



Certificates of Origin Issuing Procedures and Requirements



The Fremantle Chamber of Commerce issues documentary evidence of origin for goods exported from Australia and certifies a variety of other export documentation, eg. Packing Lists, Commercial Invoices, Proforma Invoices, etc. as required by overseas buyers and foreign customs authorities. This service is provided under authority granted to the Australian Chamber of Commerce & Industry (ACCI) in accordance with the provisions of two international conventions.

This authority imposes obligations on The Fremantle Chamber of Commerce as an agent for the ACCI and upon the Chamber officers authorised to sign such evidence.

The Fremantle Chamber of Commerce issues Certificate of Origin according to uniform national procedures specified by the ACCI.

1. COMPANY REGISTRATION

Each company requiring export documentation is obliged to complete and return to the Chamber a Documentation Service Registration Form (Form CO4) to register the company and its authorised signatories. This form only needs to be completed once, however, the Chamber should be advised of changes to company signatories or other company details. In the case of one company acting on behalf of another, a letter should accompany the Documentation Service Registration Form stating this fact. There is no charge for registration.

2. CERTIFICATE OF ORIGIN

Details on the Certificate of Origin (Form CO6) are to be completed by the exporter prior to presentation. Form CO6 should always be used unless otherwise stipulated by the authorities in the importing country or by the buyer. (Note: The Chamber holds on file some of these other forms.) The Master copy should always be on an original CO6 form (not a photocopy).

3. PARTIAL ORIGIN

Origin is based on 75% Australian content of the goods and 50% assembly. Goods outside these limitations, if required, should be declared on a Certified Declaration of Origin (Form CO9).

4. EXPORTER DECLARATION

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. All signatures must be originals and photocopies will not be accepted.

5. ERRORS IN CERTIFICATES

A line or 'x' through the error is acceptable and should be initialled by the Chamber's authorised signatory. If you require a replacement certificates, it will be issued with a new certificate number, please ensure that you bring in a copy of the previous Certificate. No Erasures, obliteration or whiteout are to be made on the Certificate.

6. ADDITIONAL COPY FOR CHAMBER RECORDS

Documents presented to the Chamber for legalising must include an additional copy to be retained by the Chamber for record purposes. If copies are not provided, a photocopy charge will apply.

7. SIGNATURE

An authorised signatory of the company must sign all documents before being presented for certification.
WE WILL NOT PROCESS UNSIGNED DOCUMENTS.

8. SUPPORTING EVIDENCE

In certain circumstances the Chamber may request supporting evidence of origin prior to certification, eg. Commercial invoice, certificate of quality, bill of lading, airway bill, letter of credit, etc.

9. CHARGES

Prices are based on sets of documentation (eg. Certificates of Origin, and any supporting evidence.) and **one set being up to nine copies of the original document.** See attached Price List.

Monthly accounts can be arranged.

10. EMAILED DOCUMENTS

An issuing process via E-mail is available on request. To be eligible for this your company must be located outside of the Fremantle Area.

11. THAILAND – AUSTRALIA FREE TRADE

Thailand Australia Free Trade Agreement (TAFTA) specifies a TAFTA Certificate of Origin is required to claim preferential treatment for exports to Thailand. The issue of TAFTA Certificates of Origin involves a specific administrative procedure. Please contact the Chamber office for more information.

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