

Certificates of Origin Chamber Policy & Procedures

Documents must meet the following requirements before they can be certified:

- Documents must be issued by a Canadian company.
- Documents must be accompanied by the proper background documentation.
- Documents must be accompanied by proof of business registration.
- Documents must be issued using one of the Chamber templates.
- An appointment has been made with the Chamber.
- The required fees have been paid.
- The original document has been duly signed by an authorized representative and notarized (if no Letter of Waiver on file).
- If a notarized Letter of Waiver for your company is presented or on file with the Chamber, no documents to be certified by the Chamber need to be notarized.

Rates: **Members** \$25.00 (plus GST)
includes Certificate of Origin and commercial invoice
(administration & certifying Certificates of Origin)
\$5.00 (per additional seal) + GST

Non-Members \$50.00 (plus GST)
includes Certificate of Origin and commercial invoice
(administration & certifying Certificates of Origin)
\$10.00 (per additional seal) + GST

- 1) The Chamber of Commerce requires that you submit a copy of a current business licence that will be kept on file.
- 2) The Company or Member requesting a Certificate of Origin must provide a Statutory Declaration confirming the products or goods for which the Certificate of Origin is being issued originated in Canada.
- 3) For all first time businesses certifying with the Chamber, the Statutory Declaration and Indemnity Agreement must be signed by the Company or Member and be witnessed by the Chamber prior to receiving the seal for the Certificate of Origin.
- 4) The Company or Member must also execute an Indemnity Agreement in favour of the Chamber taking full responsibility for any inaccuracies or misinformation.

- 5) A copy of the Company's or Member's commercial invoice must be provided to the Chamber and all documents are to be photocopied for Chamber records.
- 6) Payment is due upon processing and certification.

If you need help filling in the indemnity and declaration forms and require a sample of the Completed form, one can be requested from the Chamber.

Appointments:

Please make an appointment with the Chamber for certification of your documents, and to confirm that all requirements for certification have been met: 604.457.4599

Office hours for document certification are Monday to Friday, 9am - 12pm and 1- 3:30pm. We are often out of the office at events, kindly ensure you call to book an appointment.

Documents not Certified:

The Chamber cannot certify the following (not an all-inclusive list):

- ATA Carnet (can only be issued by the Canadian Chamber of Commerce);
- Certificates of Origin relating to international trade agreements, such as NAFTA;
- Certificates of Value (can be obtained from freight forwarders);
- Certificates of Composition or Analysis (weights/materials, etc.);
- Certificates of Insurance;
- Certificates of Fumigation;
- Certificates of Free Sale;
- Confirmation of Price Lists;
- Documents issued by the federal or provincial governments;
- Documents issued by foreign entities (government, company, etc.);
- Documents with references to quality or human consumption;
- Letters of invitation (entry into Canada);
- Personal documents (marriage/death certificates, divorce papers, etc.);
- Documents with boycott clauses or inferring boycotting; and
- Documents issued in a foreign language.

Please feel free to contact us should you have any questions. 604.457.4599