

GUIDE TO COMPLETE A CHAMBER OF COMMERCE CERTIFICATE OF ORIGIN

This guide covers the completion of a Certificate of Origin (CO) in a box-by-box format. Should the requirements outlined below not meet the needs of your export scenario, please contact your Chamber of Commerce to identify a solution.

Consignor/Exporter

Name and full physical address, (street, town, postcode & country) of the New Zealand exporting company. May also include additional information as space allows such as: tax number, NZBN, email, postal details. The exporter would be the entity on the corresponding New Zealand Customs export records.

When the applicant company differs from the named exporter:

- ❖ Freight Forwarder/Agent: The Chamber will require an 'Authority to act as an Agent' form to be completed to cover initial and subsequent applications.
- ❖ Producer applying on behalf of exporter (e.g.: ex works sales): Show the supplier's name and the phrase 'ON BEHALF OF' followed by the exporter's name and full physical address, (street, town, postcode & country)

Consignee

Name and full physical address, (street, town, postcode & country) of the overseas receiver of the goods.

- ❖ When the name and address of the receiver are not known: may be completed with the wording 'TO ORDER' usually followed by the country of destination or, under Letter of Credit instruction, a named bank.

Notify Party

(Optional) Name and contact address of 'Notify Party'. May also be used to provide the name and contact address of a 'Buyer', when different to the consignee.

Certificate Number:

To be assigned by issuing Chamber.

Page numbers

Complete page numbers in format: 1 of 1. Multiple page example: 1 of 2, 2 of 2

Country of Origin

This is the most important section, as the country of origin is the prime function of the certificate. Exporters should understand the applicable origin guidelines to make an accurate origin declaration. The Chamber may seek evidence of origin, (e.g.: declaration from the producer, CO from originating country for foreign goods).

- ❖ Goods produced in New Zealand meeting Chamber of Commerce guidelines for New Zealand origin goods: NEW ZEALAND
- ❖ Goods produced in one foreign country: COUNTRY NAME of the applicable country
- ❖ Goods produced in different countries: AS STATED BELOW
For this scenario the origin is to be provided next to each listed item, either the full country name or UN country code.
- ❖ Good blended from different countries: AS STATED BELOW
Example: New Zealand and Australian blended wine: Wine name (New Zealand/Australia)

ETD

Departure date of flight or vessel. Date usually expected to match date on Airway Bill/Bill of Lading by import authorities. For Couriers: date package collected from exporter's premises.

Port of Loading

New Zealand port of loading.

Vessel + Voyage No/Flight/Courier

Sea freight: Vessel and voyage number

Air freight: Flight number

Courier: Courier company (eg: FedEx, DHL). May also provide courier tracking number (optional)

Port of Discharge

Sea freight: Seaport where goods are discharged from the named vessel.

Air freight: Airport where goods are discharged from the named flight/flights.

Courier: City where package to be delivered.

Final Destination

(Optional) City where goods to be delivered and usually will clear import customs, when different from 'Port of Discharge'.

Remarks

Replacement Certificates of previously certified COs.

- ❖ Numbered COs: "This certificate cancels and replaces Certificate ...(number)... dated....."
- ❖ Wet stamped COs (when un-numbered): "This certificate cancels and replaces the Certificate dated"

(Optional): May be used for:

- ❖ Additional information required by the consignee/buyer to be given on the CO. Often this will be Letter of Credit details
- ❖ Exporter or Buyer references
- ❖ Overflow information that does not fit in the above boxes

Marks and Numbers

(Optional) This refers to the actual marks and numbers stencilled or otherwise affixed to the packages being shipped.

- ❖ May be used for container and seal numbers.
- ❖ Leave blank when no defining marks or solely addressed to the receiver.

Number and Kind of Packages

This relates to the number of cartons, crates, boxes, pallets, bales, rolls, etc (outer packaging) of the listed goods. State which type of package is applicable and how many.

- ❖ Goods shipped in bulk state: IN BULK

Description of Goods

This should be the usual trade description of the goods in sufficient detail to clearly indicate what the goods are and enable them to be identified by the Customs Officers examining them.

It should not be vague (e.g.: chemicals, clothes). Different types of goods are required to be listed separately.

- ❖ Remove qualifying phrase 'Said to Contain,' or its abbreviation 'STC'. Applicants are required to have positive knowledge of shipped goods.

HS Code

(Optional): Harmonized System Tariff Classification to six digits (sub-heading) for each listed good.

Weight or Quantity

Normally gross weight is sufficient to identify the goods. For weight include unit (kgs, tonnes etc) and state whether gross or net. Both net and gross weight may be given.

Alternatively, other measurement types may be given when more appropriate for the goods and should include the measurement type (litres, cubic metres, etc)

Consignor/Exporter Declaration

Signature of the exporter's authorised officer to be applied prior to Chamber certification. Space is provided for any optional extra declaration the exporter may be required to make.

- ❖ Free Trade Agreement declarations: The Chamber may require supporting evidence regarding the Origin Criterion claimed.

Field sizes

Fields are character-limited. Some fields may permit more, or less, characters than available space, due to the varying widths of letters and numbers. Please check all text visible and not overlapping before submitting your certificate.

Creating a single page CO from the 2-page template

- Click on: (Microsoft) Print icon (Apple) Click on File and select Print.
- Select: (Microsoft) Microsoft Print to PDF (Apple) Click on PDF and Select: Save as PDF
- Click: Pages, then enter: 1
- Click: PRINT
- Enter the file name for PDF (alpha numeric characters only)
- Click: SAVE