

## Certificates of Origin: General Information

### Notarization

As a matter of policy and for reasons of liability, the Greater Niagara Chamber of Commerce requires that all documents **must** be notarized before we will put our stamp on it. If documents have not been notarized, the client must ensure that this is done before the Greater Niagara Chamber can proceed with certification.

Notarization is a process by which a lawyer, notary public or commissioner of oaths (i.e., someone who can take sworn statements) certifies from a person's sworn statement that the facts described in her/his signed documents are true.

Notarization should be marked with an original legal seal, which is usually raised, dated and signed. Some notarization, however, is done with a stamp and is perfectly acceptable.

### Letters of Waiver

Exporters that frequently have documents certified often find the notarization process costly and time consuming. An alternative to notarization of documents is through a letter of waiver obtained from the shipper (i.e., manufacturer or exporter) or her/his agent. The Greater Niagara Chamber of Commerce allows companies that are frequent users of our service to place a letter of waiver on file stating that they take responsibility for the documents that they present to us.

The Greater Niagara Chamber has developed a letter of waiver to replace the need to notarize each and every certificate of origin. A letter of waiver template may be downloaded from the chamber web site under resources.

#### All letters of waiver should be:

- a. submitted on the letterhead of the company concerned;
- b. dated;
- c. addressed to the Chamber or Board concerned;
- d. signed by a company officer;
- e. Notarized
- f. periodically renewed (e.g.: every 2 years at a maximum).

### Certification of Certificates of Origin

\* Document must be notarized with signature and stamp (unless letter of waiver is on file).

#### Exporter must ensure that:

- Name and address are included.
- Consignee's name and address are included.
- Itemized merchandise matches that listed on invoice (if invoice is provided).
- Country of origin is listed and matches that on invoice (if invoice is provided).
- If country of origin is other than Canada, certificate must indicate this.
- Place and date are provided.
- Company official has signed document.
- There is **no** presence of a "boycott" clause.

**\*The Greater Niagara Chamber of Commerce can only certify Canadian certificates of origin.**