

Certificate of Origin and Certified Invoices Amendment Service

Instructions and Required Documents:

First: Submit a written request signed by the administrative authorized signatory on behalf of the company or organization explaining the required amendment.

Second: Bring all original copies of the certificate of origin issued by the Chamber and all copies of the export invoice approved by the Chamber and any other documents that the Chamber deems necessary to make the required amendment.

Procedures for Obtaining the Service:

- 1- Review the member services information counter to verify the documents, then the auditor takes a number to make the transaction.
- 2- The competent employee receives and audits the full amendment transaction on the certificate of origin after referring to the copy of the certificate and invoice kept with the Chamber, the auditor makes the required amendment to the invoice, and the competent employee makes the required amendment to the certificate of origin (if any).
- 3- The auditor shall pay the prescribed fees with the same employee.
- 4- The amendment transaction on the certificate of origin with the receipt voucher shall be submitted to the head of the department for checking, signing and stamping at the fields on which the required amendment was made with the seal of the amendments.
- 5- Submit the transaction to the auditor.

Place of service:

Certificates of Origin Section of the Member Services Department in the Chamber.

Prescribed fees for amendment to the certificate of origin:

- 1- The capital of the company/organization is five thousand dinars or more: The fee is four dinars.
- 2- The capital of the company/institution is less than five thousand dinars: The fee is two dinars.
- 3- Individual (not registered): The fee is four dinars.
- 4- Adjustment to the invoice value by increment, the difference in fees on the certificate of origin is calculated and collected based on any of the following cases:
 - 1- The capital of the company/organization is five thousand dinars or more.
 - 2- The capital of the company/organization is less than five thousand dinars.
 - 3- Individual (not registered).