

Certification guide

The Chamber of Commerce of Metropolitan Montreal offers a document certification service for businesses and individuals interested in exporting.

The purpose of this reference guide is to ensure that the Chamber's seals are properly used and respect the requirements of foreign consulates, certain countries and financial institutions.

Certification is a very important aspect of the exporting process that

calls for ascertaining that the information stated by the exporter in the certificate of origin reflects the accompanying documents, for example, invoice or shipping manifest.

Attached is a template (**Appendix A**) as well as a blank copy of the certificate of origin that you can photocopy.

EFFECTIVE DATE

This procedure applies to businesses and individuals interested in having their export documents certified and who already have a file at the Chamber. This version replaces all previous procedures since January 8, 2007.

CERTIFICATION PROCESS

Notarized Documents

The Chamber is not responsible for the information entered by the exporter in the certificate of origin. Ensure all certificates of origin are notarized by a lawyer or a notary before certifying them (**section 6, Appendix A**). If there is no certificate of origin, the accompanying documents must be notarized. Only original lawyer and notary signatures and seals are acceptable.

Letter of Waiver

We have developed a letter of waiver template for customers who regularly have documents certified to eliminate the need to have each certificate of origin notarized (**Appendix B**).

The letter of waiver must be notarized, drafted on the company's letterhead using the template, dated and addressed to the

Chamber. It must be renewed every two years and signed by an authorized signatory of the company.

Forwarders

Forwarders that certify export documents for their customers are responsible for the accuracy of the information contained therein. We have also developed a letter of waiver template especially for forwarders (**Appendix C**).

Subsidiaries

Subsidiaries seeking to certify their export documents must follow the procedures set out in "Notarized Documents" and/or "Letter of Waiver."

CERTIFICATION OF OTHER DOCUMENTS

Invoices

- Indicate the name and address of the exporter and co-signer
- Ensure the description of the goods and the country of origin match those on the certificate of origin
- Indicate the location and date

Visa Requests

- The visa request letter must be signed by an authorized signatory of the company
- The representative must provide the duly completed request from the consulate of the country he will be visiting

Overseas Vehicle Exports

- Businesses require a certificate of origin with a vehicle clause
- Individuals must first have the documents to be certified notarized

Representation Agreements

- The proxies are signed by the mandatory and the representative
- For a purchasing/sale contract, the company provides the signed and dated agreement or contract
- Collection letters and account statements are signed by the company's representative
- Certificate of incorporation for Canadian companies
- The financial statements are signed by the company's comptroller

Analysis Certificates from Private Labs

- The document must contain a risk assessment for each product and be signed by an authorized signatory of the company

The Board of Trade of Metropolitan Montreal does not certify the following documents:

- Government-issued documents and certificates
- Fumigation certificates
- NAFTA certificates of origin and other trade agreements
- Certificates of origin from other countries
- Documents drafted in a language other than French or English
- Documents containing a boycott clause
- Personal documents such as education diplomas/degrees, or divorce, marriage, adoption or death certificates, driver's permit
- Passport application or passports

For more information, please call 514 496-4636.

October 2016