are exempt from all legalisation fees Shipments of medicines only to Hamad Medical Establishment & The Ministry of Health are exempt from Invoice legalisation fees only Shipments to Qatar must be legalised |
| SAUDI ARABIA | Certificate of Origin and original signed Invoice required – must be certified by AICC | through the AICC Certificate of Origin and original signed Invoice required – legalisation may be required |
| | Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages required – please check with your customer if a Dixon Certificate is required | Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages required – please check with your customer if a Dixon Certificate is required |
| | Beverages, canned, chilled or frozen poultry, or by-products, of EU origin [except Belgium and Germany] must be accompanied by a Health Certificate issued by a Health Authority certifying that the products are free from MPA and | Beverages, canned, chilled or frozen poultry, or by-products, of EU origin [except Belgium and Germany] must be accompanied by a Health Certificate issued by a Health Authority certifying that the products are free from MPA and Ostradiol hormones and are fit for |

| | Ostradiol hormones and are fit for human consumption. Veterinary & Halal Certificates required for beef, lamb & poultry SASO/Certificate of Conformity - primarily electrical, electronics, automotive and chemical sectors Please check requirements with www.bureauveritas.co.uk | human consumption. Veterinary & Halal Certificates required for beef, lamb & poultry SASO/Certificate of Conformity - primarily electrical, electronics, automotive and chemical sectors Please check requirements with www.bureauveritas.co.uk |
|---------|--|---|
| SOMALIA | Certificate of Origin and original signed Invoice required – must be certified by AICC Invoice must show an invoice value or a value for custom purposes only Health Certificates may be required for food & beverages Veterinary & Halal Certificates required for beef, lamb & poultry | The AICC does not undertake legalisation for Somalia as there is no Embassy either in Ireland or the UK |
| SUDAN | Certificate of Origin and original signed Invoice required – must be certified by AICC Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages may be required Veterinary & Halal Certificates required for beef, lamb & poultry Shipments cannot just be certified by the AICC only | Certificate of Origin and original signed Invoice required – all shipments must be legalised as it is a Government regulation Invoice must show an invoice value or a value for custom purposes only Health Certificates for food & beverages may be required Veterinary & Halal Certificates required for beef, lamb & poultry |
| SYRIA | Certificate of Origin and original signed Invoice required – must be certified only by AICC Invoice must show an invoice value or a value for custom purposes only Every Invoice is required to be accompanied by a separate AICC | Syrian Embassy shut in August 2012 hence no legalisation can be processed |

| | Certificate of Origin - An Invoice with printed matter on the reverse is not acceptable. Invoice requires statement – please check our website www.aicc.ie | |
|-------------------------|---|---|
| | Currency should always be typed in front of the total Invoice value Health Certificates for food & beverages may be required Veterinary & Halal Certificates | |
| TUNISIA | required for beef, lamb & poultry Certificate of Origin and original signed Invoice required – must be certified by AICC Invoice must show an invoice value or a value for custom purposes only | Certificate of Origin and original signed Invoice required – legalisation may be required Invoice must show an invoice value or a value for custom purposes only |
| | Health Certificates for food & beverages may be required Veterinary & Halal Certificates required for beef, lamb & poultry | Health Certificates for food & beverages may be required Veterinary & Halal Certificates required for beef, lamb & poultry |
| UNITED ARAB EMIRATES | Certificate of Origin and original signed Invoice required – must be certified by AICC Invoice must show an invoice value | Certificate of Origin and original signed Invoice required – all shipments must be legalised as it is a Government regulation |
| | or a value for custom purposes only If Invoicing in Sterling and goods are being shipped from the Republic of Ireland – the following must appear on all Invoices Shipped From; Shipped from the Republic of Ireland Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry Shipments cannot just be certified by the AICC only | Invoice must show an invoice value or a value for custom purposes only If Invoicing in Sterling and goods are being shipped from the Republic of Ireland – the following must appear on all Invoices Shipped From; Shipped from the Republic of Ireland Health Certificates for food & beverages required Veterinary & Halal Certificates required for beef, lamb & poultry An Express AICC Handling Service is |
| | | available |

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AICC Certification and Embassy Legalisation fees

The AICC up-to-date certification fees and Embassy legalisation are on our website www.aicc.ie. Please note that all legalisation fees are paid directly to the relevant Arab Embassy on the day documents are present for legalisation.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE;-

Authentication Section Knockmaun House 42-47 Mount Street Lower Dublin 2,

Phone: 003531 408 2174

Or for the Munster area:

Consular Services,
Department of Foreign Affairs and Trade,
1A South Mall,
Cork

Tel: 021 4944765 / 021 4944766

Opening Hours;

The opening hours for the Public Offices in Dublin and Cork are as follows: Monday - Friday (excluding Bank Holidays) 9.30am – 12.30pm and 2.30pm – 4.00pm

Department of Foreign Affairs and Trade Fees:

All the following Certificates are €10.00 per Certificate plus €25.00 courier charge;Certificate of Free Sale, Certificate of GMP Compliance, Package Insert Certificates, Certificate of
Analysis, and Certificate of a Pharmaceutical Product, Declaration of Conformity, Certificate of
Conformity, BSI [British Standards Institute] Design Examination Certificate or Quality Assurance
Certificates, EC Certificate issued Irish Medicines Board, Certificates issued by the HSE and the
Department of Agriculture.

All the following Certificates are €40.00 per Certificate plus €25.00 courier charge;-CRO-issued Company Certificates and all other letters and agreements issued by exporters on company letterhead.

Translation Fees for personal documentation;

Translations from English to Arabic or vice versa: The standard fee for translations is €40.00 per translated page excluding 23% VAT. If your company is VAT exempt please send your B13 Form when sending in your translation, otherwise the fee will be €49.20. This charge may vary for technical or legal translations.

Translations for other countries; Fee on request.

Proof-reading

We also provide a proof-reading service for any material required for publication in the Arab World. This is completed by native speakers.

Notary Public Fees;

€ 75.00 up to four Certificates €125.00 up to eight Certificates €175.00 up to twelve Certificates

Postal Fees;

| All Swift & Registered Post - Ireland | € 7.00 |
|---------------------------------------|--------|
| All Swift & Registered Post – UK | € 8.00 |

Courier Fees;

| Courier to the United Kingdom: | €60.00 |
|--------------------------------|--------|
| Courier within Ireland: | €40.00 |
| Rest of the World: | €75.00 |

Contact details;

Arab-Irish Chamber of Commerce 34 Fitzwilliam Place

Dublin 2

Phone;

[01] 662 4451/662 1577

Email;

info@aicc.ie

Website;

www.aicc.ie

Opening Hours of the AICC:

Monday to Thursday: 9.00am to 4.45pm

Friday: 9.00am to 4.00pm Lunch: 1.00pm to 2.00pm

Please note that Embassies rules and regulations can and do change overnight. We bear no responsibility for any such change. Any change that does take place will be passed directly to our customers. All changes in prices can result in a delay with legalisation as new cheques for fees must be issued.

The Chamber's certification and legalisation services are tailored to provide the fastest and most efficient service possible to all of our clients to meet these requirements, however if you have any questions regarding certificates which are not covered in this booklet please email info@aicc.ie.

EMBASSY REQUIREMENTS AND LEGALISATION FEES

The Republic of Iraq

Embassy legalisation and requirements

- All shipments to Iraq must be covered by an Arab-Irish Certificate of Origin and along
 with an original signed Invoice, must show an invoice value or a value for custom
 purposes only and must be certified by the AICC. If legalisation is required then our
 Chamber will arrange legalisation by the Iraqi Embassy in London.
- Every Invoice is required to be accompanied by a separate Arab-Irish Cert. Of Origin.
 Alternatively, if one consignment is covered by more than one invoice, a signed summary invoice referring to all the individual invoices must be used. The individual details of each invoice i.e. Invoice number and value must be inserted on the summary invoice which must also show a total value and currency at the end. Photocopies of the individual Invoices are required as back-up
- The Iraqi Commercial Attaché in London will legalise originals and copies of AICC
 Certificates of Origin and Commercial Invoices. If you shipment requires a health
 certificates etc, legalise these will be sent to the Iraqi Attache's Office. Packing Lists do
 not require to be legalised.
- Handwritten Certificates of Origin Numbers on copies is no longer accepted all numbers must be done in print. Documents that contain any hand written details or hand written amendments will no longer be accepted.
- All shipping and regulatory & corporate affairs documents must be stamped by the Department of Foreign Affairs & Trade which our Chamber can organise.
- Health Certificates are often required for all food consignments.
- Halal & Veterinary Certificates required for all chilled, frozen meat, lamb and poultry.
- For all shipments, the manufacturing and expiry dates must appear on the Certificate of Origin and/or Invoice.
- Exporters are reminded that there are some restrictions on trading with Iraq, though
 many have been relaxed. Contact the Department of Enterprise, Trade & Employment –
 Export Licensing Unit, Phone; [01] 661 4444 for full details.
- Legalisation fees is a fixed fee of €285.00 per commercial / legal document (Original or copy)

Please confirm with your customer if they require a Certificate of Conformity for the shipment as back-up. Please note that the Iraqi Embassy will not legalise a Certificate of Conformity.

For further information on Certificates of Conformity please contact; Bureau Veritas, Government Services & International Trade 180 Borough High Street, London SE1 1LB