Victorian Chamber of Commerce and Industry



ChamberCERTIFY®

Exporter Registration Guide

Updated as of August 2024

Exporter Registration Guide

How to register as an exporter to lodge CoOs

Registration Overview

Step 1	**Log into MyPortal** or Create a MyPortal Account* Link: my.victorianchamber.com.au
Step 2	Select **ChamberCERTIFY®** from the menu and then **'Certificate of Origin registrations'** under Quick Links
Step 3	Fill in and **lodge registration** type that you require (see Appendix A for details)
Step 4	Once the registration is **approved** by a trade officer, **additional signatories** and freight forwarders can be invited. Following this, CoOs can be lodged.

** Contact export@victorianchamber.com.au if you are unsure if you already have an account*

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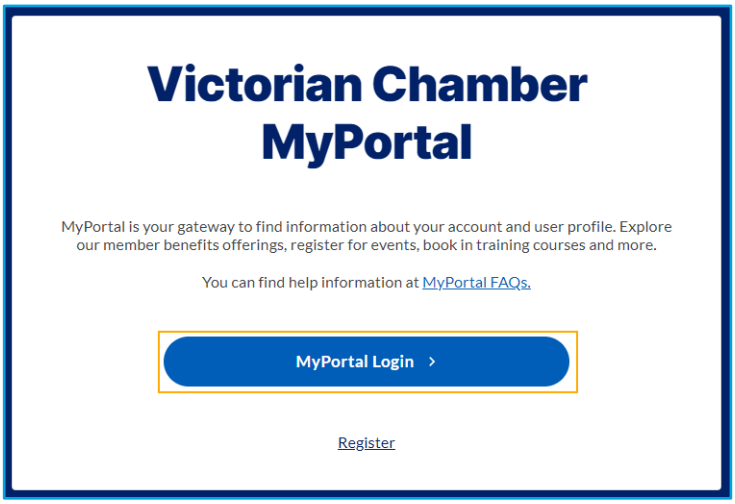
How to register as an exporter to lodge CoOs

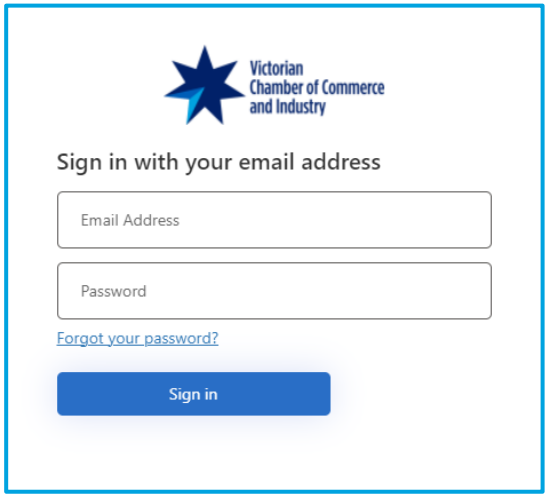
SECTION 1: LOG IN AND NAVIGATE TO CHAMBERCERTIFY®

1. **Visit MyPortal website (my.victorianchamber.com.au):**
   a. Select 'MyPortal Login'
   b. Enter your email address and password

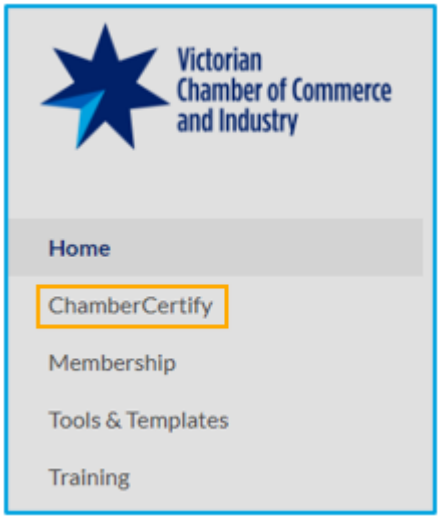
Alternatively:

- To set your password click 'Forgot your password?' *See Appendix A*
- Select 'Register' to create a company account if your company does not already have one
- Contact us at export@victorianchamber.com.au if you are unsure if your company has an account





2. Select ChamberCERTIFY®:

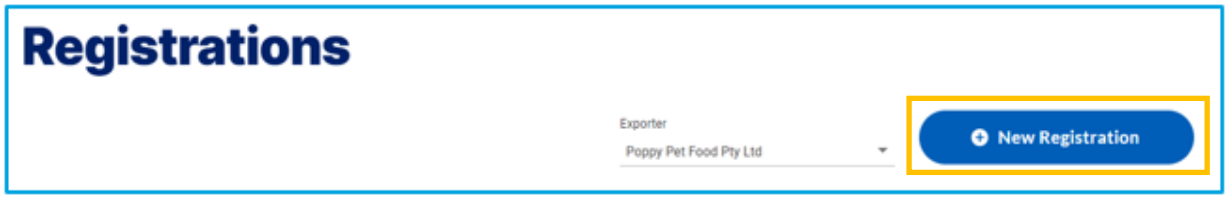


3. Select 'Certificate of Origin Registrations':



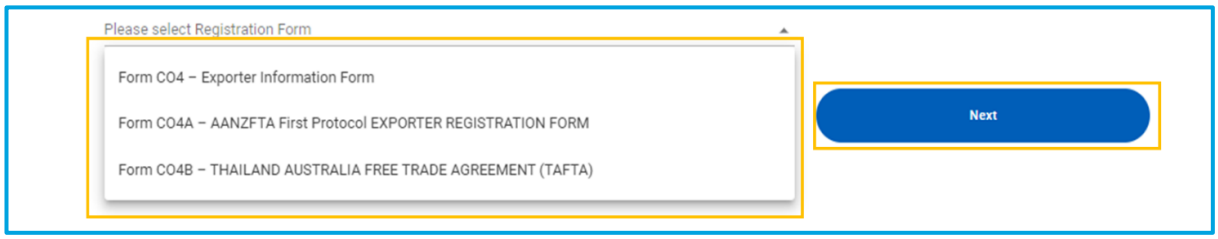
SECTION 2: CREATE EXPORTER REGISTRATION

1. Click on 'New Registration' to start your registration:



2. Select Registration Type:

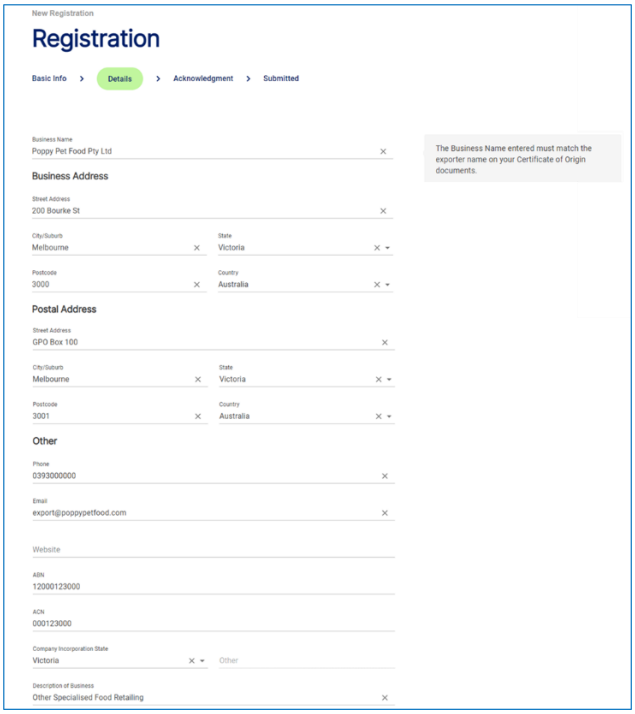
Note: There are three registration forms in total. Each registration type covers different Certificate of Origin types. Please refer to *Appendix B – Selecting Your Registration* for further information.



3. Enter Business Details

Follow help text provided on the page. Mandatory fields that are not filled in will highlight in red.

- **Business Name:** List the name of the company that you want to appear as the Exporter on the Certificate of Origin. This is the legal owner of the goods at the time of export
- **Business Address:** Must be a street address (Cannot be a PO Box address)
- **Phone and Email:** Should be generic
- **ABN and/or ACN:** Must be linked to the Business Name listed. If incorrect, please email us.
- **Company Incorporation State:** Indicates the state that your business is registered in
- **Description of Business:** Choose from list



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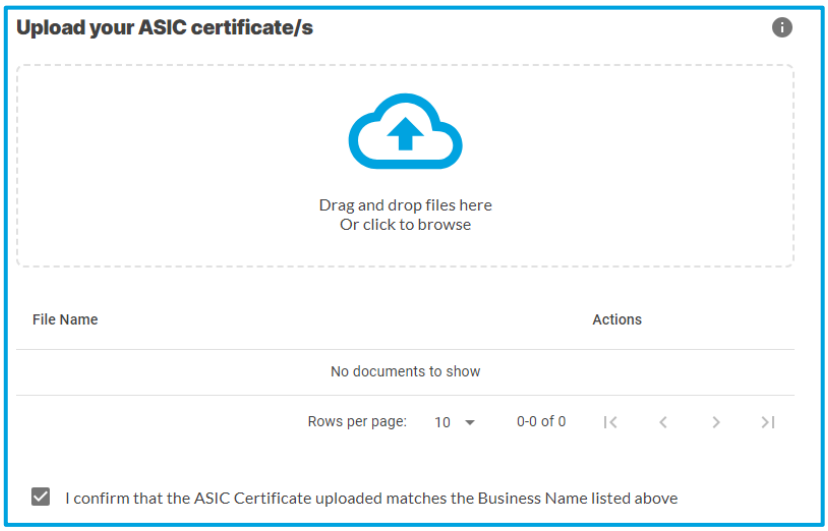
4. Upload ASIC Certificate

Upload the ASIC Certificate or ASIC Extract to support the Business Name you are registering. If you are registering a company name and trading name, please provide the ASIC documents supporting both names
Note: Please contact ASIC directly to obtain a copy if required

Glossary

ASIC Certificate: This is the certificate that the Australian Securities and Investment Commission issue when registering the name

ASIC Extract: This is the PDF that is available on ASIC's website free of charge



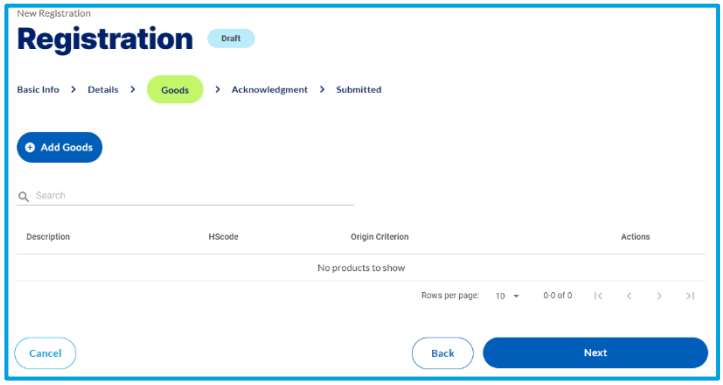


5. Product Registration (Form CO4B TAFTA Only)

You are required to add the goods you wish to export under the TAFTA by clicking **Add Goods**

Fill in the below:

- **Description**: Include product name, brand name and sizing where relevant. Categories not accepted
- **HS Code:** List the TAFTA 6-digit Harmonised System Code of the good
- **Origin Criterion:** Select 'Wholly Obtained' or 'Product Specific' as per FTA

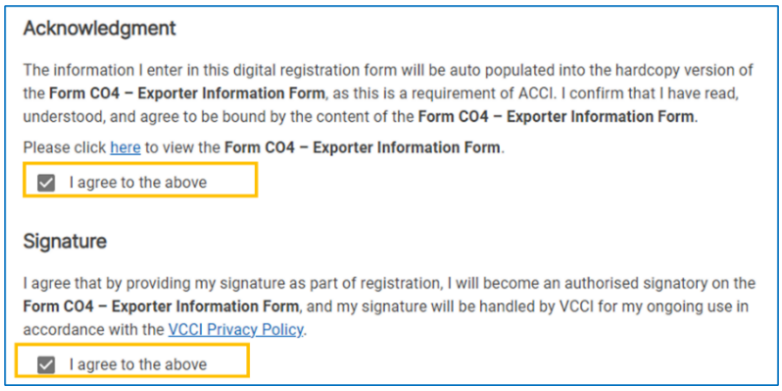


Notes: See the TAFTA Chapter 4 - Rules of Origin and DFAT's FTA Portal for assistance: https://ftaportal.dfat.gov.au/

SECTION 3: TERMS AND CONDITIONS & REGISTERING SIGNATURE

1. Acknowledgement and terms and conditions:

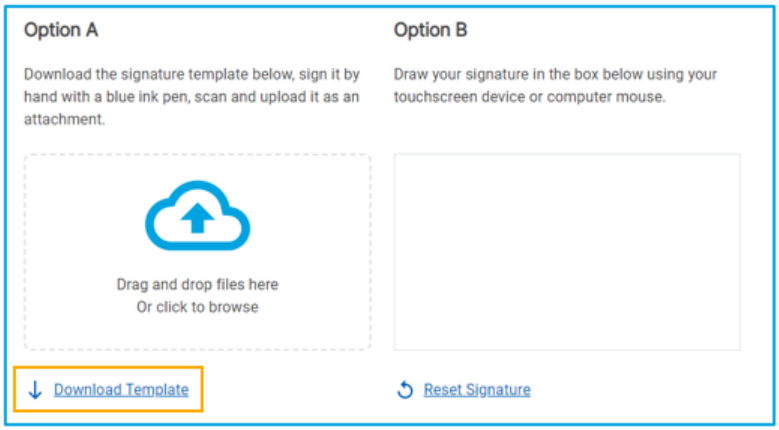
Read and agree to the acknowledgements by clicking on the checkboxes



2. Upload signature

a. Provide your signature that will be displayed on all Certificates of Origins and used to sign the terms & conditions

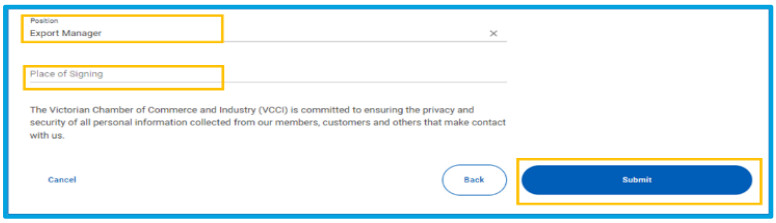
Option A – Sign using an ink pen. Use the template provided by selecting 'Download Template' and follow the instructions provided
Option B – Sign electronically. Draw your signature using your mouse or stylus



Note:

- You only need to upload your signature to your profile once & will be applied against all future CoOs and registrations

b. Confirm your position within the company
c. Enter the place of signing (CO4A and CO4B only)
d. Place of signing is the suburb, town or city you are physically in when completing the registration form
e. Click on Submit



SECTION 4: REVIEW PROCESS AND INVITING SIGNATORIES

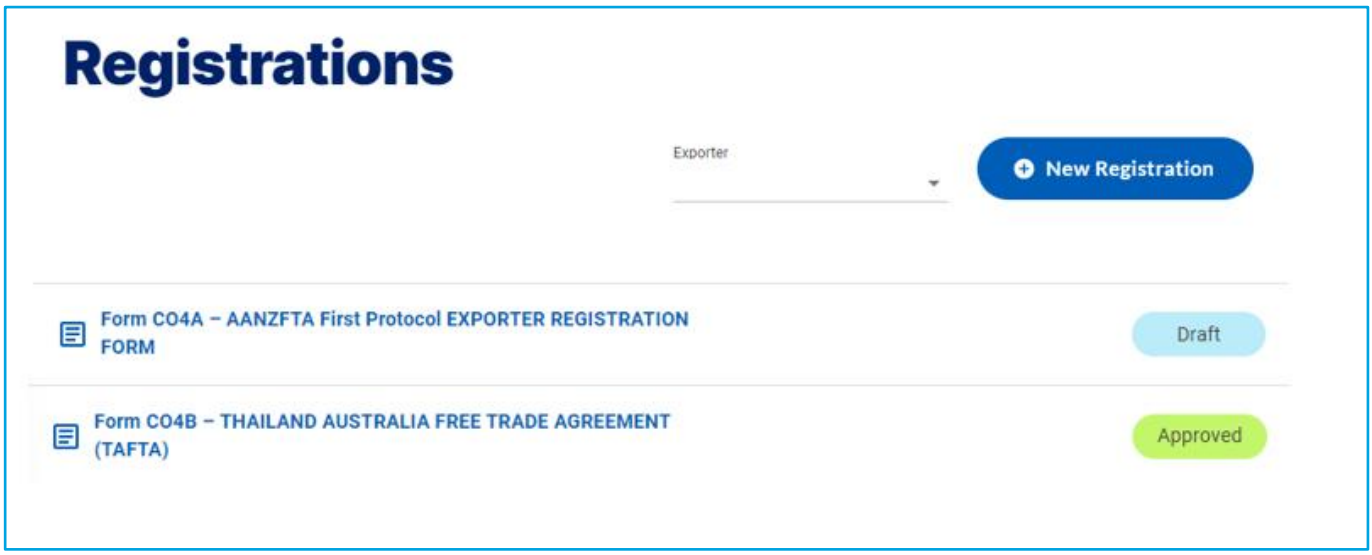
Processing Time:
The registration will be processed in 24-48 business hours.

Review Process:
A Trade Officer will review the application and an email notification will be sent once approved. Any enquiries related to the registration application will be emailed to the applicant.

Upon approval, the following actions will be accessible:

- Ability to lodge Certificates of Origin that covered by the registration
- Ability to add additional registered signatories (to lodge a CoO you must be a registered signatory).
- Ability to invite a Freight Forwarder to lodge CoOs on your behalf

Status: The status can be checked at any time under 'Certificate of Origin Registrations'.



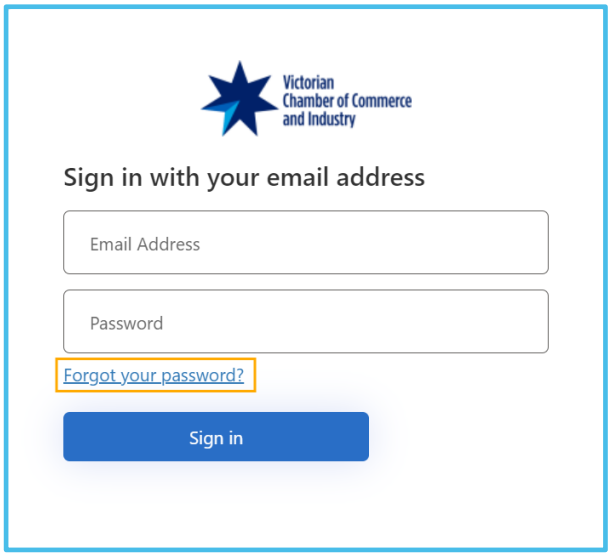
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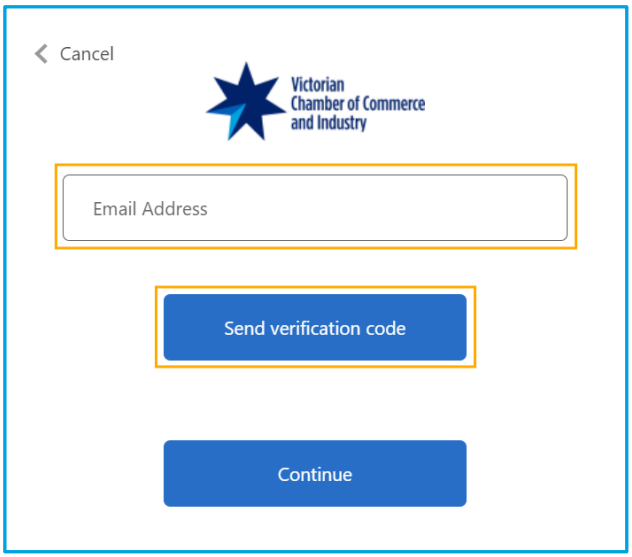
Appendix

Appendix A – Set/change your password

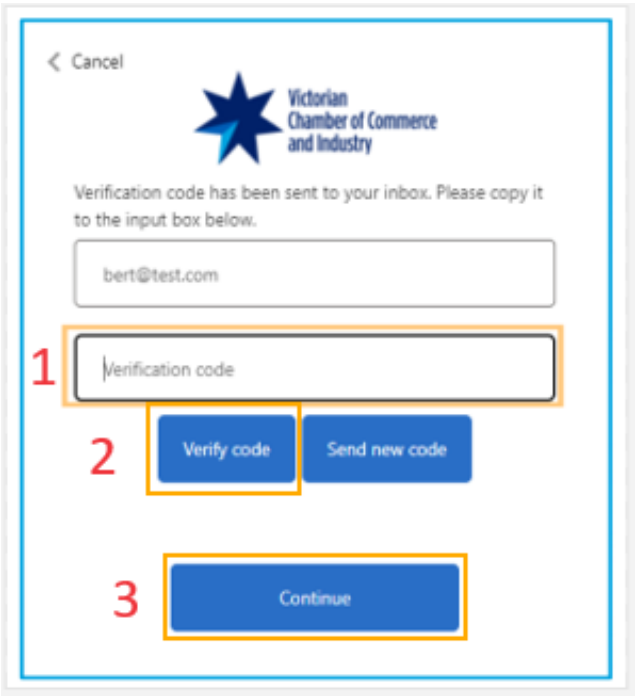
1. Click **Forgot your password?**



2. Enter your **email address** & select **Send verification code**



3. Enter your **verification code** sent to your email
Select **Verify code** and **Continue**



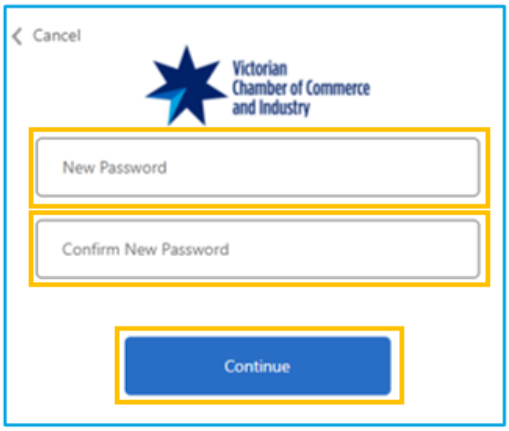
4. Click **Continue**



5. Enter and confirm **new password**

Password requirements:

- Minimum 8 characters
- The password must have at least 3 of the following:
  - a lowercase letter
  - an uppercase letter
  - a digit
  - a symbol



Troubleshooting:

- **Step 3:** If you click 'Continue' before clicking 'Verify Code' an error message will appear. In this case click 'Verify Code' despite the message
- **Step 4:** Do not click 'Change' this will clear the field

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Appendix B – Selecting Your Registration

Prior to submitting your application, please ensure you understand which Certificate of Origin you would like to use for export. The importing country and product type determines which CoO is required.

Use the DFAT FTA Portal to see if your product is included in any Free Trade Agreement (FTA) that Australia is a signatory to and to determine which provides the most beneficial tariff rate reduction.

- If your product is not included in any FTA, for any Australian made goods, the Non-Preferential CoO (CO6) can be used;
- Otherwise for any foreign made goods, please use the Non-Preferential CoO (CO9);
- If a shipment contains a mixture of Australia and foreign made goods, please confirm with your importer before applying.

See below table to determine which registration form you need to register for based on the CoO required:

Registration Form	**Required for approval of**
CO4	CO6 Certificate of Australian Origin
	CO9 Certified Declaration
	Australia-India Economic Cooperation and Trade Agreement (AI-ECTA)
	Australia-Chile FTA (ACI-FTA)
	China-Australia FTA (ChAFTA)
	Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
	Indonesia-Australia Comprehensive Economic Partnership Agreement (IA-CEPA)
	Japan-Australia Economic Partnership Agreement (JAEPA)
	Korea-Australia FTA (KAFTA)
	Peru-Australia FTA (PAFTA)
	Regional Comprehensive Economic Partnership (RCEP)
CO4(a)	ASEAN-Australia-New Zealand FTA (AANZFTA First Protocol)
CO4(b)	Thailand-Australia FTA (TAFTA)

*Updated as of Nov 2023

Please refer to the website below for further information:

https://www.victorianchamber.com.au/services/international-services/export-documents



victorianchamber.com.au