Victorian Chamber of Commerce and Industry



ChamberCERTIFY®

Certificates of Free Sale, Health and Manufacture

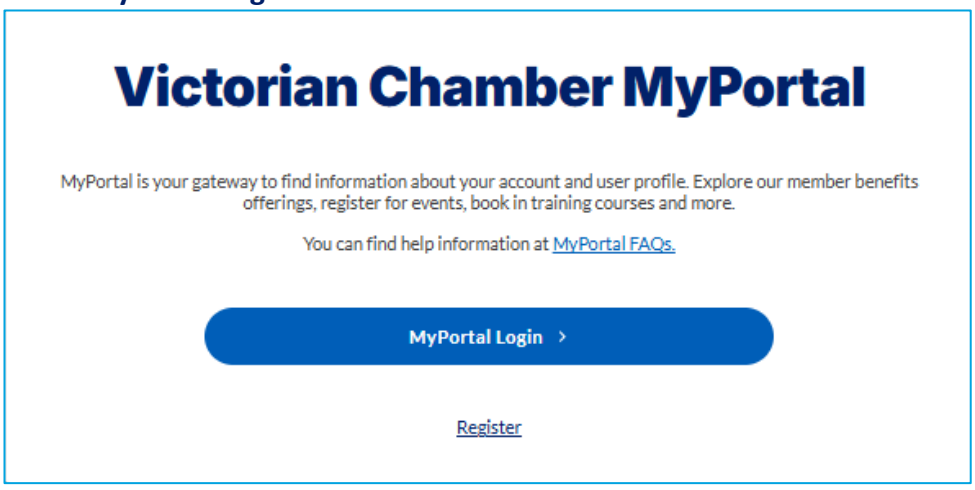
Application Guide

Updated as of June 2025

How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

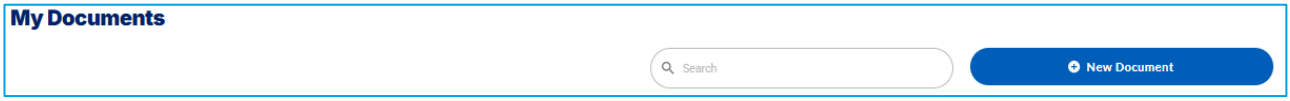
Victorian Chamber of Commerce and Industry

Visit ChamberCERTIFY® website (my.victorianchamber.com.au/chambercertify) and Select MyPortal Login

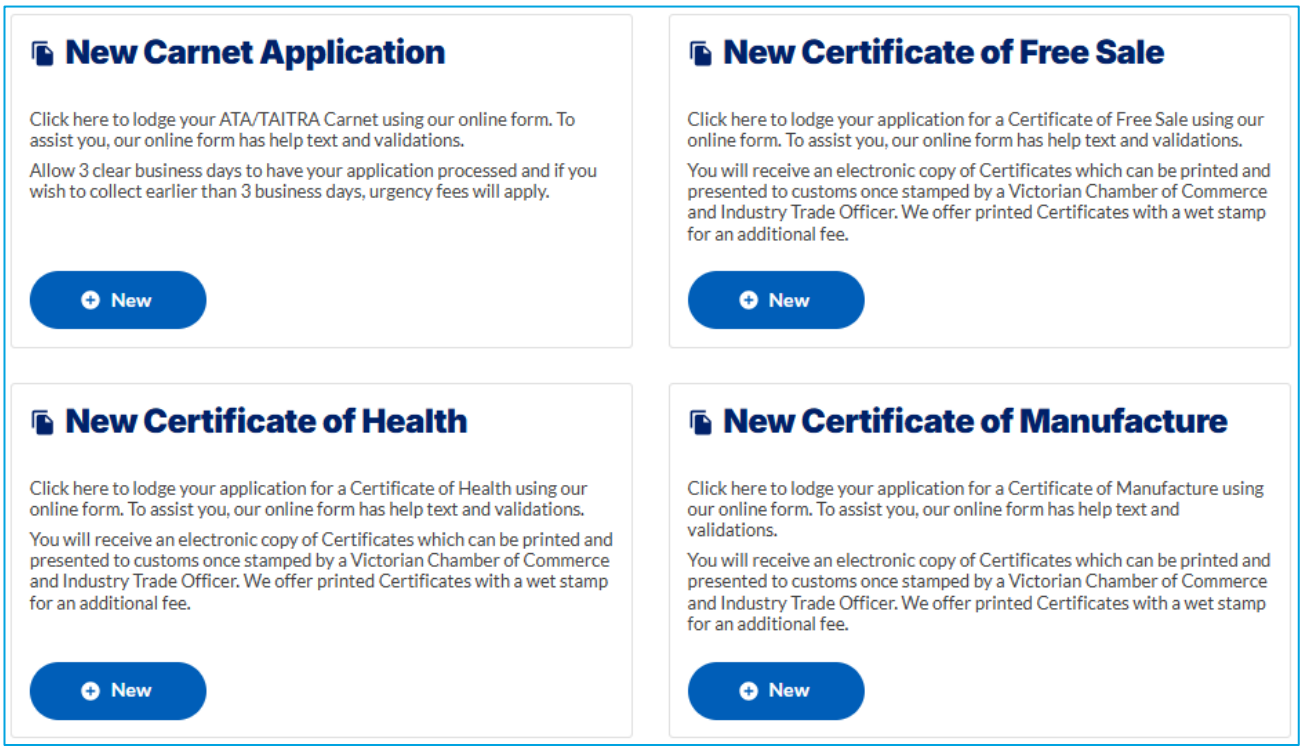


Select 'New Document' under 'My Documents'

Please note you do not require to complete an exporter registration.

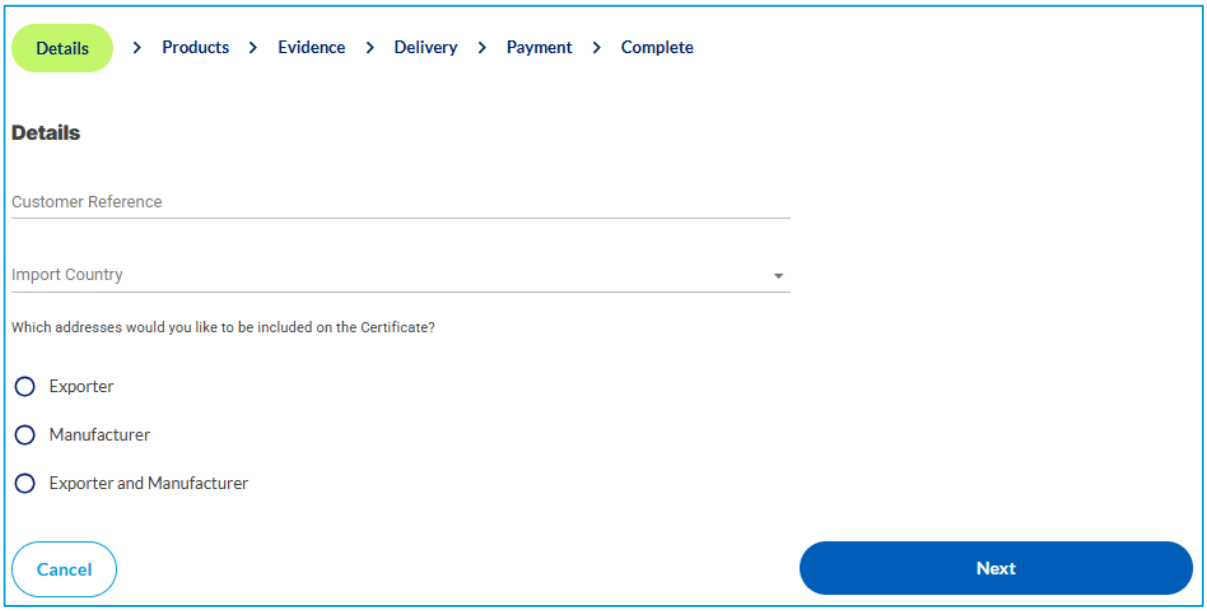


Select the required document



How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

Entering exporter / manufacturer details

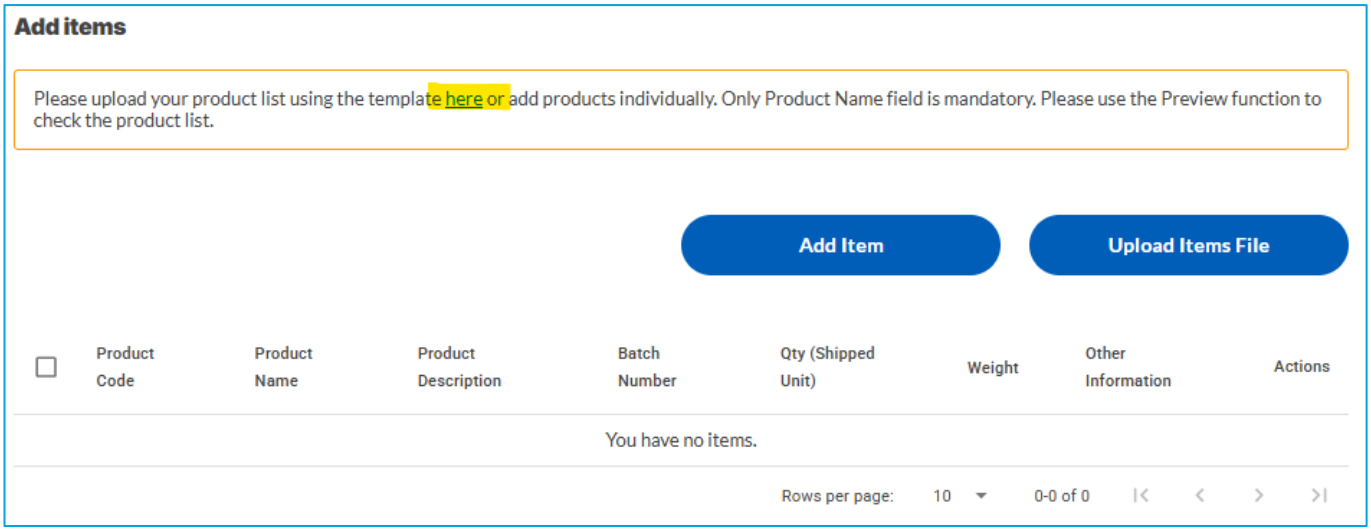


1. Enter the **Customer Reference** (this number will appear on your invoice and bank statement)
2. Select the **Import Country**
3. Select addresses to be included on the Certificate
   - **Exporter**
   - **Manufacturer**
   - **Exporter and Manufacturer**
4. Select **Next**

How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

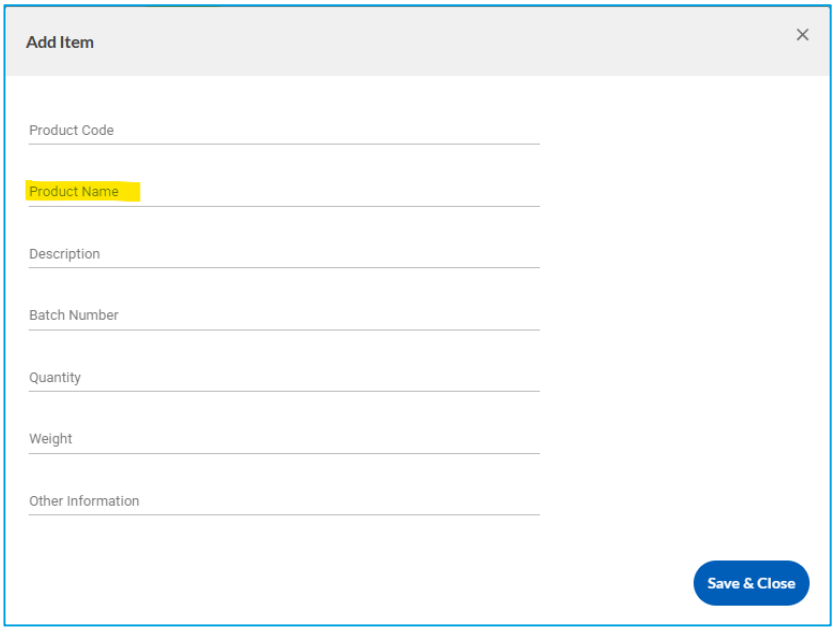
Uploading products

The products can be added by selecting Add Items or Upload Items File



Option A – Adding Item individually by selecting Add Item

Enter all relevant fields and select Save & Close. Please note only Product Name is mandatory



How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

Option B – Adding Items by uploading Items File

The products can be uploaded using the excel spreadsheet by selecting Upload Items.

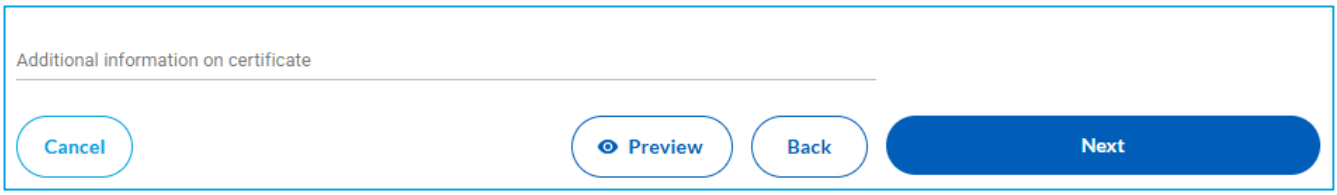
Template is available on the top of the page.

A	B	C	D	E	F	G
Product Name	**Product Code**	**Description of Goods**	**Quantity**	**Weight**	**Batch Number**	**Other Information**

- Enter all relevant fields on the template, please note only Product Name column is mandatory. Any column left blank will not appear on the final document.
- Upload the template provided, it will not upload if the file is invalid. (Do not change the template format i.e. columns cannot be added or deleted or any change to text/headings)
- If additional information is needed, enter the information in column G
- All the uploaded Product Items will appear in the table.

Fill in any Additional Information that you may want to include on the document - character limit 500, then select Next

Please select Preview button to preview the document.

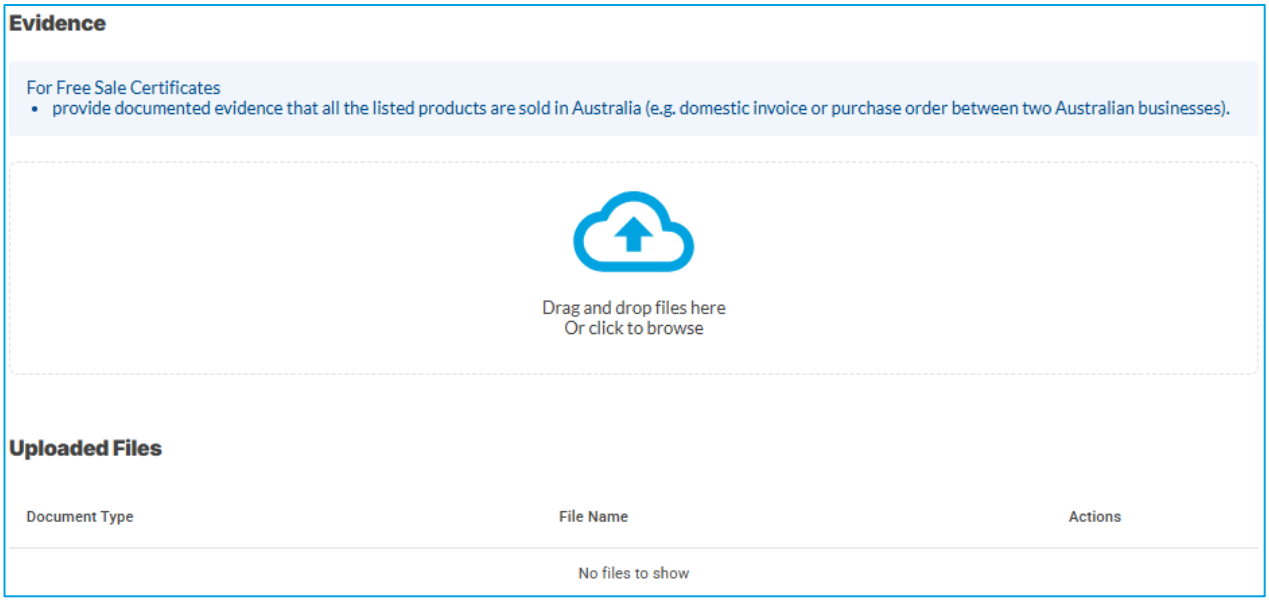


How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

Declaration

Please read through the declaration and select the tick box “I agree to the above"

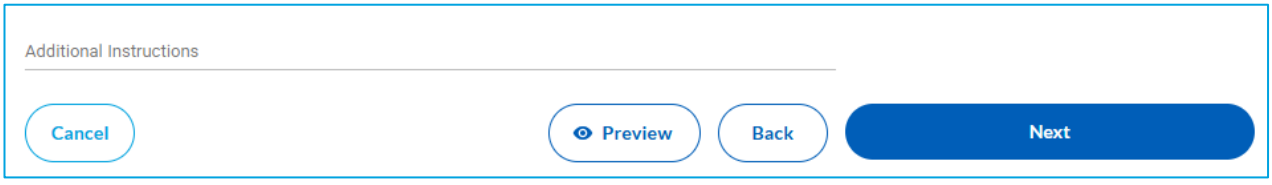
Evidence



Upload file and select the type of document: "Domestic Invoice" or "Other".

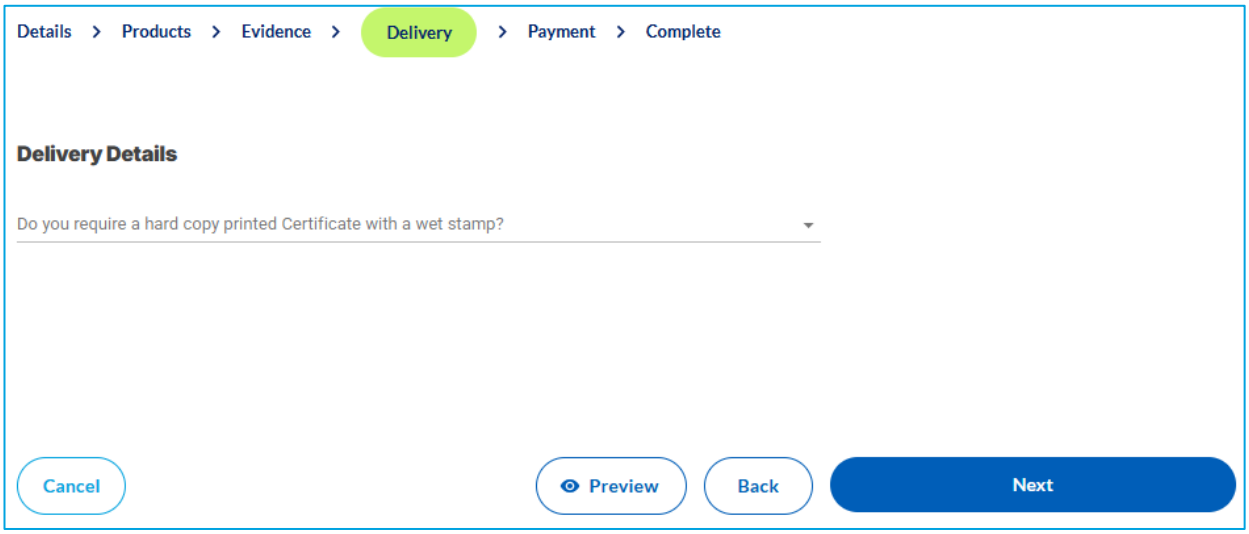
- Certificate of Free Sale - upload documented evidence that all the listed products are sold in Australia (domestic invoice or purchase order between two Australian businesses).
- Certificate of Health - not mandatory to upload any evidence.
- Certificate of Manufacture, - upload an in-house or external analysis of all the listed products

Add Additional Instructions (if any) to inform the trade officer when reviewing your application, then select Next



How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

Delivery



Select Yes and complete the required fields if you require a hard copy printed certificate.

Please note we can only offer max 2 copies of the hard copy

Enter Delivery Method

- If "Pick Up", proceed to Next
- If “Express Post”, enter Delivery address

Select Next

Payment

Please select payment options and select Submit

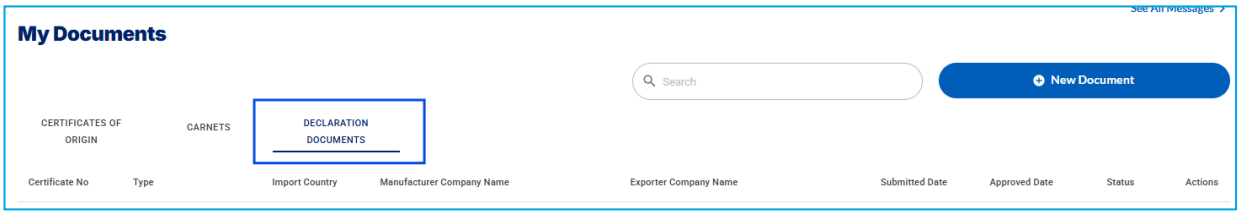
- Pay on Invoice: if your company is a 'VCCI Account Holder" this option will appear and can be selected. An invoice will be sent at the end of the month.
- Credit card: Enter the credit card details to complete the purchase. The paid invoice will be received within the hour. It can also be downloaded in MyPortal.

How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

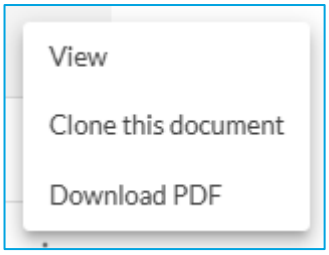
Approved Documents

Once the document has been approved, a link will be sent with access to the approved document.

All submitted/approved documents can be viewed under My Documents.



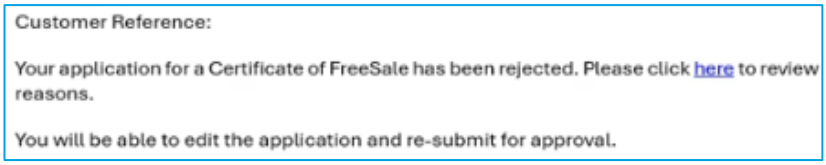
You can select the document and download the PDF file or clone the document by clicking 



How to apply for a Certificate of Free Sale, Health or Manufacture in ChamberCERTIFY®

Resubmitting a Rejected Application

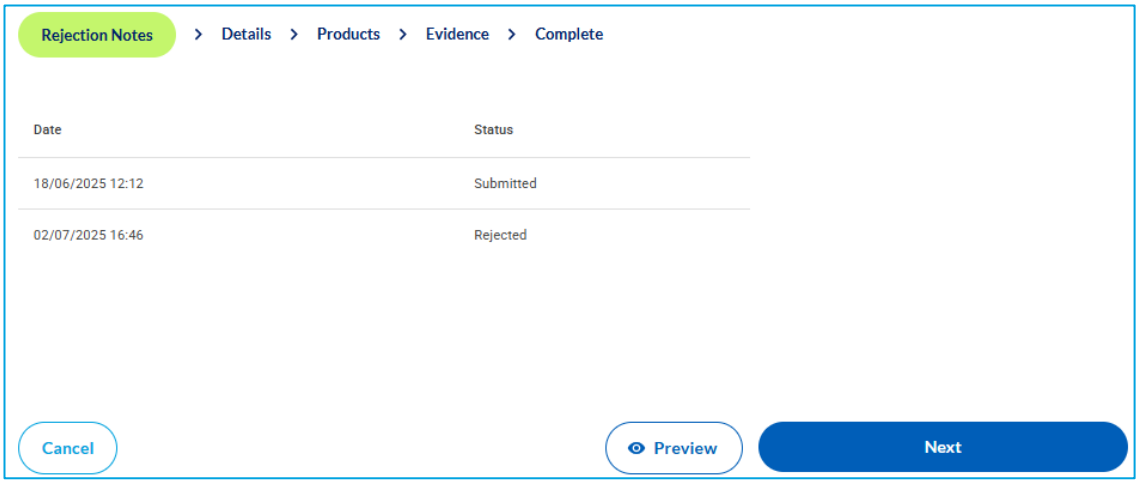
If the application is rejected by the Trade Officer, an email will be sent with a link to re-submit.



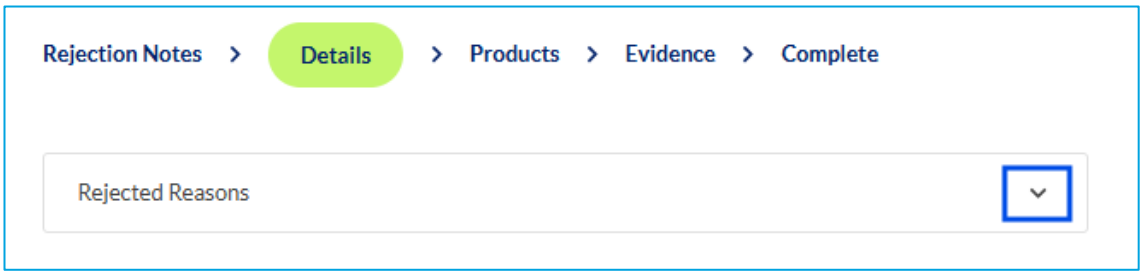
There will also be a rejection message under the Messages section in ChamberCERTIFY®



Select the document and click Next



Select the drop-down box to view the rejection notification



Go through the process to resubmit the rejected document



victorianchamber.com.au