

### CERTIFICATE OF ORIGIN DEPARTMENT



Victorian Chamber of Commerce and Industry  
Attention: Certificate of Origin - Global  
G P O Box 4352  
MELBOURNE VIC 3001  
Tel: (03) 8662 5325  
Email: [export@victorianchamber.com.au](mailto:export@victorianchamber.com.au)

### EXPORTER INFORMATION FORM

**Business Name:** \_\_\_\_\_ (1)

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Description of Business:** \_\_\_\_\_

Is a company incorporated/business registered <sup>(3)</sup> in \_\_\_\_\_ (2)

Australian Company Number: \_\_\_\_\_ (4)

Australian Business Number: \_\_\_\_\_ (4)

and carries on its export operations from the address above. A copy of our Certificate of Incorporation or Certificate of Registration of Business name is attached.

The company requires documentary evidence of origin for its products when exporting to particular countries and intends to obtain that evidence from the above mentioned chamber of commerce.

To assist the Victorian Chamber to ensure the integrity of documentary evidence of origin issued the company provides the attached list (Attachment 1) of names and signatures of people whom it has authorised to sign documentary evidence of origin on its behalf.

That exporter agrees that it will ensure that the Victorian Chamber is advised:

- Of the name and signatures of any additional authorised by the company to sign applications for documentary evidence of origin.
- Of the withdrawal from any person of the authority to sign such applications and
- Of the change of address of any production facility, by sending to it a revised copy of Appendix A hereto.



Furthermore, the company agrees to provide the Victorian Chamber with any documents or information which it may request to enable it to be satisfied that the goods for which a documentary evidence of origin is sought do originate from the country certified, as determined by the rules of origin of the destination country.

Signed at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

By \_\_\_\_\_, Representative of the above mentioned company.

Signature: \_\_\_\_\_

(1) Insert the name of the exporter

(2) Insert the state of incorporation and attach a copy of the certificate of incorporation

(3) Delete whichever is inapplicable

(4) Insert the Australian Company Number / Australian Business Number

**Attachment:**

**1. Copy of Certificate of Incorporation or Registration of Business Name**

**EXPORTER AUTHORISED SIGNATORY LIST**

(PLEASE TYPE)

Name	Position	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

The Victorian Chamber of Commerce and Industry is committed to ensuring the privacy and security of all personal information collected from our members, customers and others that make contact with us. The information including the personal information that is being collected on this Exporter Information Form is for the purpose of processing company registration for certificate of origin (authorised signatories). If the personal information is not provided, we may be unable to process your company



registration. Your personal information is not disclosed to any overseas recipients. The Victorian Chamber of Commerce and Industry Privacy Policy is located on its website.

