
“ a catalyst in the community ”

Penticton & Wine Country Chamber of Commerce Certification of Origin Instructions

Notarization

As a matter of policy and for reasons of liability, the Penticton Chamber requires that all documents must be notarized before we will put our stamp on it. If documents have not been notarized, the client must ensure that this is done before the Penticton Chamber can proceed with certification.

Notarization is a process by which a lawyer, notary public or commissioner of oaths (i.e. someone who can take sworn statements) certifies from a person's sworn statement that the facts described in her/his signed documents are true. Notarization should be marked with an original legal seal, which is usually raised, dated and signed. Some notarization, however, is done with a stamp and is perfectly acceptable.

Letters of Waiver

Exporters that frequently have documents certified often find the notarization process costly and time consuming. An alternative to notarization of documents is through a letter of waiver obtained from the shipper (i.e. manufacturer or exporter) or her/his agent. The Penticton Chamber allows companies that are frequent users of our service to place a letter of waiver on file stating that they take responsibility for the documents that they present to us.

All letters of waiver should be:

- Submitted on the letterhead of the company concerned;
- Dated;
- Addressed to the Penticton & Wine Country Chamber of Commerce;
- Signed by a company officer;
- Notarized
- Periodically renewed (e.g.: every 2 years at a maximum).

For Certificates of Origin exporter must ensure that:

- Name and address are included.
- Document must be notarized with signature and stamp (unless letter of waiver is on file).
- Certificate of Origin must be accompanied by proof of origin (related invoice, packing list, bill of lading or waybill) for all items listed on the certificate
- Consignee's name and address are included.
- Itemized merchandise matches that listed on invoice
- Country of origin is listed and matches that on invoice
- If country of origin is other than Canada, certificate must indicate this.
- Place and date are provided.
- Company official has signed document.
- There is no presence of a "boycott" clause.
- Exporter's name and address must be included.

FEE per set*: \$25.00 plus GST (Chamber Members) \$50 plus GST (Non Members)

** For fee purposes, a "set" constitutes putting up to eight stamps on documents. This can be any combination of documents such as certificates of origin, invoices, packing lists, way bills, etc., as long as they are related to the same shipment (the same consignee address must be on all of the documents), same list of goods and are going to the same destination; OR eight originals of the same document.*