



Greater Vancouver Chamber of Commerce Certificate of Origin Policy and Program Regulations

The Greater Vancouver Chamber of Commerce (GVCC) has revised its policy on the issuance of Certificates of Origin effective immediately.

These changes were prompted by recent lawsuits incurred by other U.S. Chambers that issued Certificates of Origin to exporters who misrepresented the actual origin of the materials. These cases resulted in fines, monetary settlements and associated liability insurance premiums that caused all Chambers to review existing policies.

The changes are as follows:

1. The **Certificate of Origin** must be filled out completely and notarized before being presented to the Chamber. The GVCC offers notary services for a \$5.00 member and \$10.00 nonmember per stamp fee.
2. An **Indemnification Certificate** signed by a company officer must be on file at the GVCC before a Certificate of Origin is issued. This document will be updated annually and when there is a change of signatory officer.
3. There will be a fee of \$5.00 per stamp per Certificate of Origin for GVCC members and \$75.00 per stamp per Certificate of Origin for non-members.

Please take the time to fill out an **Indemnification Agreement**, and return it to the Greater Vancouver Chamber of Commerce at your earliest convenience.

Please adhere to the following steps to ensure timely processing of your Certificates of Origin:

1. Make sure you are filling out the proper Certificates of Origin for the Country to which you are exporting.
2. Make sure you fill out the Certificate completely and accurately.
3. Make sure that the product information listed is verbatim to what is on the invoice. Do **NOT** leave off product numbers, quantities or descriptions.
4. Do not alter the Certificate in any way.
5. Have the Certificate notarized before having the GVCC sign and stamp it.
6. Do not wait until the day of your shipment to bring in your Certificates.

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