



## **Procedures for Issuance of Certificates of Origins to General Trading Companies**

1. **General trading companies are not allowed to engage in any trade activity that requires an approval for issuance of a trade license or approval to conduct its business.**

**For example: In case the exported goods were medications or food stuff (meat), then it require an approval from the Ministry of Health prove its safety or chemical materials by executive office and it's not allowed to be exported by the general trading companies, even if it approved by the competent authority, but it is allowed only to the competent companies.**

2. **Invoice of general trading companies should be printed on the company's letterhead, signed and stamped and it should contain contacts numbers in the emirate of Ras Al Khaimah, it should include the following details :-**

- Trade name for the local exporter, and to be identical to the name of membership certificate.
- Name of the importer
- Name of consignee country together with the address of consignee, usage of abbreviations are not allowed.
- Details and type of goods [Full description to the type of goods as per the goods types in specified box].
- Goods specifications [Number of sent packages and the type and details of goods ], and identify the unit of measurement, total number and price of the goods, the details of the goods should be dealt with as per its type and unit of measurement , unit of measurement for liquids to be (Mm ) and for fabrics (M).
- Number and date of invoice
- Country of origin of re-exported goods.
- Coordinated System (HS- Code), tariff code should be used when mentioning the type of goods with using tariff code classified by the UAE Customs.
- Weight of goods.
- Invoice value.
- Type of currency.
- Shipping method (land - sea - air )
- Total quantity (in figures and in words)
- Company / institution stamp with signature (by an authorized signatory or a person has a power of attorney).
- It is not allowed to write more than ten countries of origin in the box of goods origin in the commercial invoice.

3. **Any invoice with restricted goods should be accompanied with a document proving goods origin whether purchased from the local or foreign markets as per the following:-**

1. In the case of purchasing from the local market a commercial invoice should be attached, and the chamber has the right to request for attestation by the Chamber of Commerce

where the company registered with, and the chamber has the right to request for a valid manufacturer license as well as the original purchase invoices.

2. In case the goods were imported from outside the state, it should attach a statement of the goods entry and certificate of origin of the exported country, the chamber has the right to request to provide the original document to compare between the invoice submitted by the client and the invoice of purchase.

#### **4. Requirements for exporting goods to Iraq:**

If it requires to issue a certificate of origin for Iraq, a customs declaration or bill of lading and exported goods entry permit should provide whether shipping by air, land or sea, the chamber has the right to request undertaking by bring customs declaration after the issuance of the certificate of origin.

#### **5. Requirements of UAE origin export:**

- Attach a copy of (industrial license) of the factories that registered outside the emirate of Ras Al Khaimah and checkup manufacturing activity for the factories registered in the emirate of Ras Al Khaimah.
- Taking into account that the increase in the value of the invoice of general trading companies compared to the UAE factory invoice is within a reasonable range.
- The quantity of exported goods are less or equal to the quantity of the goods mentioned in the factory's purchase invoice.
- It is strictly prohibited to use one factory invoice for more than a certificate of origin.

#### **6. Requirements for exporting goods to Iran:**

In case of exporting goods to Iran, an approval of the Executive Office should be obtained to allow export of these goods by filling their own form and contact with them. In event the goods not entered to the state, it should provide (bill of lading + certificate of origin from the manufacturer); the documents should be the originals.

#### **7. If the good were cars spare parts, and it was mentioned as half car, then three documents should be provided as follows:**

- Certificate from the Ministry of Interior - Traffic and licensing Department (scrap certificate).
- Provide (car entry statement) if it imported from outside UAE.
- The seller company's activity should be scrap trading as mentioned in the commercial invoice.

#### **8. Companies of general trading are not entitled to export goods of personal purposes.**

#### **9. In the case of exporting cars it should provide a statement of the car deportation certificate. It is allowed for the general trading companies to export cars for the purpose of trading with mentioning the name of the company to which car is exported in the attached deportation certificate to the invoice, it is not allowed to export the car for the purpose of tourism or export of armored cars.**

## **10. Requirements for issuance of additional copy of certificate of origin:**

If it is required to issue an additional copy of the certificate of origin, it should be attach an official letter from the company to be stamped and signed by signatories accredited to the Chamber, so as we can issue an additional copy of the certificate in the event of unavailability of the original certificates with you.

## **11. Fees of issuance of a report equal to the number of issued certificates of origin to the company during a specific time:**

In case the client wants to issue a report equal to the number of the certificates of origin of the company, a fee of AED 50 will be charged per report. Note that this requires an official letter from the company requesting report issuance.

## **12. Fees of copies re-issuance from archived documents:**

If the client requests for more copies of the documents of transaction, an amount of AED 5 will be charged per each copy.

### *Notes:*

- Chamber of commerce has the right to request for any additional documents if necessary.
- Rules of export are as follows:
  - (Rules for goods of UAE origin / Rules to export certain goods such as chemicals / chemical fertilizers / livestock).
  - There are rules in the case of exporting cars, please attach a deportation certificate issued by the Traffic department or attach a copy of the unregistered vehicle entry statement issued by UAE customs authority.
  - There are rules in the case of transit cargo, please attach a copy of the transit statement for goods issued by UAE customs authority.
- **Policy of Fees recovery and replacement:**
  1. Fees recovery request will not be considered for the provided services only if the request is in conformity to the terms and conditions. In the case the request is no in conformity with any of the conditions, the chamber has the full right and without mentioning the reason behind refusal of such request.
  2. To apply for fees refund, please proceed to one of a certified service center to fill in and submit the request related to the fees recovery and replacement.
  3. All application for fees recovery or service (s) cancellation will be regarded if the application is made before the issuance of the certificate of origin.
  4. A certain amount will be deducted from the refundable amount as a penalty for cancellation of AED 25.
  5. Penalty of AED 25 will be charged as cancellation fees immediately after cancellation of the certificate.
  6. Except for what has been mentioned in fees recovery policy, no other fees shall be considered recoverable or replaceable. The fees shall be receivable when the payment was made.
  7. Fees will be transferred to the credit card that was used for payment only.

**\*\* Cases and Restricted goods:**

- All invoices where the invoice value is of AED 1,000,000 and more
- Electronic devices
- Cables and all kinds of connectors
- Clothing (Registered brands)
- Handbags (Registered brands)
- Building materials such as machinery and materials used in paints and decoration
- Unwrought Steel or Shaper
- Unwrought aluminum or Shaper
- Cosmetics
- Meat of all kinds and Forms
- Cars Spare Parts
- Half Cut Trailer
- Cars
- Trucks
- Motorcycles
- Coal
- Lubricants and lubrication
- Engines Spare parts of all types civil, industrial and agricultural
- Mobile phones
- Watches (Registered brands)
- RAK Chamber also has the right to deal with any goods with the same restrictions as applicable (In addition to the list or to make sure that is the right information).