

Commercial Invoices

Documents needed:

- 1- The original invoice legalised by the Australian Arab Chamber of Commerce and Industry Inc. and the office of the Department of Foreign Affairs and Trade in the **state** or the New Zealand Ministry of Foreign Affairs and Trade.
- 2- The certificate of origin legalised by the Department of Foreign Affairs and Trade in the **state** or the New Zealand Ministry of Foreign Affairs and Trade.
- 3- Legalisation fee for an invoice is 1% of the invoice value, as long as the fee is not less than AU\$ 21.00 nor over AU\$ 2030.00. Example: If the invoice value is US\$ 1000.00 the fee would be AU\$ 21.00.
You can **fax or e-mail** the embassy to know about the exact amount of the fees.
- 4- Legalisation fee for a certificate of origin is AU\$ 22.00 if it does not contain a value.
- 5- Legalisation fee for any other enclosed document is AU\$ 14.00. A health certificate, phytosanitary certificate or animal health certificate is to be attached with the invoice if the product is food, medication or chemicals such as fertilisers.
- 6- All fees should be paid by one money order or company cheque in the name of the Syrian Embassy. (Personal cheques are not accepted).
- 7- A stamped and self addressed envelope.
- 8- All documents should be sent to:

The Syrian Consulate
P O Box 150 Canterbury, NSW 2193
Shop 2, 333 Canterbury Road,
Canterbury, NSW 2193
Australia