

Second : Approvals on the process for ratifications and authentications:

No.	Types of transitions to be attested	Requirements
1	Laboratory examination Certificate	o The license should be industrial or economic activity giving the company to conduct this profession.
2	Experience certificate	o Provide supporting documents that show the years of experience as follows: 1. Passport copy. 2. Visa copy. 3. Copy of the employment contract attested by the Ministry of Labor.
3	Job Offer	1. Passport copy. 2. Visa copy
4	Auditors report	1. Ratification shall be in the name of the company. 2. The document must bear signature and accredited stamp of the chamber.
5	Authorization letters	1. Ratification shall be in the name of the company. 2. The document must bear signature and accredited stamp of the chamber
6	Commercial invoices	o Invoice not having certificate of origin will not be ratified
7	Invoices and boats agreements	o To ensure that the activity of the company allow to sell boats
8	Marine machineries	o Make sure the company's activity allows it to sell the machines
9	Attestation on the letters issued by local department in the state.	o Make sure of the availability of the signature and its conformity before attestation.
10	Academic Qualifications	o It should be licensed and registered in the Chamber o The activity should be containing certificate issuance.
11	To whom it may concern letters / insert a partner in the license	o Passport copy (make sure that the passport number is matching) o Visa copy o Attendance of the sponsor and take a copy of sponsor ID in case of individual licenses o Attendance of the partners or their representatives in the case of companies
12	Prices certificate	o A certificate issued by the factory itself
13	Water packing agreement for a registered trademark inside and outside the state	o A availability of packing activity in the company license. o Trade mark registration certificate at the Ministry of Economy.

First: Approvals on the process for issuing certificates of origin:

Sr. No.	Goods	Names of importing countries	Type of documents should be provided	Remarks
1	Chemical materials	Iran	Goods and materials subject to the control of the import and export committee / of the executive office in Dubai which affiliated to the Ministry of Foreign Affairs.	
		All countries	o Approval of the Ministry of Interior / Police General Headquarter o Customs statement issued by the state	
2	Armored vehicles	Iran / Iraq / Libya Or any other country	o Goods and materials subject to the control of the import and export committee / of the executive office in Dubai. o Approval letter from the embassy of importing a country.	* Make sure to mention armored car in the statement of the executive office * The type of goods should be mentioned in the certificate of origin
3	Non-armored vehicles	All countries	o Export certificate out of the state (deportation Certificate) issued by the Ministry of Interior / Traffic General Headquarter.	* In case it is not available, customs statement for cars will be accepted
4	Auto spare parts bearing well-known names E.g. (KIA, NISSAN ...etc.	All countries	o Factory purchase invoice o Or purchase invoice from the agent in the state	
5	foodstuffs (Meat and all kinds of poultry)	All countries	o Municipality Department Approval (Public Health)	In the UAE origin, it requires an industrial license of the company and not the Packaging.
6	Goods that not allowed to enter state (Only Transit)	All countries	o Providing a certificate of origin for goods manufacturing country. o In addition to the goods bill of landing.	* It should make sure of the certificate of origin and bill of landing data. * It should make sure of? That the goods are transit through 1. Consignee name. 2. The country which the goods shipped to. 3. Shipping data 4. To check goods, weight and quantity. 5. It should made clear in the bill that the goods are transit
7	Goods of UAE origin	All countries	o Provide manufacturing bill o A copy of the industrial license o A copy of Industrial Production Certificate	In case the factory is a member in the RAK Chamber of Commerce and Industry member the industrial license is not required
8	Coal of different types	All countries	o Providing the purchase invoice if it purchased from within the State o If it is out of state, a certificate of origin and statement of goods entry to the state must be provided	
9	Gold	All countries	o Bill of lading o Laboratory examination for gold carried out by Dubai Central Laboratory Department / consumables and commodities laboratories section, or by any accredited entity in the State	Industrial license transactions are excepted
10	Pharmaceutical	All countries	o Permit from the Ministry of Health	Industrial license transactions are excepted
11	Non-domestic Livestock	All countries	o Veterinary examination by the Municipality Department.	
12	Foreign fabrics e.g. (American or French brands etc)	All countries	o Provide the purchase invoice if purchased from within the State o In case it purchased out of state, a certificate of origin of the goods and the goods entry statement to the state should be provided	

Prepared by:

Commercial Services and business Development Sectors

Commercial Services Department - Certificates of Origin and Ratification Section

Graphic Design:

Fatema Rashed Al Mazrouei



Approvals Guide

Processes for Issuing Certificates of Origin and Ratifications