



## **REGISTRATION FORMS**

Please complete the Exporter Information Form and fax back to us, so we can confirm you have all the information for your Certificates of Origin and other export documentation to be authorised.

### **EXPORTER'S REGISTRATION**

We will require from your company:

- Completed Form CO4 - Documentation Service Registration form
- Copy of your company's Certificate of Incorporation **or** Registration of Business
- Exporter Signatory List

### **EXPORTER'S REGISTRATION VIA AGENT**

We will require from the Exporter on the Certificate:

- Completed Form CO4 - Documentation Service Registration form
- Copy of Certificate of Incorporation **or** Registration of Business
- Exporter Signatory List (optional if agent is signatory)
- Letter from Exporter stating that your organisation is authorised to issue & sign documentation on their behalf. Must be on exporter's letterhead.
- Agent Information Form (Completed with Agent Details)

### **PLEASE NOTE**

- **GST does not apply to completed Certificates of Origin**
- **We are unable to sign any export documentation until all registration information has been received**
- **Prices are based on sets of documentation (eg. Certificate of Origin, Commercial Invoices, etc.) and one set being up to ten copies of the original document.**
- **Maximum 10 pages per set of documents**