



Fremantle Chamber of Commerce Inc.

EMAIL CERTIFICATE OF ORIGIN / DECLARATION OF ORIGIN

INSTRUCTION FORM

- ❖ Issue of Certificate of Origin via Email is available on request. To be eligible for this process you must not be located within the Fremantle Area.
- ❖ The forms listed below must be completed prior to commencement of the email process
 1. CO4
 2. Exporter Declaration form
 3. Exporter/Agent Signature list
- ❖ All documents that are sent via email to Fremantle Chamber of Commerce for stamping and certification are to be emailed by **3.00pm** to avoid any delays with same day mail delivery. Certificates received later than **3.00pm** will be mailed the next day.
- ❖ All sections on the certificate must be completed as required.
- ❖ On receipt of the certified certificate from Fremantle Chamber of Commerce, this certificate must be signed by an authorised company officer and a copy of the signed certificate faxed to 9430-4418 or mailed to the Fremantle Chamber of Commerce for their records.

The following details must be provided with each email instruction to the Fremantle Chamber of Commerce to enable efficient processing of all emailed documents. Emails are to be addressed to export@fremantlechamber.com.au

1. **Number of copies required**
2. **Method of Return Delivery eg. Mail, Courier Collect**

1. No Charge will be made for printing of emailed documentation.
2. Postage charge will apply. These charges will be added in the monthly invoice and include GST

\$0.60c - DL envelope

\$1.20c - C5 envelope

\$1.70c - A4 envelope

3. Exporter/Agent to arrange for courier to collect documents from Fremantle Chamber of Commerce.

PLEASE NOTE THE CHAMBER DOES NOT PROVIDE A COURIER SERVICE