

## CERTIFICATE OF ORIGIN

A Certificate of Origin (CO) is an important international trade document attesting that goods in a particular export shipment have been wholly obtained, produced, manufactured or processed in a particular country. It is also a declaration by the exporter. Virtually every country in the world considers the origin of imported goods when determining what duty will be assessed on the goods or, in some cases, whether the goods may be legally imported at all. The 1923 Geneva Convention named Chambers of Commerce the official body to issue, sign and stamp Certificates of Origin worldwide.

### NEW CERTIFICATE OF ORIGIN POLICY:

These policy changes are the result of recommendations following an in-depth legal review of the program by our attorneys, and to be consistent with COO programs nationwide.

- Members of the Rio Rancho Regional Chamber will be charged \$20 per certificate to stamp and seal completed COOs effective immediately unless the member is at a certain tier membership level or above.
- Non-members of the Rio Rancho Regional Chamber will be charged an initial set-up/due diligence fee of \$100 plus \$25 per certificate effective January 1, 2017.
- A letter of authorized company representatives and the Rio Rancho Chamber's Affidavit of Origin Indemnification Agreement must be signed and submitted back to the Rio Rancho Regional Chamber
- Companies requesting a Certificate of Origin must submit a formal letter to the Rio Rancho Regional Chamber with a list of authorized company representatives allowed to make Certificate of Origin requests on behalf of the company. The letter must be signed by a senior level corporate representative.
- An Affidavit of Origin Indemnification Agreement, signed by a company officer, must be submitted by all businesses who utilize our services and placed on file with the Rio Rancho Regional Chamber. This form will be kept current and updated annually when there is a change of signatory officer.
- The Rio Rancho Regional Chamber will only seal completed COOs. The proper Certificate of Origin must be completely filled out and notarized prior to presenting it to the Rio Rancho Regional Chamber.
- The business who submits a COO to the Rio Rancho Regional Chamber must include corresponding manufacturer's invoices, shipper's affidavits, and other documents that confirm the origin of the goods. The product information that is listed matches the product on the invoice. Do not leave off product numbers, quantities or descriptions.
- Copies of these documents, including the COO, will be kept by the Rio Rancho Regional Chamber for a period of five years.
- The Rio Rancho Regional Chamber only attests to the documents as they are presented—it is not attesting to the validity of the claim of where the goods were produced. Furthermore, the Rio Rancho Regional Chamber will not be held liable if the U.S. Company does not present all of the appropriate documentation needed for international importation or exportation, or any other reason that may result in the company's shipment being held at foreign customs.