



# CERTIFICATE OF ORIGIN FAQs and GUIDE NOTES

## GUIDE TO COMPLETE A CERTIFICATE OF ORIGIN TEMPLATE

For guidance on how to complete the Certificate of Origin (CO) template, download this guide, which explains required information in a box by box format.

## OUR BUYER HAS REQUESTED A BENEFICIARY CERTIFICATE OF ORIGIN IN THE LETTER OF CREDIT

This requirement will be satisfied by a Chamber of Commerce Certificate of Origin. Reference: International Standard Banking Practice, L3, Paragraph c. i.

## OUR EXPORT IS BEING CONDUCTED THROUGH A THIRD PARTY - MAY A COMPANY IN ANOTHER COUNTRY BE LISTED AS THE EXPORTER?

In the case of a supplier applying for a CO on behalf of an exporter or a New Zealand subsidiary of a multi-national company, the New Zealand company name should be shown together with the phrase "ON BEHALF OF", followed by the name of the third party exporter or parent company. The full address (street, town, country) of one of the named companies is to be provided. The Chamber may request supporting documentation.

## THE NAME OF THE CONSIGNEE IS NOT KNOWN AS THEY ARE NOT THE BUYER WE ARE TRADING WITH

When the Consignee's name and address is unknown, or not to be disclosed, the Consignee field may have the text 'TO ORDER' or 'TO ORDER OF' usually followed by the country of destination or, under Letter of Credit instruction, a named bank. .

In addition the NOTIFY PARTY and/or BUYER name (when known include address or contact details) may be listed in the Notify Party field.

## THE GOODS BEING EXPORTED WERE NOT MANUFACTURED OR PRODUCED IN NEW ZEALAND

Insert the applicable country of production into the 'Country of Origin' field. The Chamber may request documentation to support the claimed country of origin. The usual requirement is the CO issued in the Country of Origin at the time of export to New Zealand.

## WE ARE EXPORTING GOODS PRODUCED IN DIFFERENT COUNTRIES

The 'Country of Origin' field to read AS STATED BELOW. – The origin of each item is required to be specified against each listed item, either with the relevant country name in full or using the UN country code. The Chamber may request supporting documentation to verify the stated origin of listed goods.

## WE ARE EXPORTING A NEW ZEALAND GOOD BLENDED WITH PRODUCE IMPORTED INTO NEW ZEALAND

Examples: a New Zealand wine blended with an Australian Wine or a New Zealand avocado oil blended with an imported avocado oil. For this scenario the 'Country of Origin' field to read 'AS STATED BELOW'. - The origins of blended items are required to be specified against each listed item, either with the relevant country names in full or using the UN country codes. (e.g.: NZ/AU) The Chamber may request supporting documentation to verify the stated origin of listed goods.

## WE PURCHASED OUR PRODUCT IN NEW ZEALAND – IS IT NEW ZEALAND ORIGIN?

Buying a product in New Zealand does NOT confer New Zealand origin.

The New Zealand Chambers of Commerce determination of New Zealand origin of goods is based on two main principles, wholly obtained, or substantially transformed in New Zealand:

1. The good was born in, grown in, harvested or extracted from New Zealand territory
2. Goods produced in New Zealand solely from ingredients/components qualifying as (1.)
3. Goods produced/manufactured in New Zealand with some components/ingredients which were imported at some time in the supply chain and which have been materially changed by the New Zealand production/manufacturing process.

A good which is imported and undergoes a final process in New Zealand which is 'minimal' (does not materially change the good) is deemed to not change the origin of the good, therefore the Country of Origin of the good remains as classified at the time of import into New Zealand.

This description is an overview only. The exporter may be asked to provide supporting documentation for the Chamber to verify the claimed Country of Origin of Goods on a Certificate of Origin application.

NB: Free Trade Agreements (FTA) have special 'Product Specific Rules' of origin. Make sure your products qualify before committing to provide a FTA Certificate of Origin.

## MAY WE STATE GOODS ARE "100%", "PURE" OR "100% PURE" NEW ZEALAND ORIGIN?

Not on a Certificate of Origin. Such statements are more precise than required to establish a legitimate claim of origin.

## FOR INFORMATION AND/OR TECHNICAL SUPPORT

or apply to use the New Zealand Chamber of Commerce Certification Service

PLEASE CONTACT your local Chamber of Commerce Export Documentation team: [www.newzealandchambers.co.nz](http://www.newzealandchambers.co.nz)



### **OUR BUYER WANTS A CERTIFICATE OF ORIGIN BUT WE HAVE NOT FINALISED THE SHIPPING DETAILS YET**

The Certificate of Origin is a shipment specific document to be submitted for certification with complete transport details. Applying as close to shipment time, or immediately post shipment, minimises the risk of requiring a replacement CO due to vessel departure changes.

We recommend that the exporter identifies the reason an early document is required. Often the importer will want to review documentation prior to shipment. For this purpose an uncertified draft may be sent to them.

In the event that the importer is requiring Certification of Origin in order to apply for a permit to import or sell the products on their market prior to finalising an order, the Chamber can offer a Certificate of Free Sale and/or Certificate of Manufacture for qualifying goods to satisfy this origin documentation requirement.

### **THE GOODS ARE BEING SHIPPED BY COURIER – WE DON'T KNOW THE FLIGHT DETAILS OR THE ACTUAL DATE OF DEPARTURE**

For goods being shipped by courier it is sufficient to note the Courier company name and provide the date that the goods are collected by the courier company from your premises as the departure date (ETD). The Courier consignment number may be listed as an extra reference.

### **WE ARE REQUIRED TO PROVIDE A CERTIFICATE OF ORIGIN FOR AN EXPORT FROM A COUNTRY OTHER THAN NEW ZEALAND**

Certificates of Origin may be certified for shipments from New Zealand ports. For shipments from foreign ports, the exporter should request their agent to obtain a CO from the Chamber of Commerce in the country of export. Please contact the Export Documentation Team for contact details. In the event a Letter of Credit stipulates that all documents are to be certified by a Chamber of Commerce in New Zealand, please contact our Export Documentation Team to determine the best solution this scenario.

### **A CERTIFICATE OF ORIGIN WAS NOT ISSUED AT THE TIME OF EXPORT, BUT NOW OUR CUSTOMER HAS REQUESTED ONE**

Certificates of Origin requested more than 3 weeks and up to 3 months post shipment, may be issued and will be endorsed "ISSUED RETROSPECTIVELY". For applications more than 6 weeks post shipment, the Chamber may request supporting documentation including, but not limited to, a copy of the Commercial Invoice, Bill of Lading and/or New Zealand Customs Export Entry. For requests more than 3 months post shipment, please apply to the Export Documentation Team for advice on whether a Certificate of Origin may still be issued. Special Rules apply for China NZ and AANZ FTA COs.

### **WE REQUIRE AN ADDITIONAL DECLARATION TEXT ON THE CERTIFICATE OF ORIGIN**

From time to time importers or Letters of Credit may stipulate a requirement for additional declaration texts. Please contact the Export Documentation Team to determine whether the requested text may be added in the Exporter Declaration box. The Exporter Declaration is to be signed by a company representative prior to Chamber Certification.

### **ELECTRONIC OR MANUAL (WET-STAMPED) CERTIFICATES OF ORIGIN – ARE THEY BOTH ACCEPTABLE TO THE CUSTOMS AUTHORITIES?**

Most customs authorities and banks will now accept electronically certified documents. Chambers continue to provide a wet-stamp certifying service for some countries, as their customs authorities do not yet accept electronically certified documents. Check on your Chamber website for the list of current countries. Wet stamped certification is still recommended for most countries when documents are required to be 'legalised'. It is most common for a colour printed version of the CO to be presented to the importing authorities. PDF versions are less likely to be accepted.

### **OUR BUYER REQUIRES THE EXPORT DOCUMENTS TO BE LEGALISED (AUTHENTICATED)**

#### **WHY WOULD THIS BE REQUIRED?**

An importer, importing customs authorities or the importer's banker may require documents to be legalised for a variety of reasons. Most commonly to satisfy concerns that the documents provided to them by the importer are the original documents certified by duly authorised bodies in the country of export.

#### **HOW DO WE GO ABOUT GETTING OUR DOCUMENTS LEGALISED (AUTHENTICATED)?**

The Importing Country's Diplomatic Representative for New Zealand [Embassy/Consulate] will stamp the export documents: eg: Certificate of Origin, Commercial Invoice, Health Certificate, Halal Certificate, Packing list after it has been certified by the Chamber of Commerce.

This can be a relatively expensive and time consuming process. We recommend you determine the exact procedure for the relevant country by making contact with the diplomatic representative office in New Zealand first. The Export Documentation team can assist with contacts.

Most diplomatic representative offices are able to directly verify Chamber of Commerce signatories and a few now accept Chamber electronically certified COs.

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Full legalisation, if required, follows the below order. No changes may be made to a document once a subsequent organisation has authenticated.

- Chamber of Commerce
- Notary Public
- Department of Internal Affairs
- Importing Country's Diplomatic Representative for New Zealand [Embassy/Consulate]

### CAN WE GET A CERTIFIED CERTIFICATE OF ORIGIN REPLACED?

Replacement Certificates of Origin can be provided in most circumstances for shipments within 3 months of the CO issuance date. The procedure to apply for replacements is outlined below

#### THE ORIGINAL CERTIFIED CO HAS NOT BEEN EMAILED OR COURIERED TO THE IMPORTER OR CORRESPONDING BANK

##### To apply for Replacement of a Wet Stamp CO:

Provide a copy of the original certified CO together with the application for the replacement CO giving the reason (advising what information has changed) for applying for the Replacement. Please also confirm the original was not provided to the importer.

##### To apply for Replacement of an Electronic CO:

Apply for the Replacement CO noting in the "Special Instructions to Chamber" field the reason for applying for a Replacement. (advising what information has changed). Please also confirm the original was not provided to the importer.

#### THE ORIGINAL CERTIFIED CO HAS BEEN EMAILED OR COURIERED TO THE IMPORTER OR CORRESPONDING BANK

##### To apply Replacement of a Wet Stamp CO:

The following text is required in the 'Remarks' field on the Replacement CO: "This Certificate cancels and replaces the Certificate issued by the xxxxx Chamber of Commerce & Industry on xxxxx (date)."

We recommend that the voided Certificate is attached to the back of the Replacement Certificate when re-presenting to officials or returned to the exporter.

Please provide a file copy of the original certified CO together with the Application to the Chamber for the replacement CO, giving the reason (advising what information has changed) for applying for the Replacement.

##### To apply for Replacement of an Electronic CO:

The following text is required in the 'Remarks' field on the Replacement CO: "This Certificate cancels and replaces Certificate no. xxxxx issued on xxxxx (date)".

Apply for the Replacement CO noting in the "Special Instructions to Chamber" field the reason (advising what information has changed) for applying for a Replacement.

### CAN WE JUST FILL OUT A PDF OR WORD TEMPLATE FOR A CHINA NEW ZEALAND OR ASEAN-AUSTRALIA-NEW ZEALAND FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN?

**NO!** China NZ and AANZ FTA Certificates of Origin are only created from an online application form which generates a certified Certificate of Origin and a data file which is received by New Zealand Customs verifying the validity of each China NZ and AANZ FTA Certificate of Origin. Only China NZ or AANZ FTA Certificates of Origin created through the portals of NZ Customs authorised bodies, will be valid. Contact our Export Documentation team for more information and to register.

Registered exporters can log in at: [www.chamberdocs.co.nz](http://www.chamberdocs.co.nz)

#### Chamber of Commerce Export Documentation Teams for China NZ and AANZ FTA Certificates of Origin:

##### Auckland, Hawkes Bay, Southland, Tauranga, Waikato:

Email: [documents@chamber.co.nz](mailto:documents@chamber.co.nz)

Phone: 09 309 6100

##### Wellington

Email: [certs@wecc.org.nz](mailto:certs@wecc.org.nz)

Phone: 04 470 9888

##### Canterbury

Email: [certs@cecc.org.nz](mailto:certs@cecc.org.nz)

Phone: 03 366 5096

##### Otago

Email: [reception@otagochamber.co.nz](mailto:reception@otagochamber.co.nz)

Phone: 03 479 0181

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