

Proceedings for the legalization of invoices and issuing Certificates of Origin

First: Mechanism of the legalization of the invoices and issuing Certificates of Origin:

Receiver:

The receiving conditions are requested as follows:

- 1- The Corporation should be registered before the Chamber and paid the due charges.
- 2- The original invoice should be attached with at least one copy.
- 3- The invoice should include, clearly, all elements, and information requested and the Certificate of origin of the goods specified in it issued from the Origin of the registered goods; their values are true and authentic with the books of the Corporation and the only certificates issued therein.
- 4- The invoice should be signed by the authorized signatory in the name of the Corporation; as well it should contain the seal of the Corporation and an affixed financial stamp.
- 5- The invoice should be issued in Arabic for the National Products exported to an Arab Country; it could be issued in Foreign Language in cases needing be.
- 6- The Foreign Documents which are attached to the invoice of the exporter of goods of Foreign Origin should be duly complete.
- 7- The issue of the invoice should be written by computer but in extraordinary cases it could be hand written on condition of total clarity.
- 8- The Origin should be determined to each item when the invoice includes goods of several Origins.

Second: Goods of Lebanese Origins

1- Industrial Goods:

- A. The producer should have an industrial attestation issued from the Ministry of Industry valid upon legalization request.

- B. In case of the producer was not the exporter, an invoice of local sale from the producer to the exporter should be available signed by the authorized signatory according to the commercial circular.
- C. In case the producer does not have a valid industrial attestation, the Ministry of Industry should legalize in advance the invoice.

2- Agricultural Goods:

The Ministry of Agriculture should legalize in advance the Lebanese Origin of the goods.

3- Animal Goods:

An Origin attestation issued from the Animal Production Office at the Ministry of Agriculture should be available and should be consistent to the invoice.

4- Goods collected in Lebanon

A certified true copy of the custom exportation statement and a conformable policy of shipping should be submitted to confirm that the goods are exported from Lebanon. In case the collected goods contain carton garbage, an authorization of exportation should be issued from the Ministry of Industry.

Third: Goods of Non- Lebanese Origins

The following documents should be attached to the invoice:

- 1- An original invoice issued from the foreign exporter to the Lebanese Corporation requiring legalization and legalized from the Chamber of Commerce.
- 2- Original Certificate of Origin issued from the Chamber of Commerce in the Origin Country or the Exporting Country consistent with the original legalized invoice.
- 3- In case the goods are directly exported from a foreign country to another one, the invoice should be attached to the policy of shipping or a certified true copy of it containing all invoice information, loading and unloading harbor.

Fourth: Re-exported Goods

In case the foreign goods exist in the Lebanese territories and their custom fees to their entrance were paid, representing the original invoice or a legalized certified true copy from the Custom and Certificate of Origin attached by a true receipt of Custom payment and Custom leave authorization or Custom Statement. All these documents should bear the similar characteristics and information denoting the Origin.

Concerning the vehicles of public works, tourist cars and used trucks, if the exporter does not have a foreign invoice and Certificate of Origin, he should submit the following:

- 1- Debris Certificate (i.e. withdrawal of vehicle permit) issued From the Director of Registration Department of Cars and Vehicles attached to the Custom Certificate or a copy of it deposited upon the registration of the vehicle in its file in the Directorate of Registration of Cars and Vehicles.
- 2- Registration Book of the car or vehicle in the Directorate of Registration of Cars and Vehicles attached to a copy of the Custom Certificate.