

2018

CERTIFICATES OF ORIGIN

###### GUIDE FOR FIRST-TIME APPLICANTS

PLEASE FOLLOW THE FOLLOWING 3 STEPS CAREFULLY

Step 1: Prepare the **Combined Letter of Authority/Formal Undertaking letter** on the export company’s letterhead

Step 2: Purchase a pad/set of certificates of origin from the Chamber

Step 3: Supply the Chamber with a copy of the commercial invoice

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**Step 1 Copy and paste** the example of the letter (2nd page) on the **EXPORT**

**COMPANY’S LETTERHEAD**, DATED **AND ADDRESSED**

to the Chamber and signed **by the most senior person in the**

**export company** (i.e. owner, director or ceo)

**THIS LETTER WILL ONLY BE VALID FOR 12 MONTHS**

***If you are a freight forwarder/clearing agent and are doing the document/s on behalf of your client, please make use of option 2.***

-Please nominate as many signatories from your company as possible. It will ensure that someone is always available to sign the affidavit.

**Step 2** Purchase a pad of certificates of origin from the Chamber —

R77-00 for members, R113-00 for non-members (incl. VAT).

Single sets may also be purchased for R14-00 (members),

R15-00 (non-members) incl. VAT per set.

* The certificate of origin consists of 3 pages, the original, a blue copy and the third page called application with an affidavit.
* This affidavit can only be signed by one of the nominated signatories on the Letter of Authority in front of a Commissioner of Oaths (Bank, Police Station or one of the Chamber’s Commissioners of Oath)

### Step 3 Please supply us with a copy of the commercial invoice for our records.

A COPY OF THE RULES AND REGULATIONS IS AVAILABLE FROM THE CHAMBER

FEES: MEMBERS – R94-00 / NON-MEMBERS – R257-00

To be COPIED on the **EXPORT Company’s ORIGINAL letterhead**

***ALSO FOUND ON OUR WEBSITE:*** [***www.jcci.co.za***](http://www.jcci.co.za) ***– PROMOTING INTERNATIONAL TRADE***

### TO:

**Johannesburg Chamber of Commerce and Industry**

**Private Bag 34**

**Auckland Park**

**2006**

**FORMAL UNDERTAKING**

In consideration of the **Johannesburg Chamber of Commerce and Industry** from time to time granting or certifying Certificates of Origin or other documents, I/we hereby agree to accept and be bound by the Standard Rules for the issue of Certificates of Origin etc. in force at the time of certification, and further that I/we will at all times keep the issuing body and its officials indemnified against claims or any demands whatsoever which may at any time be made against them, or any of them by reason of any fault, defect, omission or inaccuracy in the content of the Certificates or other documents, or in the manner of their issue, this indemnity being subject to all statutory provisions to the contrary.

Signature: **Position in Export Company**:

Name: (please print) Date:

**ONLY TO BE SIGNED BY THE MOST SENIOR PERSON IN THE EXPORT COMPNAY e.g. DIRECTORS/CEO/MEMBERS**

**LETTER OF AUTHORITY**

The following person(s) has/have been nominated by the company as signatories of Affidavits relating to the issue by the **Johannesburg Chamber of Commerce and Industry** of Certificates of Origin as well as certification of other documents.

|  |  |  |
| --- | --- | --- |
| NAME | **DESIGNATION** | **SPECIMEN SIGNATURE** |
|  |  |  |
|  |  |  |
|  |  |  |

This letter supersedes any authorization granted previously to any other person(s), which has been lodged with yourselves.

Signature: **Position in Export Company**:

Name: (please print) Date:

**ONLY TO BE SIGNED BY THE MOST SENIOR PERSON IN THE EXPORT COMPNAY e.g. DIRECTORS/CEO/MEMBERS**

O R

To be COPIED on the **EXPORT Company’s ORIGINAL letterhead**

***ALSO FOUND ON OUR WEBSITE:*** [***www.jcci.co.za***](http://www.jcci.co.za) ***– PROMOTING INTERNATIONAL TRADE***

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Signature: **Position in Export Company**:

Name: (please print) Date:

**ONLY TO BE SIGNED BY THE MOST SENIOR PERSON IN THE EXPORT COMPNAY e.g. DIRECTORS/CEO/MEMBERS**

**LETTER OF AUTHORITY FOR THE F/FORWARDER / CLEARING AGENT**

The following person(s) of

**PLEASE INSERT: Freight Forwarding/Agents name**

has/have been authorized by the company as signatories of Affidavits relating to the issue by the **Chamber of Commerce and Industry – Johannesburg**, of Certificates of Origin as well as certification of other documents:

|  |  |  |
| --- | --- | --- |
| NAME | **DESIGNATION** | **SPECIMEN SIGNATURE** |
|  |  |  |
|  |  |  |
|  |  |  |

This letter supersedes any authorization granted previously to any other person(s), which has been lodged with yourselves.

Signature: **Position in Export Company**:

Name: (please print) Date:

**ONLY TO BE SIGNED BY THE MOST SENIOR PERSON IN THE EXPORT COMPNAY e.g. DIRECTORS/CEO/MEMBERS**

##### C H E C K L I S T

**WHEN SENDING YOUR DRIVER**

# CERTIFICATE OF ORIGIN

**AFTER YOU HAVE PURCHASED THE CERTIFICATE OF ORIGIN IT WILL BE COMPLETED AND THEN THE FOLLOWING CHECKED:**

* Do I have the Letter of Authority/Formal Undertaking letter?
* Is it on an **original letterhead**, **addressed**, **dated** and

**signed by the most senior member in the**

**export company**?

* Have I filled in all the required information on the certificate?
* **Is the affidavit on the third page signed by a**

**NOMINATED SIGNATORY in front of a**

**Commissioner of Oaths?**

* Do I have a copy of the commercial invoice for the

Chamber’s records?

* Did I remember to give the driver the current fee —

R94-00 for members *or* R257-00 for non-members?