

Instructions of issuing Certificates of Origin of 2013

Under provisions of article (34) of Industrial Chambers Law no. 10 of 2005 and article (36) of the Temporary Chambers of Commerce Law no. 70 of 2003

Article (1): These instructions are called (Instructions of issuing Certificates of Origin of year 2013) and shall be in effect after three months of being published in the Official Gazette.

Article (2): Words and terms below shall hold the following meaning where found herein unless mentioned otherwise:

The Ministry	Ministry of Industry and Trade
The Minister	Minister of Industry and Trade
The Chamber	Chambers of Industry or Commerce established within the Kingdom under the laws in force
Chambers of Industry	Chambers established under the Law of Industrial Chambers and the work field of each chamber shall extend to the geographical boarder identified for each under the current resolution of the Council of Ministries
Chambers of Commerce	Chambers established under the Law of Commerce Chambers and the work field of each chamber shall extend to the geographical boarder identified for each under the current resolution of the Council of Ministries
Certificate	Certificate of origin
Invoice	The commercial invoice that shall be certified and that belongs to the goods to be exported
Exporter	The individual or trader or factory or body that shall process the exportation
Directorate	Industrial Development Directorate
Rules of origin	The provisions available in the national legislations and international agreements applied by the Hashemite Kingdom of Jordan to define the origin of the goods.
Generalized System of Preferences (GSP)	A system of which the developed countries provide developing and least developed countries preference treatment to let their products enter their markets with reduced or duty free custom tariff when qualifying certain rules and conditions, it is also called the Most Favoured Nation System (MFN).

Article (3): Chambers of Industry are the authorities which issue certificates for origin of industrial products, certifying invoices, signatures, and trading documents for their members.

Article (4): Chambers of Commerce are the authorities which issue certificates for origin of non-industrial products according to below, certifying invoices, signatures, and trading documents for their members:

- 1- Re –exported foreign goods.
- 2- Agricultural and processed animal products (after receiving requested documents from competent authorities).
- 3- Unprocessed natural resources specifically (sand and Volcanic Tuff (Pozzolana)).

Article (5): Requirements of issuing a certificate of origin for goods and products of Jordanian Origin

A- Industrial Products:

1. A valid registration of the producer or exporter at the Chamber of Industry.
2. The location of the facility shall be within the geographical boarder of the chamber.
3. The goods shall match the objectives to the producer or exporter.
4. The exported goods shall qualiey rules of origin under the agreement.
5. The exporter shall present and fill "exporter declaration " to declare that the exported products have qualified origin (According to the approved exporter declaration form in the relevant agreement).

B- Non-industrial products:

1. A valid registration of the producer or exporter at the Chamber of Commerce.
2. The location of the facility shall be within the geographical boarder of the chamber.

C- Agricultural products:

1. A valid registration of the producer or exporter at the Chamber of Commerce.
2. The location of the facility shall be within the geographical boarder of the chamber.
3. The invoice shall include all data mentioned in article (13)/ paragraph (A).

Article (6): Chambers of Commerce are allowed to issue certificates of origin for industrial goods of Jordanian origin, as an exception for their members for the purposes of bank credits and for the exporters of goods manufactured in Jordan under the following conditions together:

1. The exporter must have a valid registration in one of the chambers of Commerce.
2. The exporter or authorized representative must submit a certificate of origin for industrial products to be exported, issued by any of the chambers of industry of where the manufacturer is registered, and the certificate shall be stamped and certified according to the procedures mentioned in these instructions.
3. Showing an original invoice certified by the Jordanian producer, " with the necessity of having the phrase "export is allowed" on the invoice, or otherwise a letter issued by the producer containing it's approval to export.
4. The commercial invoice must include all the required information, which will be mentioned later.

Article (7): Chambers of industry or Commerce, each within their field of competence, shall issue the certificate within one working day at most from the date of the exporter's application, in case all required documents have been completed.

Article (8): It is not permissible to make any deletion, erasure or alteration of the certificate (under the penalty of not being approved), and in case of any need for amendment, the chamber (upon written request from the exporter) shall make the required amendment and stamp the amended certificate with an approved stamp for this purpose.

Article (9):

- A. A copy of a replacement of damaged or lost may be issued under a written request from the exporter provided that it shall be stamped with a stamp stating that it is a copy of a replacement of lost or damaged.
- B. In exceptional cases, upon a written request by the exporter and under the conditions of the documentary credits, one or more additional original copies of the certificate of origin may be issued, provided that it shall be stamped with a stamp stating that it is an additional original copy.

Article (10): The certificate shall be valid from the date of issuance by the chamber and for a period of 6 months, or as stated in the relevant agreement as long as there is no change in the information contained therein and the retention period of copies of certificates of origin is according to the period specified in the relevant agreement).

Article (11): The exporter shall refer to the Industrial Development Directorate in the Ministry of Industry and trade or the directorates of the Ministry in the governates of their respective geographical area, or the Ministry's offices to check certificates of origin and ensuring they comply with rules of origin in the agreement and then certify them, except the certificates forms that do not need authentication.

Article (12): The forms of certificates of origin described below are adopted and other forms may be adopted if the need arises or a modification if required to the existing approved forms.

- A. The General Certificate of Origin form (standard form), which is used for exporting under or outside the agreements, and used in cases of exporting to European Union (EU) countries, where this requires printing a statement stating that this certificate is valid for the purposes of issuing EUR1 or EURMED movement certificate, as well as printing a statement stating that it is valid for the purposes of issuing FORM (A) when exporting under General System of Preferences (GSP).
- B. Arab certificate of Origin form issued under the provisions of the Great Arab Free Trade Agreement (GAFTA).
- C. The form of the Arab certificate of origin issued under the provisions of the Arab bilateral trade agreements and protocols in which Jordan is a party, and the exporter shall take into account the above matters when filling out the certificate of origin.

Article (13):

1. The exporter shall take into account filling the data in all entries of certificates of origin mentioned, or as stated in the relevant agreement and instructions.
2. The value may not be mentioned in the certificate under a written request by the exporter, if necessary.

Article (14): Taking into account what was stated in the agreements in force between Jordan and other countries , the commercial invoice data for the purposes of issuing certificates of origin must include the following:

1. The name and address of exporter (mandatory).
2. Name and address of the consignee (optional).
3. The type of goods and their specifications in terms of item, quantity, value and origin (mandatory).
4. The value of the goods to be exported, both in letters and numbers, with defining the currency for the total value of the invoice (mandatory).
5. Gross weight of goods and/or net weight and / or packages number (mandatory).

6. Invoice number and date provided that the serial number is not used twice during the single financial year (mandatory).
7. Mentioning the brand name of the goods if any (optional).
8. The invoice must be original and signed by the administrative or financial authorized signatory of the company, or by any person authorized by written authorization issued by any person who has the right to authorize form the issuer of the invoice (mandatory).
9. A declaration by the exporter stating the following:
“ We hereby certify that this invoice is in all respects correct and true both with regard to the price and description of the goods referred herein, and that the country of the origin is”, and specifying the country of origin."
10. The invoice must be commercial and not a quotation invoice, except in cases related to the exporting of samples without commercial value (F.O.C) (Free of Charge).
11. The signatures of the authorized delegates on the invoice match their approved signatures at the chamber.

Article (15): the mechanism for issuing certificates of origin for goods and products of Jordanian origin issued by the chambers of industry and chambers of Commerce shall be as follows:

- 1- A site visit by the Chamber of industry on facilities that located within their geographical scope and which are exporting for the first time or exporting a new product, or whenever the need arises, a certificate of origin shall be issued for the relevant facility as per duly.
- 2- The exporter must bring an original invoice from the producer, including all the data mentioned in paragraph (a).
- 3- The prescribed fees for issuing certificates of origin are paid in accordance with the fees specified in the Chambers of Industry and Chambers of Commerce regulations.
- 4- The specialist chamber employee must enter the invoice data to issue the certificate form to export with.
- 5- The certificate shall be checked and signed by the specialist and authorized persons of each chamber and stamped with the chamber stamp approved for this purpose and the stamp and signature shall be on all carbonated copies.
- 6- The chamber shall keep a copy of all certificates of origin, invoices and documents attached thereto in a special file for a period of no less than three years, or as provided in the relevant agreement.
- 7- Chamber of Commerce or industry shall collect the payable stamps duties on certificates of origin of five dinars per copy to be approved under the current import stamp law.
- 8- The exporter shall refer to the Industrial Development Directorate in the ministry's Center, the Directorates of Industry and Commerce in the governorates, or the ministry's offices to verify the certificate and ensure that it complies with rules of origin in the respective agreement, except for the certificates of origin for foreign goods.
- 9- The specialist ministry employees duly certify the certificate of origin and the annex invoices.

Article (16): Mechanism for issuing origin certificates for foreign-origin and re-exported goods:

A. Chambers of Commerce issue certificates of origin for foreign-origin and re-exported goods to various entities.

B. Taking into account what is stated in the agreements into force between the Hashemite Kingdom of Jordan and the Arab and foreign countries, chambers of Commerce when issuing certificates of origin for foreign goods for the purpose of re-export should look through the following:

- 1- The original certificate of origin under which the products were received, and / or a carbonated original copy and / or true copy of original certified by the Issuer or one of the local authorities authorized for this purpose.
- 2- Customs declaration, Customs certificate or any document issued by development Zones authority, provided that these documents and data include (The importer's name and address, description of goods and their quantities, and country of origin of the goods).
- 3- The invoices under which the goods were received, and the authenticity of the contents of these documents shall be checked for the authenticity of their origin, provided that they are certified by a Chamber of Commerce, Industry or agriculture, or any other entity authorized by the legislation in force in the country of origin to certify such invoices.

C. Chamber shall keep copies of these documents with copy of the certificate of origin saved by the chamber for a period of three years or as provided in the respective agreement.

Article (17): In case of violation of any of the above requirements, the chambers of industry or Commerce shall refrain issuing the certificate of origin for the exporter, regardless of cases of issuing a previous certificates of origin.

Article (18): Customs department generalizes to all customs centers to check the following procedures:

- 1- That all invoices and certificates of origin have been stamped by the Ministry of Industry and trade and certified by authorized signatories to sign them.
- 2- Not to release any exported shipment unless it meets all the above requirements.
- 3- In case of exporting goods that require obtaining advanced export license based on a letter from the authorized authority to issue this license, the goods shall not be released, unless the export license is confirmed with other required documents.

Article (19): Chambers of Commerce and chambers of Industry shall reconcile their conditions in accordance with the provisions of these instructions within a maximum time of the end of the three-month period stipulated for the entry into force of these instructions mentioned in Article (1), including generalization to its affiliates and taking all necessary measures to sensitize them to the provisions of these instructions.

Article (20): Minister shall decide on any dispute arising in respect of the interpretation or application of any of the articles of these instructions or any case to be solved, and thereby he may form a technical committee for the purpose.

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