

ICC WCF International Certificate of Origin Accreditation Chain

Protocol on Certification Standards

INTERNATIONAL CHAMBER OF COMMERCE (ICC)

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Certificate of Origin International Accreditation System - Protocol on Certification Standards

This is a **confidential** document. Its distribution is restricted to ICC WCF Chamber members. It shall not be circulated to third parties.

Preamble

The purpose of the **ICC WCF International Certificate of Origin Accreditation System**, which chambers of commerce will be invited to join on a voluntary basis, is to grant chambers of commerce a distinctive **internationally recognized** mark of quality, giving the certificates of origin they deliver credibility and assurance.

To join the ICC WCF International CO Chain (**hereinafter referred to as the “CO Chain”**) for the issuance of Certificate of Origin **as ICC WCF International CO Accredited Chamber members (hereinafter referred to as “members”)**, the chambers of commerce/ organisations must fulfil the following obligations:

The Accreditation will be based on the acceptance by signatory chambers of a set of rules and requirements in conformity with international procedures for the issuance of certificates of origin. The principles of the System are set out in the attached Protocol on the Certification Standards which is composed of the following three documents:

1. **Protocol**

To join the ICC WCF International CO Chain as ICC WCF International CO Accredited Chamber members, Chambers of commerce **must** sign a copy of the Protocol and **accept**:

2. i) **Part A:**

Conditions/Requirements for the issuance of CO by **Accredited Chamber** members of the **ICC WCF International CO Chain**.

This Section covers the conditions to be followed by chambers of commerce seeking to be accredited and become members of the CO Chain for the issuance of CO.

ii) **Part B:**

Operational procedures for the issuance of CO by the authorized staff of accredited chambers.

3. **Indemnity and Insurance**

The CO Accredited Chamber member shall indemnify and keep fully indemnified the ICC WCF, its respective affiliates and agents, from and against all claims, actions, proceedings, loss, damages, charges, demands, liabilities, costs and expenses, suits, whatsoever which may be taken or made against the ICC WCF or incurred or become payable by the ICC WCF (including all bona fide costs and expenses incurred in defending the actions and their proper compromises) resulting from a

breach of this Agreement or otherwise resulting from any act or omission on the part of the accredited chamber in connection with the issuance of any CO bearing the ICC WCF CO Accreditation mark.

The CO Accredited Chamber member shall, unless otherwise agreed with ICC WCF and the other members of the International CO Council, have in force adequate insurance with an insurer of good repute to cover claims under this agreement or any other claims which may be brought against the CO Accredited Chamber member by any person suffering any loss in connection with the issuance of COs in the name of the CO Accredited Chamber member. Such policy or policies of insurance shall be shown to ICC WCF upon request, together with satisfactory evidence of payment of premiums*.

By signing the Protocol, chambers of commerce will commit to issue CO with the highest level of quality, implementing transparent and accountable verification procedures.

The CO Chain does not replace national accreditation systems. It is intended to provide an international linkage and best practice recognition of CO procedural standards within the global network of CO issuers.

The implementation of the ICC WCF International CO Chain will bring benefit to international trade by:

- Supporting transparent issuance standard;
- Providing an important yet independent tier of check in the supply chain thus enhancing the security level of shipments;
- Providing assurance for independent, responsible and accountable issuance practices;
- Giving credibility to CO issued
- Raising the level of acceptance by Customs Administrations and the business community of paper CO and electronic CO issued by accredited chambers.

The use of the ICC WCF logo on CO Forms provides surety of compliance with the issuance standards described below.

4. **Guarantee Act**

ICC WCF reserves the right, upon the recommendation of the ICC WCF International CO Accreditation Committee, to request a Guarantee Act to be deposited by accredited Chambers, providing additional surety of compliance with the issuance standards.

* For example: notification from the insurance company confirming the renewal of appropriate insurance

Preamble to Part A and Part B

Certification standards are required to assure the credibility of the COs issued by the Accredited Chamber members (hereinafter referred to as “members”) of the ICC WCF International CO Chain (hereinafter referred to as the “CO Chain”).

These standards, to be observed by members, are set out in the following documents:

- **Part A:** **Conditions/Requirements** for membership in the ICC WCF International CO Chain for the issuance of Certificates of Origin.
- **Part B:** **Operational Procedures** for the issuance of Certificates of Origin by authorised certification staff of members of the ICC WCF International CO Chain.

(These are the working procedures for the application, processing, issuance and certification of COs and are to be followed by members and implemented by their authorised certification staff for the issuance of COs).
- In addition to Part A and Part B, members are also required to abide by the standards and best practices as set out in the ICC WCF International CO Guidelines (hereinafter referred to as the “CO Guidelines”).

Part A

Conditions/Requirements for Membership in the ICC WCF International CO Chain for the issuance of Certificates of Origin

1. Conditions for membership

Members shall:

- 1.1 Act at all times according to the rules, conditions and requirements of the ICC WCF International CO Chain, as described in its International CO Guidelines and as set up in Part A and Part B.
- 1.2 Also accept responsibility to their government and abide by the rules and regulations applicable to the issuance of COs in their countries/economies.
- 1.3 Accept that its certification procedures and records are to be inspected, at regular intervals, to ensure that the required standards are met at all times. Members must, therefore, be prepared to respond fully and promptly to requests for information on their certification services.
- 1.4 Membership in the CO Chain for the issuance of COs may be withdrawn if it appears that the required standards, conditions and requirements have not been met.

2. Permanent Secretariat

Members shall also commit to:

- 2.1 Maintain a permanent secretariat with competent and trained certification staff and adequate facilities for the provision of certification services.
- 2.2 Ensure that the certification staff strictly abides by the conditions/requirements (Part A) and operational procedures (Part B) for the processing/issuing of COs.
- 2.3 Ensure the proper training of its certification staff in accordance with the requirements of the CO Chain as well as those of their countries/economies, and to sustain the level of competence as required for the provision of certification services.
- 2.4 Ensure that their certification staff's professional liability is properly covered by underwriting an appropriate guarantee/insurance.
- 2.5 Adhere to strict security measures to protect confidential trade documents/information.
- 2.6 Maintain proper records and files relating to applicant companies, CO applications with supporting documentation, etc.
- 2.7 Agree to offer its certification services to non-members as well as members.

3. Members' authorised signatories for CO Issuance

Members shall submit to ICC WCF **a list of their officials**, authorised to sign/issue COs. This list shall:

- be issued by the member's Chief Executive Officer or its designated officer; and
- include the name/position/specimen signature of each authorised signatory and specimen impressions of the official rubber stamps used by members on COs/documents issued;
- be updated every year or **as and when** there are changes during the period.

This item may be sent electronically.

4. Confidentiality

Members shall ensure that all CO applications are dealt with in the strictest confidence by their authorised staff. ICC WCF, therefore, recommends that members' staff authorised to process/issue COs sign an undertaking as a condition of employment.

(Please refer to **Appendix 1** for a specimen of this undertaking.)

5. Report Submission

Members shall submit the following reports to ICC WCF:

5.1 Half-Yearly Reports

Upon request of ICC WCF, members shall submit twice yearly and electronically (by the end of July of the current year and by the end of January of the following year) their reports on the number and types of COs they have issued or rejected.

(Please refer to **Appendix 2** for a specimen of this Report.)

5.2 Specific Reports

Members who suspect or find out that any person or company has made a false declaration pertaining to any CO may report this to ICC WCF. ICC WCF reserves the right to ask members for further information if deemed necessary.

(Please refer to **Appendix 3** for a specimen of this Report.)

6. Retention of CO Copies and Supporting Documents

Members shall retain a copy of each CO issued, together with the supporting documents.

These copies and supporting documents shall be kept safely for a minimum period of 2 years (or for the period specified by any national law), from the date of issue of the CO.

Members shall make these documents available for inspection by ICC WCF or its representatives, at any time, if deemed necessary.

7. Disposal of Documents after the Retention Period

Members shall destroy all CO copies and their supporting documents at the end of the retention period, by pulping, shredding, or any other appropriate means. The destruction exercise shall be witnessed and recorded by a member's official.

8. Changes to the Conditions/Requirements (Part A) and Operational Procedures (Part B)

Upon notification by ICC WCF, members shall implement any updates/amendments to the Conditions/Requirements and Operational Procedures.

9. Withdrawal from ICC WCF International CO Chain

ICC WCF reserves the right to withdraw members from the CO Chain should they or their authorised certification staff breach or fail to comply with any of the Conditions and Requirements or the Operational Procedures for the issuance of COs. Such withdrawal may either be definite or for such duration as the ICC WCF may deem appropriate.

PART B

Operational Procedures for the issuance of Certificates of Origin by the authorized certification staff of members of the ICC WCF International CO Chain

1. Price of forms and issuing fees

The price of forms and fees charged for the issuance of CO are to be determined by each member, the issuing body or relevant government authority.

2. Implementation of Uniform Procedures

Members shall ensure that their authorised certification staff implement uniform procedures which include the following:

- a) Where necessary, applicants shall submit their applications prior to the export of the goods covered by the COs;
- b) Each CO issued shall be given a serial number;
- c) To number, stamp, sign and date all the pages of the COs issued by them – from the first to the last page;
- d) Continuing pages of a CO shall be numbered either by having “Continued on Next Page”, or “Page 1 of 5, “Page 2 of 5”, etc, for a 5-page CO.
- e) To draw a line after the last item on the last page of the CO.

3. Registration procedures for CO Applicants

Members and their authorised staff shall ensure that all CO applicants meet with the following requirements:

3.1 CO Application Registration Process

Applicants shall register with members for submission of CO applications.

This may be through:

- a) the completion of a company's entry in the **members' database system**
- b) the provision to the **members** of the applicant's **valid** Business Registration Number (Certificate of Incorporation as a Company/Certificate of Registration of Business from the relevant Official Agencies); and
- c) **valid Trade Permit Number at the time of application.**

3.2 Authorised Signatories of CO Applicants

Regardless of their membership status, CO applicants shall register with members a list of authorised signatories which shall be furnished according to a **specimen** format as in **Appendix 8 of the CO Guidelines**. The nature and size of CO applicants' operation will provide guidance to members on an appropriate number of authorised signatories to be registered. This list shall:

- include the name/designation/IC Number/specimen signature of each authorised signatory and specimen impressions of their companies' official rubber stamps used on COs/documents;
- be issued by their Chief Executive Officer or Deputy Chief Executive Officer; and
- be updated on a yearly basis or earlier, whenever there are changes during the year.

3.3 Letters of Indemnity (LI)

National laws and legislation shall apply to CO applications and accredited chambers with regard to legal liability.

In countries/economies without specific **CO legislation concerning liability**, regardless of their membership status, CO applicants **shall provide members with a Letter of Indemnity** which may be in accordance to the **specimen** formats (as set out in **Appendix 3 of the CO Guidelines**).

The Letter of Indemnity should be:

- submitted on the company's letterhead.
- signed by an authorised signatory (name/designation to be indicated).
- affixed with company's official rubber stamp.

4. Problematic firms/companies and persons

Members may, when deemed necessary, communicate immediately, in a discreet and secure manner to ICC WCF:

- a) the names of those firms/companies which have problematic applications; and
- b) the names of the CO applicants (members or non-members) whose applications have been rejected.

5. Types of certificates of origin for endorsement

COs endorsed and approved **by members may include**:

- a) Certificates of Origin
- b) Certificates of Processing
- c) Commonwealth Preference Certificates
- d) Combined Certificates of Value and Origin/Invoice
- e) Imperial Preference Certificates
- f) Any other Certificates concerning origin as may be authorised by the members' official agencies.

Other than Certificates prescribed by agencies from importing countries/economies, members and their authorised staff shall only accept for endorsement of COs in a form that their official agencies have prescribed.

6. Handling of Forms

Only one original CO shall be issued for each consignment.

Additional copies of each CO may be issued, using the prescribed forms, marked "COPY".

All issued COs shall have the signatures of members' authorised signatories. They shall also be dated, numbered and stamped bearing the name of the issuing organisation.

7. Replacement Certificate of Origin

Members shall not issue an identical CO covering the same shipment of goods.

Nevertheless, should a CO be stolen, lost or destroyed, the exporter may apply for a Replacement Certificate. The application must be accompanied by the relevant supporting export documents.

If the request and documentation submitted are acceptable, members should also obtain from the applicant the original certificate number, date and full details and compare the original certificate details on record with the particulars as declared in the replacement. Provided the details agree, and taking into consideration any national laws and legislation that may apply to the members, a Replacement Certificate of Origin can be granted as follows:

The term "**Replacement**" shall be marked on the Certificate and be printed or stamped in the same box as the main title of the document. The same unique official serial number and date of issue as the original Certificate, shall be given to the Replacement Certificate, but with the following mention printed or stamped: "This Certificate is a Replacement Certificate issued on (current date of issue)" in the Certification or appropriate box of the CO.

However, in mitigating circumstances, the member may issue another Certificate for the same shipment (such situations should be more of an exceptional than a common occurrence). In this case, a new Certificate of Origin unique official serial number and date of issue shall be given to the Replacement Certificate. The following text shall be printed or stamped in an appropriate box (titled "Remarks" or otherwise):

"This is a Replacement Certificate of Origin to replace the original Certificate of Origin No..... issued on"

In seeking Replacement Certificates of Origin, applicants may be required to furnish documentary proof, such as:

- a) Police report on **the loss, theft or destruction** of the original CO; and
- b) Fresh Letter of Indemnity for any liability that may arise from the issuance of another CO for the same shipment and to account for such an application.

Members reserve the right to reject such applications when they are made after 6 months from the date of issue of the original CO.

8. Certificates of origin issued retrospectively

8.1 Members and their authorised staff shall reserve the right to issue COs retrospectively when CO applications are submitted after three weeks, but within three months, or the time period specified in any national law from the date of shipment.

8.2 After shipment of the goods, a CO may be issued, retrospectively, provided the exporter can prove to the member and its authorised staff that:

- a) such a shipment did take place; and
- b) due to an error, involuntary omission or some other special circumstances, the exporter did not apply for a CO at the appropriate time.

8.3 Members and their authorised staff may issue the CO if they are convinced that:

- a) the CO application corresponds to the goods exported, upon verification of the relevant and proper supporting export documents; and
- b) no CO has been issued earlier for the shipment.

Such CO shall be numbered, dated as of the date of issue and marked "Issued Retrospectively".

8.4 Applicants for such COs are required to submit the following documents:

- a) Letter of Indemnity which shall also account for the late application in addition to confirming that no CO had already been issued previously for the shipment; and
- b) copy of a signed Bill of Lading or Airway Bill; and
- c) any other documents, as members may deem necessary.

The three months' time limit from the date of shipment should be observed for COs issued retrospectively. Nevertheless, if a request for a CO is made after the time limit of three months, members shall have the discretion to issue a CO retrospectively if it can be established that the CO request is valid and the shipment is genuine.

9. Verification of Goods

9.1 Origin criteria for goods of local origin

Members and their authorised staff shall ensure that COs, to be issued, covering goods declared to be manufactured or processed in the country/economy of export, have met the necessary origin criteria. Internationally accepted practice shall dictate the origin criteria to be applied by members.

9.2 Physical inspection

Whenever necessary and applicable, and in order to verify the particulars furnished by exporters, members and their authorised staff would physically inspect the goods covered by the CO applications.

If an exporter is found to have breached the origin criteria as a consequence of such inspection or from information received or from any proof or basis for belief that a false declaration may have been committed by the exporter, **members shall immediately take the necessary follow up actions as prescribed by their national official agencies**, and may also inform ICC WCF for appropriate action to be taken.

10. Manufacturing cost statement

- 10.1 **Where applicable** (for instance in the case of Commonwealth Preference Certificates), members will require the manufacturer to furnish a Manufacturing cost statement for his product, prior to the issuance of a CO, in order to determine that the product meets the origin criteria. The Manufacturing cost statement shall be valid for one year and be updated annually or earlier whenever there are changes. (Please refer to **Appendix 9 of the CO Guidelines** for a specimen format of this Manufacturing cost statement.)
- 10.2 If the goods are manufactured by a registered factory, members may not require a Manufacturing cost statement. Instead, members may obtain from the manufacturer a copy of the official approval letter issued by the appropriate official agency for the product.

11. Letter of Declaration by a Manufacturer

- 11.1 In place of the Manufacturing cost statement, a Letter of declaration by a Manufacturer (see sample format in **Appendix 10 of the CO Guidelines**) can be accepted by members. In such cases, members will require the exporter shipping a product supplied by a local manufacturer to obtain a Letter of declaration by the manufacturer for the product.
- 11.2 To prove that the manufacturer is operating a factory, members **may** also request the manufacturer to provide a copy of the factory licence issued by the appropriate official agency.
- 11.3 An exporter may buy a product from a trader who purchased it from a manufacturer. Should the trader be unwilling to reveal the particulars of the manufacturer of the product to the exporter, the exporter must then arrange for the Letter of declaration by the manufacturer to be furnished directly to the member processing his CO application.

If the Letter of declaration by the manufacturer cannot be arranged to be sent to the member, the member may use its discretion to issue the CO if it is convinced that the product is produced by a bona fide manufacturer and the declaration made by the exporter is true and correct.

12. Verification procedures for a Certificate of Origin and other Certificates

- 12.1 It is the responsibility of members and their authorised staff to check and verify the following documents that must be provided by applicants **when applying for a Certificate of Origin or other Certificates covering:**

(A) Locally manufactured Goods

The following documents must be submitted with the application:

- (i) **Letter of declaration by a manufacturer**

The manufacturer must furnish this letter to confirm that he has manufactured the goods locally, and complied with the origin criteria applicable to his products. In order to qualify for issuance of a Certificate of Origin, a product must conform to national laws or at least have a minimum of 25% local content; and

- (ii) a) If the applicant is the manufacturer
Manufacturer's invoice
- Or
- b) If the applicant is not the manufacturer
Exporter's invoice and his **supplier's invoice**; and
- (iii) Any other documents as members may deem necessary, such as, Approved outward permit, Factory licence or official Manufacturer's registration, packing list, signed bill of lading or airway bill, Manufacturing cost statement, etc.

(B) For Locally Processed/Transformed) Goods

The following documents must be submitted with the application:

- (i) **Letter of declaration by a processor**
The processor must furnish this letter to confirm that the goods are locally processed by him and have complied with the origin criteria applicable to his products; and
- (ii) a) If the applicant is the processor
Processor's invoice
- Or
- b) If the applicant is not the processor
Exporter's invoice and his **supplier's invoice**; and
- c) Any other documents as members may deem necessary.

Members may exercise their discretion to inspect the premises where the goods, for which a CO is to be issued, are being manufactured or processed. In such cases, members shall require applicants to submit their applications prior to the shipment of the goods.

(C) Re-export Goods

The following documents **must be submitted** with the application:

(These documents must be submitted to verify the origin of the re-exports.)

- (i) **Certificate(s) of origin from the supplier's country/economy** (date of issue should not be more than 24 months, where applicable); or
- (ii) If (i) is not obtainable, **foreign supplier's invoice** (date of issue should not be more than 24 months, where applicable); and

- (iii) In addition to (i) or (ii), a copy of a signed **bill of lading or airway bill from the supplier's country/economy**;

or **if none of the above documents is available**, any other documents that may verify the origin of the goods, e.g., foreign supplier's or exporter's or manufacturer's declaration; and

- (iv) **Exporter's Invoice**; and

- (v) Any other documents as members may deem necessary, such as approved outward/inward permits, packing list, signed outward bill of lading or airway bill, etc.

Wherever applicable, the originals of supporting documents are to be submitted. If originals are not available, photocopies are acceptable on the condition that they are clear and marked/endorsed "**Certified True Copy**" by the applicant or the applicant's supplier.

In order to verify the particulars furnished by applicants, members may exercise their discretion to physically inspect the goods. In such cases, members shall require applicants to submit their applications prior to shipment of the goods.

(D) Direct shipment from a second country/economy to a third country/economy

The following documents **may** be submitted with the application:

- (i) **Letter of credit from the foreign importer to the exporter** (for L/C transactions); and

- (ii) **Exporter's invoice**; and

- (iii) A copy of a signed **bill of lading or airway bill from the supplier's country/economy**; and

- (iv) a) Either a **Certificate of origin from the supplier's country/economy**
(date of issue should not be more than 24 months, where applicable);

or

- b) A **foreign supplier's invoice** (date of issue should not be more than 24 months, where applicable); and

- (v) Any other documents as members may deem necessary.

Wherever applicable, the originals of supporting documents are to be submitted. If originals are not available, photocopies are acceptable on the condition that they are clear and marked/endorsed "**Certified True Copy**" by the applicant or his supplier.

(E) An application made after the third week, but within three months, from the date of shipment of the goods

The applicant must provide the following documents with the application:

- (i) **Letter of Indemnity**, which shall also account for the late application (where appropriate, to enclose letter of request from foreign importer/buyer) in addition to confirming that no CO has already been previously issued for the shipment; and
- (ii) Copy of a signed **bill of lading** or **airway bill**; and
- (iii) Any other documents as members may deem necessary.

Wherever applicable, the originals of supporting documents are to be submitted. If originals are not available, photocopies are acceptable on the condition that they are clear and marked/endorsed **“Certified True Copy” by the applicant or his supplier.**

Such Certificate of Origin/Processing shall be dated as of the date of issue and marked **“Issued Retrospectively”**.

(F) Consolidated shipment under one Certificate of origin

A CO for a consolidated shipment consisting of goods with one or more countries of origin may be issued by members subject to the following conditions:

- (i) the goods are shipped to the same consignee on the same vessel departing on the same date; and
- (ii) the space provided in the Certificate can accommodate all the required information to be completed by the exporter for such an application; and

The submission of the relevant documents, as detailed in paragraphs 12.1 (A), (B), (C), (D), (E) and (F) above, to support such an application.

13. Members must retain a copy of Certificate of Origin issued or other documents endorsed or certified

- 13.1 Each application for a Certificate of Origin or other trade documents to be endorsed or certified must be submitted, together with an appropriate set of supporting documents, with a duplicate copy/set of these documents. A copy of each Certificate of Origin issued or other documents endorsed or certified must be retained by members together with the set of relevant supporting documents.
- 13.2 Wherever applicable, the originals of supporting documents are to be submitted. If originals are not available, photocopies are acceptable on the condition that they are clear and marked/endorsed **“Certified True Copy” by the applicant or his supplier.**
- 13.3 Whenever required, originals of supporting documents must be made available for sighting/verification by members. Members may return the originals with the endorsed certificates/documents but will retain the copies together with the duplicate Certificate of Origin.

14. Confidentiality

All applications for Certificates of Origin/Processing and other trade documents will be handled in strict confidence by members authorized staff.

15. Reservations regarding the issuance of certificates and endorsement or certification of other trade documents

Members have the discretion:

- 15.1 To require applicants to submit additional documentary proof to allow sufficient verification of the particulars submitted.
- 15.2 To reject an application for issuance of a Certificate of Origin or endorsement/certification of other trade documents without assigning reasons.
- 15.3 To require applicants to furnish the originals of supporting documents for their sighting, verification or retention although members may accept faxed/scanned/photocopies of supporting documents.
- 15.4 In the event that an applicant is unable to furnish any of the documents listed in subparagraphs 12.1(A), (B), (C), (D), (E) and (F), to require (at the discretion of the member's Chief Executive or his designated officer) a banker's guarantee or an insurance guarantee before issuing the Certificate of Origin.

Members may obtain from the exporter, the name, address, fax number and email address of his overseas buyer in order to confirm that a shipment, for which a CO is to be issued, did in fact take place.

- 15.5 To waive certain supporting documents from the applicants for processing by exercising risk management principles based on members' criteria.

16. Other Certifications and Attestations

16.1 General Recommendations

Members shall certify only what they are able to verify and must act within the authority they have been given.

This may take the form of certification, attestation or stamping of documents.

All such documents must have the signature of the authorised signatories and date of certification, attestation and stamping.

16.2 Certification

With certification, members confirm that the information/particulars contained in the documents are deemed to be true and correct as declared by the applicants. Therefore, the word "CERTIFIED" will be used on the documents.

16.3 Stamping

- (i) When a member is presented with an **application attesting to commercial details, the accuracy of which cannot be checked**, it must confine itself to stamping the document attesting to the position and identity of the signatory on the document.

Such a stamping serves to show that only the document was presented to the member.

- (ii) Any request seeking **certification of a statement on an invoice or any other document referring to the origin of a product may be certified**, in the following way:

“Certified that the signature of (name/title of authorised signatory) is registered with us as an authorised signatory of (name of company) for trade documentation.”

Such request must also be accompanied by relevant supporting documents relating to the origin of the product.

16.4 Attestation

When a member is presented with an application seeking to prove the accuracy of certain acknowledged information, it may attest based on documentary evidence produced in support of such an application.

- 17.** In the event of differences between international and national CO procedures, national laws and legislation shall apply for said chamber.

18. Electronic Certification

The Certificate of Origin Accreditation System will be extended to electronic application (and issuing) as soon as the ICC WCF eCO Focus Group has designed guidelines for electronic certification that will be accepted as best practices by and for the chambers' community.

APPENDICES

All Appendixes are to be sent to ICC WCF to approve a chamber with the CO Label seal.

APPENDIX 1

Specimen: Undertaking to be signed by authorized certification staff member

(This is a sample text which can be adapted for your local use)

I hereby confirm that:

1. I shall obey and comply with all orders and directions given to me by (name of the member) and faithfully observe all its rules, regulations, procedures, practices and arrangements.
2. I understand and agree that all information acquired by me in the course of my duties is of a strictly confidential nature and shall not divulge to any parties such information gained in any form whatsoever except in the course of my official duties, whether during or after my service, without the previous sanction of the Chief Executive of (name of the member).
3. I shall not at any time take part in any act or conduct causing or calculated to cause damage to the (name of the member), its reputation, property, or general interests, and in all respects and at all times to conduct myself with propriety and decorum.
4. I also understand that I am not permitted to accept gifts in any shape or form from members of the public whatever the pretext.
5. I further understand that any breach or neglect of this understanding is a disciplinary offence and the (name of the member) reserves the right of an Employer in the event of misconduct or breach of trust and this may also render me liable to prosecution by the (Name of the member).

Date:

Name:

Position:

Signature:

Chamber's official stamp:

APPENDIX 2

CO HALF-YEARLY REPORT TO ICC WCF

Date: dd mm ccyy

CO Half-Yearly Report: *1st / 2nd Half-Year of _____ (indicate Year)

To: ICC WCF

CO S/No. _____ to _____

Email/Fax:

Type of COs Issued	Total Number of COs Issued
MEMBERS	Total
Non-preferential Certificate of Origin	
Preferential Certificate of Origin (please specify)	
NON-MEMBERS	
Non-preferential Certificate of Origin	
Preferential Certificate of Origin (please specify)	
TOTAL:	

No. of Documents Rejected (if available): _____

Remarks: _____

Name of Organization: _____

Name of authorised signatory: _____

Title: _____

Email: _____

Fax: _____

Authorised Signature: _____

Note: Electronic form will be sent to accredited chamber for completion

**Delete as appropriate*

APPENDIX 3
(CONFIDENTIAL)

**REPORT OF PERSON(S) OR FIRM(S) SUSPECTED/FOUND TO HAVE MADE FALSE DECLARATION
PERTAINING TO ANY CO APPLICATION**

Name and Address of Person/Firm	Type of Certificate *Applied/Date of Issue	Product	Quantity & Value (_\$)	Country of Final Destination	Country of Origin of Goods	Nature of False Declaration	Action *Taken/Proposed

Name of Member Organization: _____

Name of Authorized Signatory: _____

Title: _____

Authorized Signature: _____

Note: Report to be sent to ICC WCF Secretariat, by the discretion of the accredited chamber who believes case needs to be circulated to other members of the accreditation chain

** Delete as appropriate*