



## **Certificate of Origin**

### **Policy**

The East Orlando Chamber of Commerce has created its policy on the issuance of Certificates of Origin effective May 26, 2017.

**Any and all Certificates of Origin and additional papers submitted to the East Orlando Chamber of Commerce are to be filled out truthfully and the products named on the Certificate of Origin are manufactured in the United States of America and are of United States of America origin.**

1. The Certificate of Origin (CO) must be filled out completely before being presented to the East Orlando Chamber of Commerce. Once the CO is sealed it may not be changed or altered.
2. All Certificates of Origin must be completed prior to presenting to the East Orlando Chamber of Commerce and signed in front of a Notary by a company representative along with the Affidavit and Indemnification form prior to the seal being issued. For those businesses that are members of the Chamber of Commerce, this document can be signed annually and will be kept on file with the membership investment records. For a non-member business, an Affidavit of Origin and Indemnification agreement must accompany each Certificate of Origin. This document must be provided to the Chamber before a Certificate of Origin will be issued.
3. There will be a fee per certificate (or per use of stamp) and a discounted rate for East Orlando Chamber members. Any time a business asks for an invoice to receive a stamp that will be charged at the same rate as the certificate. Please reference the Fee Schedule and Guidelines

**Please adhere to the following steps to ensure timely processing of your Certificates of Origin:**

1. Make sure you are filling out the proper Certificates of Origin for the country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately. **Do Not Sign Prior**
3. Make sure that the product information listed is verbatim to what is on the invoice. Do not leave off product numbers, quantities, or descriptions.
4. Do not alter the completed and sealed Certificate in any way.
5. Bring proper identification for Notary services. (*i.e. Drivers License, Passport, etc.*)
6. Do not wait until the day of your shipment to bring in your certificate.
7. Check with the Chamber office anytime during or near the holidays to confirm holiday hours.
8. Certificate of Origin require time to process. Plan to call the Chamber and schedule an appointment. This service is available for reservation between the hours of 9:30am – 4:00pm Monday thru Friday, by appointment only.

***The Chamber staff member has the right of refusal for any document that they feel does not meet the East Orlando Chamber's guidelines.***



## Certificate of Origin Frequently Asked Questions

### **Q: Why is the Chamber implementing this policy?**

A: Our policy is promoted by lawsuits incurred by other Chambers in the U.S. that issued Certificates of Origins that accompanied shipments where the exporter of record misrepresented the actual origin of the materials or when a Chamber's Certificate of Origin was falsified. These cases resulted in fines, monetary settlements, travel expenses and associated liability insurance premiums, causing all Chambers to review existing policies. These changes were reviewed and directed by the Chamber attorney.

### **Q: Why do I need a Certificate of Origin to ship my product?**

A: There are a number of reasons why governments require a Certificate of Origin. The United States has numerous trade agreements with many foreign countries, and under the terms of many of these agreements, American products receive lower tariff rates. The foreign customs office verifies product qualifications for these preferential duty rates by accompanying Certificates of Origin. Also, some countries have banned certain products from countries that have been caught dumping. The Certificate of Origin helps prove that the product is allowed into that particular country.

### **Q: What are the differences in Certificates of Origin?**

A: There are several types of Certificates of Origin. The descriptions are as follows:

- 1) **General Certificate of Origin:** This form is used for almost all exports. There are several versions available because the government has updated the form on numerous occasions, but older versions are still valid. Also, a number of private companies produce the forms and they each have slightly different formats.
- 2) **NAFTA Certificates of Origin:** This form is used only for products that are made in the U.S., and are being shipped into Mexico or Canada. The form must be included with the shipment or else the manufacturer will have to pay the tariffs and duties imposed on non-NAFTA countries. It can be used only for goods produced in the U.S., and not just passing through from another country. The chamber is not required to sign this form.
- 3) **Mexican Certificate of Origin:** This form differs from the NAFTA form as its purpose is to prevent Asian textiles and footwear from being dumped into Mexico via the U.S. The law took effect September 15, 1994, and affects foreign origin goods entering Mexico from the U.S. If the goods being shipped are from textile or footwear industries, the Mexican Consulate must notarize the form. If the products are from any other industry, only the shipper must sign the form. The Chamber is not required to sign this form.
- 4) **Israeli Certificate of Origin:** This form is a result of a trade agreement between Israel and the United States, which requires the use of this form for all American goods shipped into Israel, if the shipper wishes to take advantage of the tariff and duty breaks allowed to U.S. products under the terms of the agreement. The Chamber of Commerce must sign these forms.
- 5) **Japanese Certificate of Origin:** This form is required only if exported goods have been assigned preferential tax treatment under GATT. The Chamber of Commerce must sign these forms.
- 6) **South African Certificates of Origin:** This form is required when the goods qualify for a lower rate of duty or when the goods are liable to antidumping or countervailing duty. The Chamber of Commerce is usually required to sign these forms.
- 7) **Turkey Certificates of Origin:** This form is required when the goods qualify for a lower rate of duty or when the goods are liable to antidumping or countervailing duty. The Chamber of Commerce is usually required to sign these forms.

### **Q: Why is the Chamber of Commerce in the business of signing Certificates of Origin?**

A: Through world trade agreements on an international level, it has been determined and agreed upon by all countries that local Chambers of Commerce are reputable, and are in the best position to know the local companies and their product lines. In several other countries, Chamber of Commerce membership is a requirement of doing business, and is not voluntary.

### **Q: Does the Certificate have to be notarized?**

A: All certificates, with the exception of the NAFTA Certificate, require a notary signature and stamp. The East Orlando Chamber of Commerce requires all Certificates and Affidavits be Notarized.