Victorian Chamber of Commerce and Industry



ChamberCERTIFY®

Visa Stamping – Registration and Application Guide

Updated as of December 2024

Visa Stamping

VCCI can stamp visa-related documents via our online portal ChamberCERTIFY

Before proceeding with the registration and application, please see the below pre-application check list:

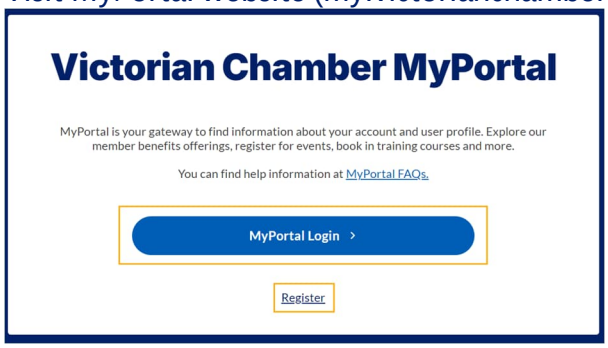
Pre-Application Check List	
Check with the relevant Embassy or Consulate to ensure that electronic stamps can be accepted. Requirements can vary.	☐
Ensure that the visa document that requires stamping meets the requirements of the relevant Embassy or Consulate.	☐

See below for process overview, step-by-step instructions begin on the following page:

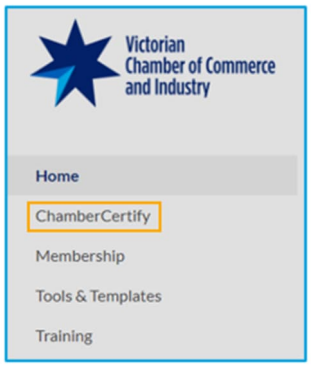
Application Process Overview	
Step 1	Create a MyPortal Account and register for CO4 in ChamberCERTIFY® Link: my.victorianchamber.com.au
Step 2	Applicant lodges visa document to be stamped in ChamberCERTIFY® along with the Statement of Declaration Note: *The Statement of Declaration and the document to be stamped must be created by the same author. See application process for further details.*
Step 3	VCCI stamps the visa document

Create an account and navigate to ChamberCERTIFY®

1. Visit MyPortal website (my.victorianchamber.com.au) to login to MyPortal



2. Once logged in, select ChamberCERTIFY®:

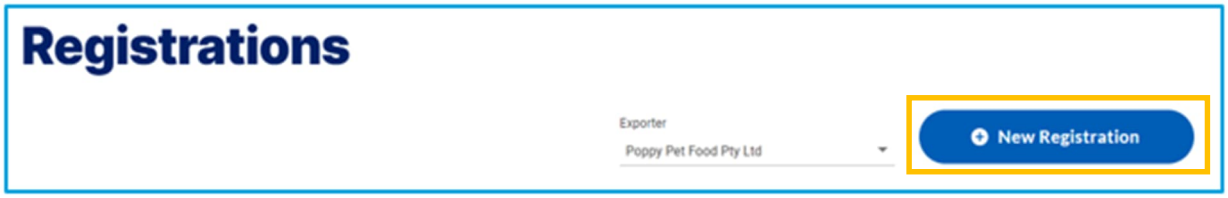


3. Select 'Certificate of Origin Registrations':



Create Registration

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



2. Select Registration Type – CO4 Exporter Information Form:

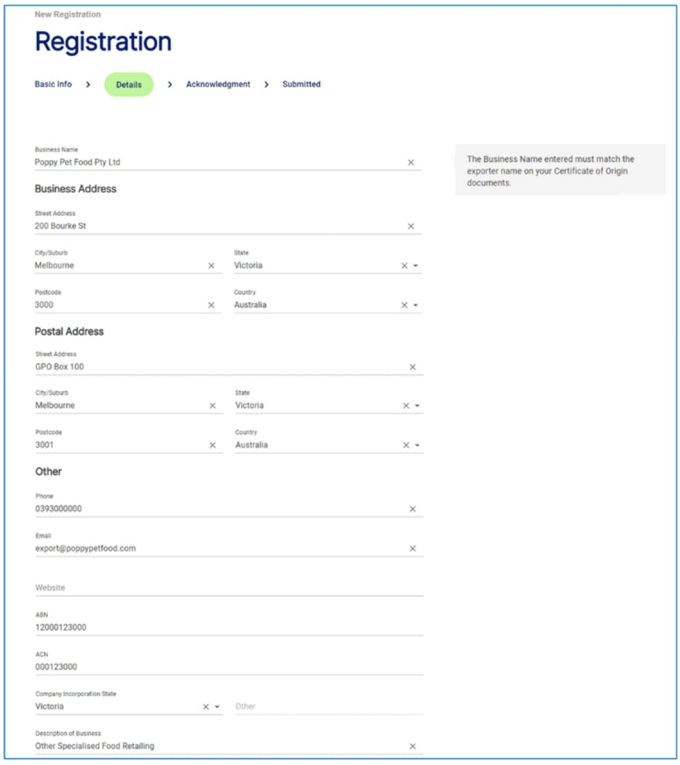
The CO4 will allow you to lodge visa documents for stamping



3. Enter Business Details

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

- Business Name:
  If business: List business name
  If Individual Name: List individual name
- ABN and/or ACN:
  If business: List ABN and or CAN
  If Individual: List 12 0s in ABN field
- **Company Incorporation State:**
  If business: List the state that the business is registered in
  If Individual Name: List place of location
- **Description of Business:**
  Select 'Other' then type 'Visa Application'



Upload ASIC Certificate

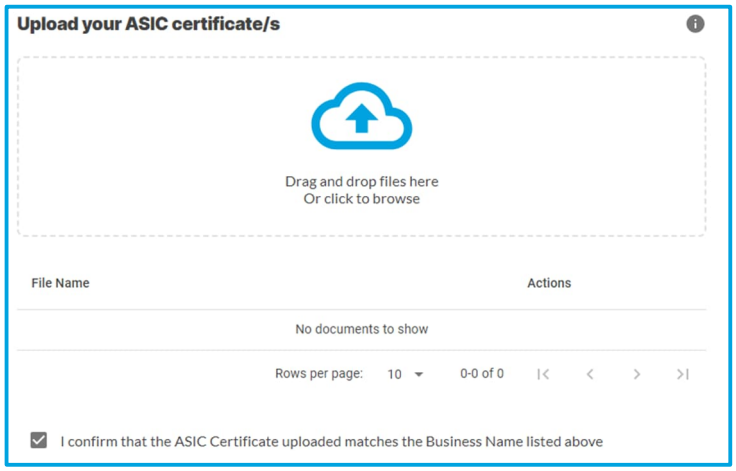
Option A– If Business: Upload the ASIC Certificate or ASIC Extract to support the Business Name you are registering. *Note:* Please contact ASIC directly to obtain a copy if required

Option B – If Individual: Upload PDF stating 'Visa Application'

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

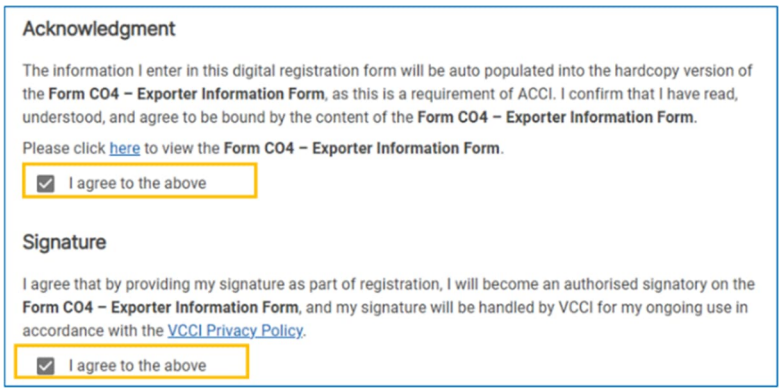


Example ASIC Certificate



4. Acknowledgement and terms and conditions:

Read and agree to the acknowledgements by clicking on the checkboxes

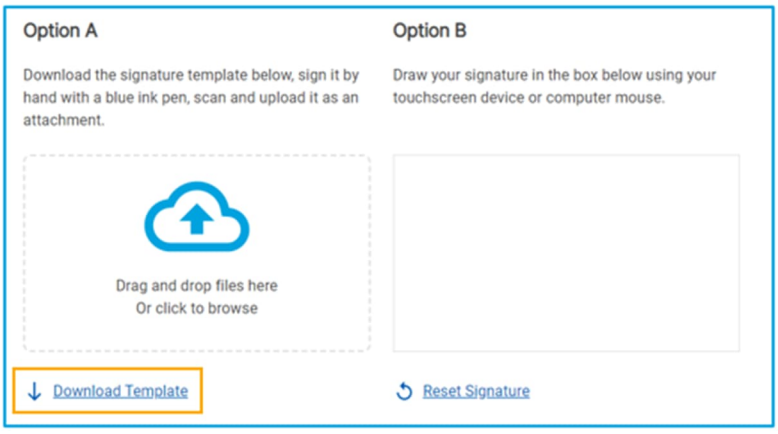


5. Upload signature

a. Provide your signature that will be displayed on the registration 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

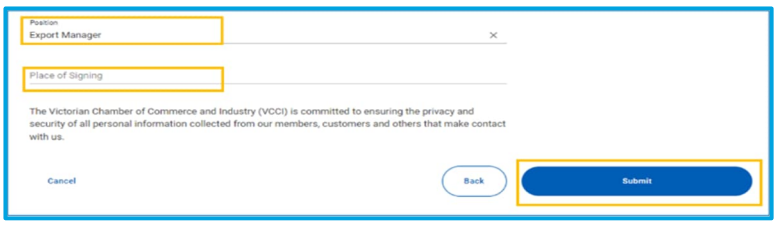
Option B – Sign electronically. Draw your signature using your mouse or stylus



b. Confirm your position within the company

d. Place of signing is the suburb, town or city you are physically in when completing the registration form

e. Click on Submit



Processing Time:

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

The visa document can be uploaded for stamping once the registration is approved

VISA DOCUMENT STAMPING APPLICATION PROCESS

Step 1: Create statement of declaration

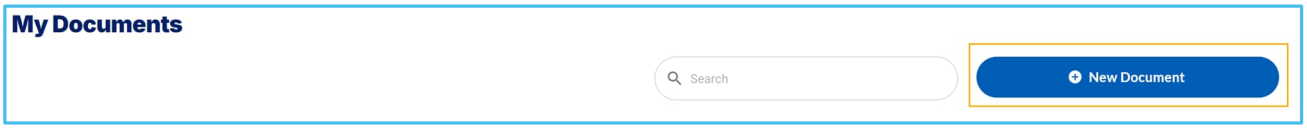
Complete Statement of Declaration Letter provided which verifies that the contents of the visa document are true and correct.

- If the letter to be stamped is created by a company, then the declaration letter needs to be written by that company, on company letterhead
- If the letter to be stamped is written by an individual, then the declaration letter needs to be written by the individual

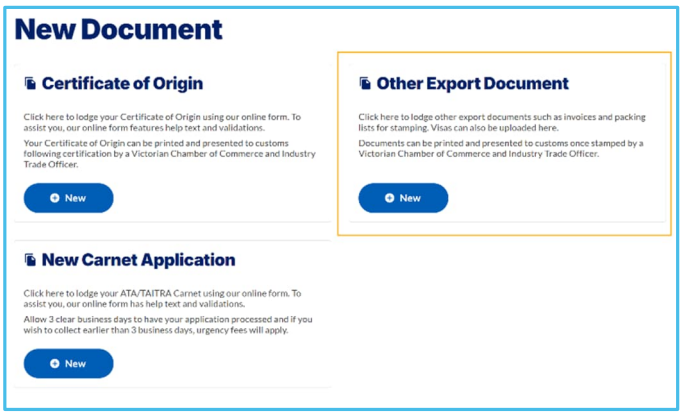
Statement of Declaration Requirements:
-Title: Statement of Declaration
-Refer to the visa letter, the applicant's name, visa type and reason for travel
-Confirm that the contents of the letter are true and correct
-Signed (physical signature)
-Dated

Step 2: Create and lodge application

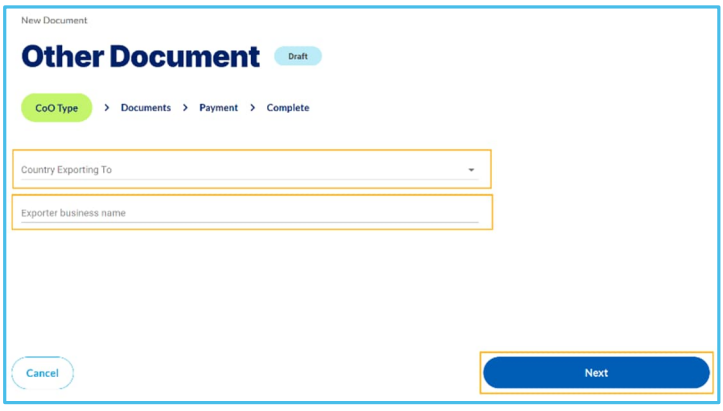
1. Select 'New Document' under 'My Documents'



2. Select 'Other Export Document'



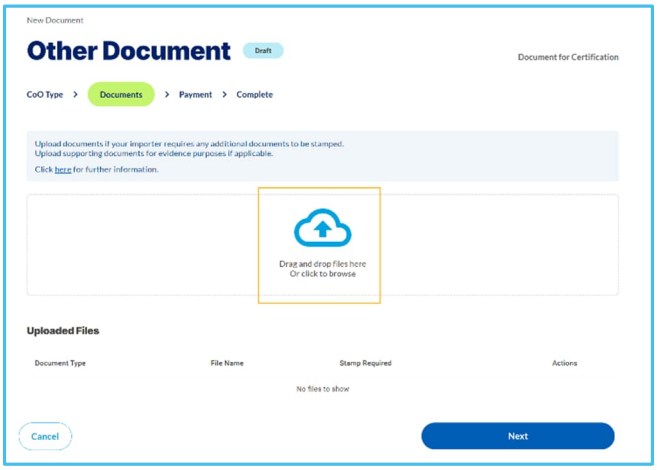
3. Select country of visa application and select 'Next'

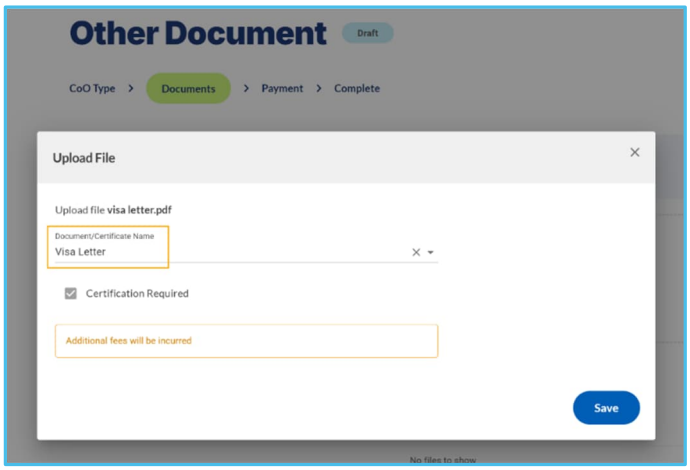


4. Upload visa letter:

a. Click on cloud & select visa document from library

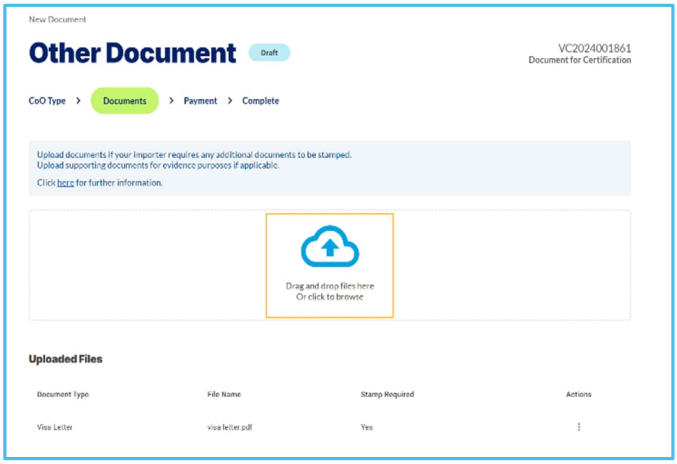
b. Select document name as 'Visa Letter' and then select 'Save'

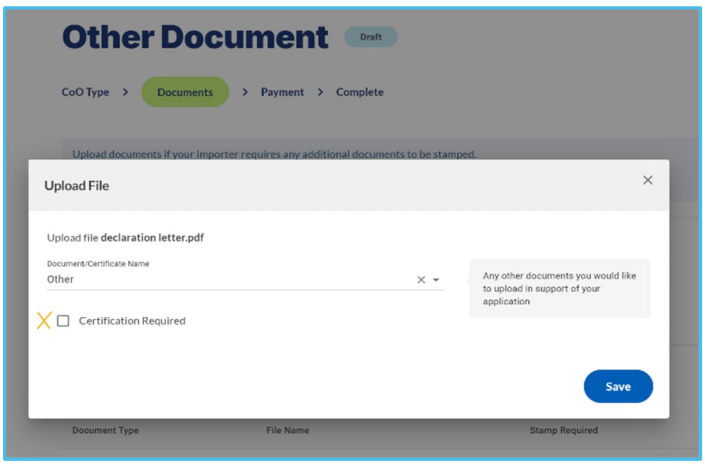




5. Upload Declaration Letter:

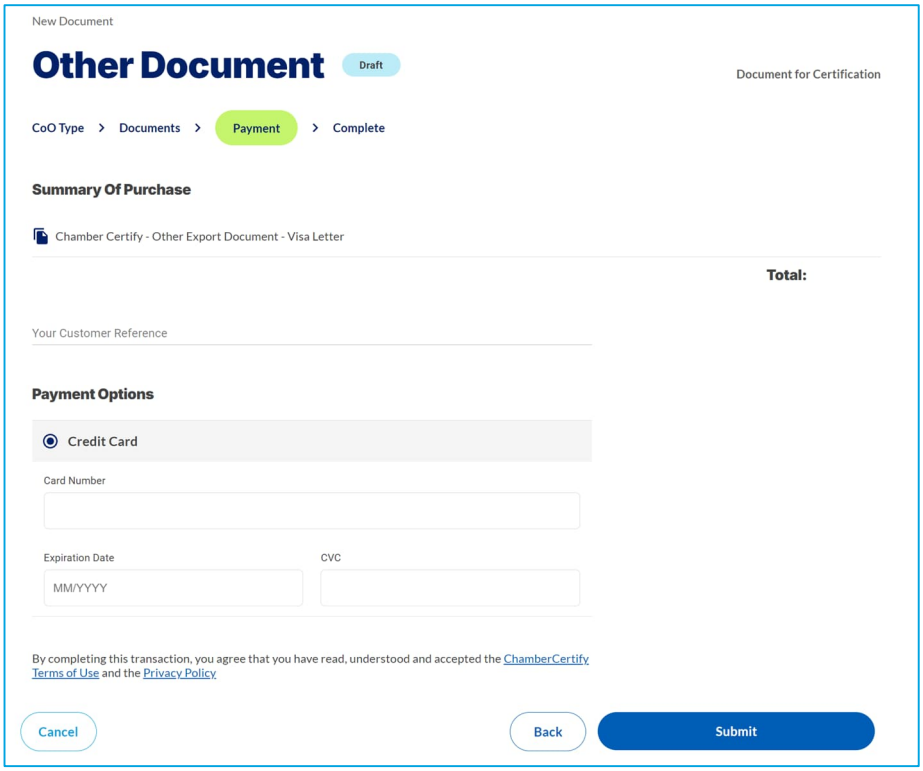
Click on cloud and select letter of declaration from library. Select document name as 'Other' and then select 'Save'





Do not tick 'Certification Required'

6. Enter reference number and payment and submit:



Application will be processed by a Trade Officer. An email notification will be sent once the application has been processed.



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