



Policy and Procedure: Certificate of Origin

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It is the policy of Hutchinson Area Chamber of Commerce and Tourism provide businesses with the Official Embossed Seal, and signature, of the Hutchinson Chamber of Commerce for Certificates of Origin.

This policy will be made available to any business who uses this service.

A **Certificate of Origin** is an important international trade document attesting that goods in a particular export shipment are wholly obtained, produced, manufactured or processed in a particular country. A Certificate of Origin may also constitute a declaration by the exporter.

1. Chamber members may request signature and embossed seal from the chamber for these documents, as part of their Chamber membership.
2. Businesses who are not chamber members will be charged \$20 per form, or \$50 for up to five forms, per visit.
3. Businesses are required to provide the invoice being sent with each signed and embossed document.
4. Payment must accompany each document.
5. Signatures and embossing will be done only during regular chamber business hours.

Procedures:

1. Businesses must contact the Chamber to make an appointment to receive the seal embossing and signature of the President.
2. Documentation for each shipment must be complete for signature and embossed seal to be provided.
3. When appropriate documentation has been provided to the chamber, the president will fill out the documents, emboss the Chamber's seal, and sign the certificate.
4. The president will keep a log of all signed and sealed certificates.