

COMMERCIAL LEGALIZATION AND DOCUMENTATION REQUIERMNTS

Summary of Legalizing Commercial Documents:

- All commercial documents MUST be certified by the National U.S. Arab Chamber of Commerce or the U.S. Department of State prior to legalizing by our Consular Office.
- The fee for legalizing commercial documents is \$100 US Dollars.
- All payments should be made to the consular section – Yemen Embassy (Money order) only.
- Include two set of copies for the Consulate's records of the above documents.
- Along with your documents and proper payment, you must enclose a brief cover letter and a prepaid self-addressed envelope.
- Mail your documents to :
*Consulate of the Republic of Yemen
2319 Wyoming Avenue, NW
Washington DC 20008*

Documentation Overview:

Import documentation and requirements are available from the Ministry of industry and Trade or from the relevant Ministry governing a company's activity. The number of copies required follows below; however, in general, comply with importer's or shipper's instructions when additional copies requested. The following data should be provided at a minimum; additional information may be required by importers, banks, or due to the peculiarities of a particular trade. Information in each document should correspond exactly to the details contained in other documents for the same shipment.

Certifying Documents:

When commercial invoices and/or certificates of origin are presented to the Consular Section at the Embassy for legalization, the documents will need first to be certified by either the National **U.S.-Arab Chambers of Commerce** or **The U.S. Department of State**

Fees:

The fee for legalizing commercial documents is \$100 US Dollars per page per document.

Bill of Lading:

There are no special requirements. Generally speaking, freight charges should be prepaid. A bill of lading customarily shows the name of the shipper, the name of the address of the consignee, port of destination, description of goods, the listing of the freight and other charges, the number of bill of lading in the full set, and the date and signature of the carrier's official acknowledging receipt on board of goods for shipment.

Generally, the bill of lading will have to be presented to both the certifying chamber of commerce and the Yemen Consular Section for verification purposes.

Certificate of Origin:

A separate certificate of origin is required for shipment to Yemen. The general form (as sold by commercial stationers) should be used. When the goods covered by the certificate of origin contain any foreign component (i.e., not of the origin of the country of origin as declared in the certificate), then the country of origin of such components and the percentage of such components must be noted. The full name and complete address of the U.S. manufacturer must be included. The certificate of origin must be certified and legalized.

Commercial Invoice:

Three copies of the ordinary commercial invoice should accompany shipments. The invoice should include details regarding the country of origin of the goods in question, marks and numbers, net and gross weights, a full and accurate description of the goods, their quantities, packing details, the value of the merchandise, and a signed statement (a responsible member of the firm should sign the statement) that the invoice is true and correct and contains the correct origin of the goods.

When the goods covered by the invoice contain any foreign components (i.e., not of the origin of the country of origin declared in the invoice), then the country of origin of such components and percentage of such components must be noted. The full name and complete address of the U.S. manufacturer must be included in both documents. The invoice must be certified and legalized.

Import License:

No import license is required except for the subsidized items and products which require prior approval from specialized authorities. Prior approvals are required on such items as plants, animals, pharmaceuticals, agro-pharmaceuticals and agro-chemicals.

Insurance Certificate:

With the exception of medical imports, freight insurance on imports (based on c. & f. valuation) must be purchased in the Republic of Yemen.

Free Sale Certificate:

Imports of pharmaceuticals require a free sale certificate stating that the commodities are in free circulation in the country of export.

Health Certificate

Sanitary Requirements; A health certificate is required from shipments of animal stock, food, and agricultural products. All imported meat and poultry products require a health certificate from the country of origin and a halal slaughter certificate issued by an approved Islamic center in the country of origin, notarized by the National US Arab Chamber of Commerce, and certified by the Embassy.

Key Point of contacts:

Consulate of the Republic of Yemen

2319 Wyoming Ave NW
Washington, D.C. 20008
Tel: 202-965-4760
Fax: 202- 337-2017
Website: www.yemenembassy.org

Customs Authority

P.O. Box 2466, Sana'a
Tel: 967-1-500-464
967-1-260383/6
Fax: 967-1-260-383/4
Website: www.customs.gov.ye
E-mail: customs@customs.gov.ye

Ministry of Industry and Trade

P.O. Box 22210, Sana'a
Tel: 967-1-252-345
Fax: 967-1-251-557
Website: www.most.org.ye
E-mail: most@y.net.ye

National U.S. Arab Chamber of Commerce

P 1023 15th Street, N.W., Suite 400
Washington, D.C. 20005
Tel: 202- 289-5920
Fax: 202- 289-5938
Website: www.nusacc.org
E-mail: nusacc@aol.com

Yemen Standardization, Metrology and Quality Control Organization

P.O. Box 19213 Sana'a
Tel: 967-1-202-249
Fax: 967-1-202-249
Website: www.ysmqco.org
E-mail: ysmqco@y.net.ye

Sources :

- Customs Authority Yemen.
- The D&B Corporation
- U.S. Commercial Service