

INSTRUCTIONS:

Date Submitted:	14 September, 2011
Business Unit:	International Trade
Notes:	This document is for the hyperlink option in the table on 'Export Documentation and ATA Carnets'

Chamber certification of export documents

Certification of documents in South Australia for all industry sectors is carried out under the name of the South Australian Employers' Chamber of Commerce & Industry Inc. (trading as Business SA).

Exporters must be registered with Business SA before documents can be lodged for certification.

To register with Business SA as an exporter:

- **Exporter Registration Form**

The company needs to submit an "Exporter Registration Form" to Business SA as per attached. Registration must be renewed annually, or as requested by Business SA. There is no charge for this procedure. Registration is separate to Business SA membership.

- **Signature of Authorised Officer**

When submitting the "Exporter Registration Form" you must also provide, on your letterhead, the names and specimen signatures of the persons authorised to sign export documents on behalf of your company. It is the responsibility of the company to update the list of signatories as changes occur. When documents are presented to us, the signatures will be checked against the list.

As with registration, signatories must be updated annually or earlier if authorised staff change.

Exporters should be aware that some importing country authorities do not accept photocopied, facsimile or electronic signatures. Please make sure that, in these cases, each document is manually signed.

- **Company details**

When submitting the "Exporter Registration Form" you must also provide a copy of your company's certificate of incorporation or business registration.

Certificates of Australian Origin

The Australian Chamber of Commerce and Industry (ACCI) is authorised to issue Certificates of Australian Origin by the Australian Government. Business SA is in turn authorised by ACCI to issue documentary evidence of origin in South Australia. Business SA is the only South Australian based Chamber with authority to issue Certificates of Australian Origin.

Goods included on a Certificate of Australian Origin must comply with the Rules of Origin which appear on the reverse of the Certificate.

A template of the Certificate of Australian Origin is available electronically upon request.

Companies who produce their own templates for Certificates of Australian Origin by electronic means are required to submit a sample of their form for our approval. The wording on the front and back must be identical to the official form.

NOTE: *It is not essential to show the ACCI and BSA logos on electronically produced forms but both organisations' titles and addresses must appear.*

Goods of non-Australian origin

The Certificate of Australian Origin applies only to goods of Australian Origin. Goods of non-Australian origin must not be included on that certificate.

For goods of non-Australian origin, a "Certified Declaration of Origin" will be required. An electronic template for this form is available upon request.

Completing Documentation

Please note the following in relation to completion of Certificates of Origin, Commercial Invoices, etc which require Chamber certification:

- **Date of certificate**

Documentary evidence of origin shall only be issued for goods being exported within one month from the date of issue of the documents.

- **Shipping details**

Full shipping details, including date of departure, must appear on the form in the boxes provided. We will not authenticate certificates which are incomplete.

- **Signature of exporter**

Certificates must be signed by an authorised person. We will not authenticate unsigned certificates.

- **Details of exporter**

Details of the exporter which appear on the certificate must match those of the Registered Exporter. We will not certify documents which state the name of another company unless that company is also registered with us as an exporter.

NOTE: *If your customer asks for details to be included on the certificate which are not in line with normal documentation requirements, please contact Business SA to discuss.*

- **Certificates issued by other authorities**

Certificates issued by other authorities, eg Department of Primary Industries and Resources, Halal accreditors and shipping companies must be signed by the appropriate authority before presentation to Business SA for certification. We will not certify unsigned documents.

Phytosanitary Certificates will only be stamped on the rear of the document and only if specifically requested.

Business SA will not certify Bills of Lading, AirWay Bills and Insurance Certificates.

- **Arab Boycott Clause**

Australian Government policy firmly opposes the Arab boycott which it claims singles out Israel for discriminatory action. Accordingly, Chambers of Commerce will not authorise a Certificate of Australian Origin if it includes any additional clauses, such as the Arab boycott clause, which appear to discriminate against another country.

If exporters receive letters of credit which specify the Arab boycott clause must appear on the Certificate of Australian Origin they should request an amendment to the L/C prior to shipment.

If other documents for goods of Australian origin are presented for certification which include the Arab boycott clause, or similar, Business SA will apply a rubber stamp on the document (eg commercial invoice, not the Certificate of Australian Origin) with the words:

"TO THE BEST OF OUR KNOWLEDGE AND ON THE INFORMATION
SUPPLIED BY THE APPLICANT, WE BELIEVE THE GOODS ARE OF
AUSTRALIAN ORIGIN, PRODUCTION OR MANUFACTURE"

AUTHORISED OFFICER

Thailand Australia Free Trade Agreement

There are strict new guidelines for certification under the Thailand-Australia Free Trade Agreement (TAFTA) which allow the Thai importer to benefit from reduced tariffs. Companies requiring this certification service must undergo a separate registration process including the completion of a Deed of Declaration. Once registered, the exporter is given a specific registration number that needs to be quoted in every TAFTA Certificate. Please contact our office for further information.

ASEAN Australia New Zealand Free Trade Agreement (From 1 January 2010)

There are strict new guidelines for certification under the ASEAN Australia-New Zealand Free Trade Agreement (AANZFTA) which allow the importer in ASEAN countries to benefit from reduced tariffs. The countries that have signed up to the Free Trade Agreement and may request documentation on the AANZ form are: *Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, New Zealand, Philippines, Singapore, Thailand and Vietnam*. Companies requiring this certification service must undergo a separate registration process. Once registered, the exporter is given a specific registration number that needs to be quoted in every AANZ Certificate. Please contact our office for further information.

Visa Letters

For visa applications to Saudi Arabia the Saudi Embassy may require a letter from the company whose representative is travelling to that country. This letter is to be on company letterhead and certified by a Chamber of Commerce prior to lodging with the application. A template for the letter is available from our office, outlining the general format and details required by the Embassy.

You must provide Business SA with a photocopy of the passport or drivers licence of the person applying for the visa. A copy of the visa letter is also to be provided for our records. The cost for certification is as for all other trade documents.

Electronic lodgement

Business SA now offers exporters the convenience of being able to lodge their export documentation electronically for manual Chamber certification. Documents will be processed manually and returned by courier or mail, depending on the exporter's requirements. **(If you require the documents emailed back to you, it is preferable to use our eCert electronic certification service, explained later in this document.)**

Unless otherwise instructed, Business SA will return certified documents by ordinary mail at no charge. If collection by courier is required, this is to be arranged by the exporter. Return of documents by Express Post will incur an extra charge of \$5.50 for each envelope used.

Documents should be sent via email to: tradedocs@business-sa.com

eCert electronic certification service

Business SA in conjunction with eCertify Pty Ltd are pleased to announce a new way of lodging your export documentation for certification. eCert is a quick and easy way to lodge and certify your documents in minutes.

What is e-Cert?

eCert gives you the most efficient means of obtaining stamped and signed Certificates of Origin, Commercial Invoices, Packing Lists and other export documents. An approved certificate can be returned from Business SA to you via email within minutes, without needing to engage the service of a courier.

eCert combines electronic signature capabilities to process, capture and store all information that is unique to each transaction and produce the best electronic evidence of WHO signed WHAT, WHEN, WHERE and HOW.

eCert is delivered as a zero-download solution, no additional software or hardware is required by users. You simply "click-to-sign" within your web browsers to electronically review and sign documents, while the solution works behind the scenes to produce the electronic evidence, and create compliant and auditable, electronic records.

The benefits of e-Cert

- Use eCert to have your export documents signed, stamped and Certified
- Reduce your costs - eliminate couriers
- Certified documents can be printed on-site once approved, minimising delays

You will be notified of certificate acceptance or rejection via email, and you can then print your own manual copies or email the certified document to your customer.

However you first need to check with your customer whether they (and their Customs authorities) will accept electronic certification. Some countries will not yet accept it, eg Thailand, Saudi Arabia.

To register for the eCert service, go to the website eCert login page at <http://www.ecertify.com.au/userlogin.aspx?companycode=BSA>

Please note that you also need to be registered with us for export as mentioned on page one of this document.

Please note

- Each type of document is charged as a separate set, eg. Certificate of Origin, Commercial Invoice, Certificate of FreeSale, Packing List, etc.
- All manual documents presented to us for signature must include an additional copy to be retained by us for record purposes. If copies are not provided, a photocopying charge will apply.
- All documents must be signed by an authorised signatory of the company before being presented for certification. WE WILL NOT PROCESS UNSIGNED DOCUMENTS.
- Packing/weight lists will only be certified if accompanied by a Certificate of Australian Origin.

- Business SA reserves the right to refuse to sign any other documents at any time.

IMPORTANT: the Australian Customs Service requires that exporters retain copies of all export documents produced on or after 1 July 2002 for a period of five years.

Fees for Chamber certification

The fees for Chamber certification of export documents as at 1 January 2011 are:

- **Certificates of Australian Origin (no GST applies)**

- Business SA Members \$30.00 per set (up to 5 copies per set)
- Non-Members \$50.00 per set (up to 5 copies per set)

Additional charges of \$1.00 applies for each extra copy per set.

- **Preferential Certificates for Free Trade Agreements (GST exempt)**

eg Certificate of Origin for Thailand (TAFTA), ASEAN Australia New Zealand Certificate (AANZFTA) – exporters must be registered with Business SA under the relevant free trade agreement first.

- Business SA Members \$35.00 per set (up to 5 copies per set)
- Non-Members \$55.00 per set (up to 5 copies per set)

Additional charges of \$1.00 applies for each extra copy per set.

- **All Other Export Documents (GST applies)**

Including Visa application letters, Agency agreements and similar documents

- Business SA Members \$33.00 per set (inc GST)
- Non-Members \$55.00 per set (inc GST)

Additional charge of \$1.10 (inc GST) applies for each extra copy per set.

- **Certificates on Chamber of Commerce letterhead (GST applies)**

Including Certificates of Free Sale, Sanitary Certificates, Certificates of Health/Hygiene and similar documents. Wording required is emailed to Business SA prior to collection.

- Business SA Members \$44.00 per set (inc GST)
- Non-Members \$66.00 per set (inc GST)

- **Replacement or Amendment Fee (GST applies)**

Charged for replacement/amended certificates. You must provide the old set along with the new set otherwise the full charge will apply.

- Business SA Members \$5.50 per set (inc GST)
- Non-Members \$11.00 per set (inc GST)

- **Invoicing surcharge (Non-Members) (GST applies)**

Non-Members are required to pay fees at the time of certification. An invoicing surcharge of \$16.50 per set (GST included) will be charged if we are required to raise an invoice for the fees.

The surcharge does not apply to Business SA members.

- **Electronic lodgement fee (GST applies)**

(Documents are emailed to us and stamped manually by Business SA and posted back – this is different to the eCert service)

- Business SA Members \$11.00 per consignment (inc GST)
- Non-Members \$16.50 per consignment (inc GST)

Additional charge of \$5.50 per envelope applies if return by Express Post is required.

- **eCert certification fees**

(Non members must provide payment by credit card or EFT before certificates will be processed)

eCert Certificates of Australian Origin (GST exempt)

- Business SA Members \$20.00 per Certificate of Australian Origin (inc GST)
- Non-Members \$40.00 per Certificate of Australian Origin (inc GST)

eCert Other documents (eg Commercial Invoice, Packing List etc) –GST applies

- Business SA Members \$22.00 per document (inc GST)
- Non-Members \$44.00 per document (inc GST)

Note: This reduced charge is because the exporter prints off their own copies on receipt of certified documents. You need to first check with your overseas customer to see if they will accept electronically signed documents. If not, the manual system must be used, at full price.

Please don't hesitate to telephone Business SA's Export Centre on 8300 0105 for assistance in preparing your export documents.

All export documents are processed at

Business SA Export Centre
1st Floor, Enterprise House
136 Greenhill Road
UNLEY SA 5061

Telephone: (08) 8300 0105
Facsimile: (08) 8179 0483
General enquiries: trade@business-sa.com

Electronic lodgement of documents:
tradedocs@business-sa.com