

# CERTIFICATE 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

**Copy and paste** the example of the letter (2<sup>nd</sup> 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/set of certificates of origin from the Chamber  
Purchase a pad of certificates of origin from the Chamber, price is as follows:

COO Pad: R130.00 for members, R130.00 for non-members (incl. VAT).

COO set: Single sets may also be purchased for R9.00 (members) and R10.00 (non-members),

GSP FORM A: R244.00 (including VAT) – for members and non-members

- 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: Supply the Chamber with a copy of the commercial invoice  
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

ATTESTING FEES: MEMBERS – R181.00/ NON-MEMBERS – R409.00 (including VAT)

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

TO:

Durban Chamber of Commerce and Industry  
PO Box 1506  
Durban  
4001

### **FORMAL UNDERTAKING**

In consideration of the **Durban 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 COMPANY 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 **Durban 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 by you.

Signature:

Position in Export Company:

\_\_\_\_\_

\_\_\_\_\_

Name: (please print)

Date:

\_\_\_\_\_

\_\_\_\_\_

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

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

**TO:**  
**Durban Chamber of Commerce and Industry**  
**PO Box 1506**  
**Durban**  
**4001**

**FORMAL UNDERTAKING**

In consideration of the **Durban 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 COMPANY 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 **Durban Chamber of Commerce and Industry**, of Certificates of Origin as well as certification of other documents:

<b>NAME</b>	<b>DESIGNATION</b>	<b>SPECIMEN SIGNATURE</b>

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

Signature:

**Position in Export Company:**

\_\_\_\_\_

\_\_\_\_\_

Name: (please print)

Date:

\_\_\_\_\_

\_\_\_\_\_

## Contacts in our department:

Dominic Dlamini – E: [dlaminid@durbanchamber.co.za](mailto:dlaminid@durbanchamber.co.za)

Siyabonga Ngidi – E: [ngidis@durbanchamber.co.za](mailto:ngidis@durbanchamber.co.za)

Manager: International Department

MS Rokeya Valli – E: [vallir@durbanchamber.co.za](mailto:vallir@durbanchamber.co.za)

Telephone Number: 031 335 1000

## CHECKLIST

### 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 — R181.00 for members *or* R409.00 for non-members?