

## MEMORANDUM OF UNDERSTANDING

This agreement made on this 15<sup>th</sup> day of July, 2005 by and between Indo Arab Chamber of Commerce and Industries having its office at 39, Maker Towers – F, 3<sup>rd</sup> Floor, Cuffe Parade, Mumbai – 400 005 (hereinafter referred to as “party of First Part”) and Gujarat Chamber of Commerce and Industry, having its Registered Office at Shri Ambica Mills, Gujarat Chamber Building, Ashram Road, Ahmedabad – 380 009 (hereinafter referred to as the “party of the Second Part”) witnesseth as under :

WHEREAS the party of the first part is capable and desirous of providing services concerning authentication of various documents to be submitted to the Embassies/Consulates listed in Annexure-I attached hereto (hereinafter referred to as the “Arabic Embassies/Consulates) for the purpose of export of various products by members of party of the Second Part, engaged in exports of various products to Arabic countries.

AND WHEREAS the party of the Second Part is desirous of extending such services to its members on payment of consideration to the party of the First Part; the agreement witnesseth as under :

1. That the party of the first part agrees to provide services for expeditious authentication of export documents for the members of the Gujarat Chamber of Commerce and Industry, including but

not limited to collection of documents requiring authentication and submitting them to the various Arabic Embassies/ Consulates, collecting duly authenticated documents from such Arabic Embassies/ Consulates and returning duly authenticated documents to the party of the Second Part.

2. The services to be rendered to the party of the First Part shall include completion of documents requiring authentication to the Arabic Embassies/Consulates situated at Mumbai or Delhi (as per list Annexure-I attached hereto).
3. The documents to be authenticated include invoices, certificates of origin, packing list, health certificate, inspection/analysis report, if any, and such other documents as may be required for the purpose of exports of various products by the members of the party of the Second Part.
4. This agreement shall remain valid for a period of three years and would be subject to further extension for a further period as may be mutually agreed upon by and between the parties.
5. That either party shall be at liberty to terminate the agreement by giving one month written notice to the other party.
6. That this agreement will entitle all members of Gujarat Chamber of Commerce and Industry to avail services of the party of the First Part. However, the party of the First Part would also be entitled to provide such services to other Chambers of Commerce of Gujarat.

7. That for the services to be provided for by the party of the First Part, the party of the Second Part shall pay an amount of Rs.400/- per set to be authenticated, irrespective of the invoice value. In addition, the party of the Second Part shall also have to pay the charges payable to the respective Arabic Embassies/Consulates as attestation and re-attestation charges. The party of the First Part shall provide schedule of such attestation and re-attestation charges being levied by the respective Arabic Embassies/Consulates. It is further agreed between the parties that after authentication of the document, the party of the First Part shall reimburse 50% of the amount out of the amount of Rs.400/- to be paid by the party of the Second Part. The expenses involved for physically delivering the documents to the party of the First Part at its Mumbai office shall be borne by the party of the Second Part.
8. It is further agreed that the party of the Second Part will collect and send the following documents to the party of the First Part.
- (i) two covering letters of individual exporters addressed to respective Arabic Consulates with round seal of the company, (ii) Original sets of invoices duly attested by Gujarat Chamber of Commerce and Industry, (iii) Certificate of Origin duly attested by Gujarat Chamber of Commerce and Industry, (iv) Appended shipping declaration.

9. That the party of the Second Part has been given to understand that the documents are to be submitted on Mondays, Tuesdays and Wednesdays between 9.30 a.m. and 10.00 a.m. and the party of the Second Part shall accordingly have the documents delivered to the party of the First Part for onward submission to the various Arabic Embassies/Consulates.
10. That along with the documents to be authenticated, the charges payable as set out hereinabove shall be sent by an "At Par Cheque" favouring party of the First Part payable at Mumbai.

Date : 15<sup>th</sup> July 2005

Place : Mumbai

For and behalf of Indo  
Arab Chamber of  
Commerce & Industries

Witness

**MRS. SUNANDA RAJENDRAN**  
EXECUTIVE DIRECTOR

For & behalf of Gujarat  
Chamber of Commerce  
& Industry

## **Countries we Deal - Arab**

- Bahrain ● Egypt ● Iraq ● Iran ● Jordan ● Kuwait ● Oman ● Qatar
- Saudi Arabia ● Syria ● United Arab Emirates ● Yemen

## **Countries we Deal - Africa**

- Algeria ● Angola ● Benin ● Botswana ● Burkina Faso ● Burundi ● Congo
- Democratic Republic of Congo ● Cameroon ● Central African Republic
- Cote D'Ivoire (Ivory Coast) ● Chad ● Djibouti ● Ethiopia ● Gambia ● Ghana
- Guinea ● GuineaBissau ● Gabon ● Kenya ● Lesotho ● Liberia ● Mali
- Madagascar ● Malawi ● Mauritania ● Mauritius ● Morocco ● Mozambique
- Niger ● Nigeria ● Namibia ● Rwanda ● Senegal ● Sao Tome ● Schyelles
- Sierra Leone ● Somalia ● South Afirca ● Sudan ● Swaziland ● Togo
- Tanzania ● Tunisia ● Uganda ● Zaire ● Zambia ● Zimbabwe

The Chamber is not authorized to attest the documents where the Final Destination is any of the following countries :-

**Australia**

**Austria**

**Belgium**

**Canada**

**Cyprus**

**Czech Republic**

**Denmark**

**Estonia**

**Finland**

**France**

**Germany**

**Greece**

**Hungary**

**Ireland**

**Italy**

**Japan**

**Latvia**

**Lithuania**

**Luxemburg**

**Malta**

**Netherlands**

**New Zealand**

**Norway**

**Poland**

**Portugal**

**Russia**

**Slovakia**

**Slovenia**

**Spain**

**Sweden**

**Switzerland**

**United Kingdom**

**USA**