

Certificates of Origin - Issuing Procedures & Requirements



1. Company Registration

Companies requiring export documentation must complete and return to the Chamber a Documentation Service Registration Form (CO4) to register the company and its authorised signatories.

This form need be completed only once. The Chamber must however be advised of changes of company signatories or other company details.

2. Certificate of Origin

Details on the Certificate of Origin (Form CO6) are to be completed by the exporter and **must be typed**. Form CO6 should always be used unless otherwise stipulated by the authorities in the importer's country or by the buyer. Supplies of Form CO6 are available from the Chamber.

Please do not use photocopies. If an error is made it must be altered by a line being placed through the incorrect information and initialled by the exporters representative and the person signing the document of behalf of the Chamber.

No erasures, obliteration or whiteout are to be made on the certificate. **An issuing process via E-mail is available on request.**

3. Exporter Declaration must be Signed

The certificate must be completed and the declaration in the lower **left** corner signed by an authorised officer of the company prior to certification by the Chamber. The Chamber will not certify certificates that have not been completed by the exporter in this way.

4. Additional Copy for Chamber Records

Exporters **must** provide an additional copy of each certificate for Chamber records.

5. Supporting Evidence

In certain circumstances, the Chamber may request supporting evidence of origin prior to certification, e.g. Commercial Invoice, Certificate of Quality, Bill of Lading, Air Waybill, Letter of Credit etc.

6. Charges

Chamber members \$20.00 per set and non-members \$45.00 per set. (A set comprises the original certificate and up to 9 supporting pages). If the Certificate is to be typed by the Chamber, an additional fee of \$22 per set and non-members \$33. Each subsequent amendment by the exporter will incur a fee of \$11 per set (members) and \$22 per set non-members. **Certificates of Origin are GST free. Typing and amendments incur 10% GST. Please note that certification of all other types of documents is subject to GST.**

The Chamber of Commerce and Industry of Western Australia (CCIWA) issues documentary evidence of origin for goods exported from Australian and certifies a variety of other export documentation eg Packing Lists, Commercial Invoices, Proforma Invoices as required by overseas buyers and foreign customs authorities.

This service is provided under authority granted to the Australian Chamber of Commerce and Industry (ACCI) by the Federal Government in accordance with the provisions of two international conventions.

This authority imposes obligations on CCIWA as an agent of the ACCI and upon the Chamber officers authorised to sign such evidence. CCIWA issues Certificates of Origin according to uniform national procedures specified by the ACCI.

This service is now available on request via e-mail by special arrangement.

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Trade Services

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