

Certificate Of Origin – Instructions & Checklist

1. Document Services - Certificate of Origin

The Certificate of Origin (CO) is a document that makes a declaration as to the origin of goods to meet customs and trade regulations usually of the *destination country*. **The applicant makes a declaration** on the Certificate of Origin that goods being exported in a shipment have been wholly obtained, produced, manufactured or processed in a particular country as stated and declared by the applicant. The Brampton Board of Trade, a recognized Chamber of Commerce, under the laws of Canada, by way of countersigning the Certificate of Origin, *is authenticating the declaration made by the exporter*. **The Brampton Board of Trade is unable and NOT verifying the factual accuracy of the declaration.**

2. Scope of Certification Services

What the Brampton Board of Trade certifies?

The Brampton Board of Trade only certifies non-preferential Certificates of Origin, i.e. Certificates of Origin that are not intended for use under a Preferential Trade Agreement e.g. NAFTA

What the Brampton Board of Trade does NOT certify?

The list below is for illustrative purposes and not exhaustive of documents that the Brampton Board of Trade does not certify.

CERTIFICATES NOT CERTIFIED

- Certificates of Origin relating to international free 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 with vague or misleading statements (e.g. “may contain”, “said to contain or stc”, “etc”)

GOVERNMENT DOCUMENTS

- Documents issue by the federal or provincial/territorial governments
- Documents issued by foreign entities (governments, companies, etc.)

OTHER DOCUMENTS

- Affidavits
- Documents with references to quality or human consumption
- Inspection certificates

PERSONAL DOCUMENTS

- Letters of invitation (entry into Canada)
- Personal documents (marriage/death certificates, divorce papers etc.)

3. Service Timings, Fees, and Parking Information

Service timings: Monday to Friday 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 4:00 p.m. (no service between 12:30 p.m. to 1:30 p.m.). Please allow 10 minutes of processing time per set of documents.

Fees: Member price: \$17.50 per set; Non-member price: \$30 per set inclusive of HST (Aug.2019).

Parking: On street (metered) or city parking below Rose Theater (free for an hour) – use rear entrance to access our office.

4. Responsibilities of the Applicant:

Certificates of Origin may be applied for directly by the exporter or by freight forwarder on behalf of the exporter.

- **Responsibility of the Applicant – (if applicant is the Exporter)**
 - i. To provide factual information regarding the origin of the goods duly notarized as a sworn statement.
 - ii. In the absence of a notarized statement, a letter of waiver must be provided to the Chamber of Commerce.
 - iii. To provide the Chamber of Commerce a list of authorized signatories with sample signatures and contact information.
 - iv. The Certificate of Origin must be accompanied with an original Invoice or a Bill of Lading (no exceptions).
 - v. The application must be signed by an authorized signatory.

- **Responsibility of the Applicant – (if applicant is the Freight Forwarder)**
 - i. To provide factual information regarding the origin of the goods duly notarized as a sworn statement.
 - ii. The name of the freight forwarder must be on the certificate.

 - iii. Where the Freight Forwarder has signing authority on behalf of the exporter: In the absence of a notarized statement, a letter of waiver must be provided to the Chamber of Commerce. If the Freight Forwarder has signing authority for all Certificates of Origin, a list of the companies that the Freight Forwarder represents, must be provided with the letter of waiver.
 - iv. Where the Freight Forwarder does not have signing authority on behalf of the exporter: If the Freight Forwarder does not have signing authority, a letter of waiver from each company that is represented by the Freight Forwarder. It must be on the company letterhead of the exporter and be notarized.

 - v. Freight Forwarders should also ensure that their company information is listed on the Certificate of Origin under the Particulars of Transport
 - vi. To provide the Chamber of Commerce a list of authorized signatories with sample signatures and contact information.
 - vii. The Certificate of Origin must be accompanied with an original Invoice or a Bill of Lading (no exceptions).
 - viii. The application must be signed by an authorized signatory.

5. Certification Procedure – Checklist

- CANADIAN COMPANIES ONLY: Applicant must be a Canadian company
- ACCOUNT TO BE PREVIOUSLY SET UP: Each exporter applying for a Certificate of Origin must have its individual account previously set up in our system and be fully compliant with all the requirements listed below:
 - a. Proof of company registration (Canadian)
 - b. Letter of waiver – valid for three years
 - c. List of authorized signatories and contact information
- ONLY NON-PREFERENTIAL CERT. OF ORIGIN: Only **non-preferential Certificates of Origin** will be certified, i.e. Certificates of Origin that are not intended for use under a Preferential Trade Agreement e.g. NAFTA
- DOCUMENTATION REQUIREMENTS:
 - o Completed Certificate of Origin document **accompanied with Invoice or Bill of Lading**, cross referenced on the Certificate of Origin.
 - o Declaration of country(ies) of origin stated in Certificate of Origin to be notarized unless valid Letter of Waiver is on file with the Brampton Board of Trade.
 - o The accompanying Invoices or Bill of Lading will be certified along with the Certificate of Origin, unless clearly indicated not to do so.
 - o The Certificate of Origin, being an official declaration made by the shipper and exporter, must be prepared accurately and not contain vague or misleading statements (e.g. “may contain”, “said to contain”, “stc”, “etc”)
 - o All copies of the Certificate of Origin must be signed in original in blue ink. Photocopies cannot be certified.
- NOTARIZATION / LETTER OF WAIVER REQUIREMENTS:

1. Certificate applicant & exporter of the goods is the manufacturer:	Notarized declaration of origin on manufacturers company letterhead
2. Certificate applicant is not the manufacturer but is the exporter of goods purchased from a manufacturer:	Notarized declaration of origin on manufacturers invoice OR Letter of Waiver from the manufacturer or the manufacturers authorised representative made to exporter
3. Certificate applicant is the exporter but goods have been purchased from a supplier (non-manufacturer):	Notarized declaration of origin on suppliers invoice OR Letter of Waiver from the supplier of goods made to exporter
4. Where the certificate applicant is the freight forwarder <u>and</u> is authorised to sign on behalf of the exporter:	Notarized Letter of Waiver from Freight Forwarders

*** NOTE: When the goods being exported are cars, a Certificates of Origin is required from the manufacturer of the vehicles as well as proof of ownership/VIN confirmation.**