

## CERTIFICATION REQUIREMENTS

### Rates

<b>Members</b>	Certificate of Origin	\$25.00+GST
	Additional Seals	\$25.00+GST (each)
	Additional Stamp	\$5.00+GST (each)
<b>Non-Members</b>	Certificate of Origin	\$50.00+GST
	Additional Seals	\$50.00+GST (each)
	Additional Stamps	\$10.00+GST (each)

\*Duplicate copies of a Certificate of Origin are \$5+GST per copy.

- For reasons of liability, all documents presented to the Tri-Cities Chamber must be notarized before they can be certified. The notarization process can be costly and time consuming. An alternative to notarizing individual documents is through a Letter of Waiver. If a notarized Letter of Waiver for your company is presented to, or on file with the Chamber, no additional documents to be certified by the Chamber need to be notarized. Please use the appropriate form below:
  - Letter of Waiver (Exporter)
  - Letter of Waiver (Freight Forwarder)
- In addition to document notarization, the Chamber also requires a duly notarized copy of your organization's business registration (describing your operations) with the Federal or Provincial Government, with confirmation of annual business license renewal. Please use this form:
  - Confirmation of Business Registration
- Documents must meet the following requirements before they can be certified by the Tri-Cities Chamber:
  - 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 Tri-Cities Chamber, no documents to be certified by the Chamber need to be notarized.
  - Documents must be issued by a Canadian company.
  - Documents must be accompanied by proof of business registration.
  - Documents must be issued using one of the Chamber templates.
  - The required fees have been paid.

## Additional Requirements

1. Applications must use the Tri-Cities Chamber of Commerce Certificate of Origin Template.
2. A duly notarized copy of your organization's business registration with the federal or provincial government, with confirmation of annual business license renewal. This must be signed by an authorized representative of your business.
3. Proof of origin for all items:
  - When goods are manufactured in Canada by the applicant:
    - **Requirement:** A manufacturer's invoice, notarized manufacturer's declaration detailing the processes performed, or a manufacturer's declaration and a valid factory/official license;
  - When goods are manufactured in Canada by a company other than the applicant:
    - **Requirement:** A manufacturer's invoice or notarized manufacturer's declaration.
  - When goods were manufactured in a country other than Canada:
    - **Requirement:** A manufacturer's invoice, notarized manufacturer's declaration, or a foreign Certificate of Origin duly certified by a Chamber of Commerce.
  - When goods were bought from a third party:
    - **Requirement:** A duly signed and notarized statement from that party declaring the origin of the goods.
  - When goods refer to cars:
    - **Requirement:** Proof of ownership must be available for review.
  - When attachments are to be certified:
    - **Requirement:** The company name and description of the goods on the invoice, packing lists, export declaration, etc. must match information on the CO.