



Date: June 1, 2010

TO: Freight Forwarder Manager

FROM: Kim Capeloto, President & CEO
Greater Vancouver Chamber of Commerce

SUBJECT: Certificate of Origin

You have asked the Greater Vancouver Chamber of Commerce (GVCC) to issue a Certificate of Origin to facilitate the export of goods for which you are the agent. The GVCC is pleased to assist you.

To issue a Certificate of Origin, you must first complete the **Indemnification Certificate & Agreement**. Next, the GVCC must rely on your statement that the goods you will be exporting constitute domestic exports of the United States. Now, we ask you to complete and sign the following documents prior to submission and processing of any **Affidavit of Origin** statement printed on the Certificate of Origin form, or on a separate accompanying sheet, for each shipment. By signing the **Affidavit(s) of Origin**, you state that the goods exported are domestic exports as defined by the U. S. Department of Commerce.

1. Because the GVCC is relying on your statement, we ask the exporter/manufacturer and you to sign the attached **Certificate of Origin Indemnification Statement**. By signing the **Indemnification Statement**, you agree to indemnify the GVCC for any liabilities incurred by the GVCC as a result of its issuance of the Certificate of Origin. You must deliver your signed **Indemnification Certificate & Agreement** and **Indemnification Statement** to the GVCC annually in January. The **Indemnification Statement** from each exporter that you represent must also be submitted on an annual basis and it is valid for all transactions annually in addition to being kept on file in our office. **Without this document in our file, the GVCC is unable to sign the Certificate of Origin.**
2. Complete and sign Section 1 of the **Certificate of Origin** prior to submitting to GVCC for authorization signature.

All documents must be in proper order before the GVCC signs Certificates of Origin. Documents cannot be processed if the documents are delivered by a courier or a courier service. 1.) **Exporter/Freight Forwarder Certificate of Origin Indemnification Statement** 2.) **Exporter/Freight Forwarder Certificate of Origin Indemnification Certificate & Agreement**. In order to save time and to facilitate quick document processing, please be sure that this paperwork is complete before submitting your Certificates of Origin.

All of the documents are legal agreements. If you have any questions, you should consult with your attorney.

We also wish to note that currently the GVCC is only able to sign documents which are produced in the English language.

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