

The importer may require that the certificate of origin be certified by an independent organization such as the exporting country's Chamber of Commerce or other similar entities.

### CONSULAR INVOICE

Except for a small number of countries, the consular invoice is a document that is no longer required. It is highly recommended that the exporter check with the consulate of the importing country if such a requirement is still in effect. However, several countries still require "legalization" of some documents by their own consulate in the country of exportation. The purpose of the consular invoice is to assist the importing country's customs authorities in the assessment of duties and clearance of goods. The consular invoice is also the bearer of important trade information for statistical purposes.

The consular invoice is a simple document that must be completed on a prescribed form. This document consists of a set of several copies in the language of the importing country. In most cases, the form bears subtitles in English and can be purchased from the importing country's consulate. The information required is generally similar to that of the commercial invoice, except that a breakdown of the CIF price is usually required. The completed signed consular invoice must be submitted to the nearest importing country's consulate for legalization, together with one original bill of lading and commercial invoice. It is highly recommended that the exporter contact the appropriate consulate for guidance regarding specific requirements. The consular invoice has to be carefully completed as there are penalties for errors and/or corrections made to the text. If the foreign language presents a problem, assistance from the importer may be required.

If an unavoidable correction or change must be made and the consular invoice has already been legalized with no possibility of replacing it, a "letter of correction" is required. It must be taken into account that not only do the forms have to be purchased, but a fee must also be paid to the importing country's consulate for the legalization.

### INSURANCE CERTIFICATE

If the terms of sale are based on a CIF price the exporter will supply an insurance certificate as part of the export documentation.

An insurance company's pre-printed form is to be completed by the insurer (exporter) indicating the insured value (usually CIF value plus 10%), risks covered, description of the goods, packaging, marks and numbers and carriage details. The certificate can be made out to the assured (importer) or to the order of the assured. The certificate is normally endorsed by the insurer to transfer the right of claim of loss to the buyer.

### WEIGHT AND PACKING CERTIFICATES

Weight and packing certificates indicate weights (net and gross), contents, marks and numbers in each package, carriage details as well as description of the types of packages. (See exhibit 10 at the end of Part I.)

Weight certificates are usually required when the weight of each individual package is uneven. It may be required that these certificates be issued by a third party. (i.e. In cases where commodities are sold in bulk.)

If one or more packages contain different goods, a detailed packing certificate will enable the importer to locate a particular item.

There are no prescribed forms for weight and packing certificates, therefore they can be completed on the exporter's letterhead unless they are to be issued by a third party.

### OTHER DOCUMENTS

Inspection certificates may take different forms; quality, analysis, health or the like. They can also verify certain operations such as loading, unloading, wedging and fastening of the packaged product. The purpose of these kinds of certificates is verification of the contractual specifications. Several countries by decree require pre-shipment inspection certificates issued by independent surveyors.

Certificates such as health, phytosanitary etc. are required by most importing countries for specific commodities like edible goods, grains etc. These certificates are issued by government authorities and other recognized entities.

The consulate of the importing country is the best source of information regarding specific documentation requirements.

### EXPORTING TO THE UNITED STATES

A commercial invoice properly completed in accordance with the United States Customs Regulations will suffice as a customs clearance document. If a commercial invoice is not available at the time of exportation, customs invoice form 5515 is still acceptable.

In the absence of a commercial invoice, the importer must file a pro-forma invoice (the exporter need not prepare this document). However, the required commercial invoice must be submitted no later than 120 days from the entry date.

A signed commercial invoice must contain the following basic information:

- port of entry;
- time, place and names of buyer and seller;