



London Chamber of Commerce Certification of Documents Instructions

[Forms](#)

General Information

Notarization

As a matter of policy and for reasons of liability, the London 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 London Chamber of Commerce 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 London 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 London Chamber of Commerce 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 in the [Forms section](#).

All letters of waiver should be:

submitted on the letterhead of the company concerned;
dated;
addressed to the London Chamber of Commerce;
signed by a company officer;
Notarized
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 London Chamber of Commerce can only certify London certificates of origin. A certificate of origin can be downloaded in the [Forms section](#).

Certification of All Other Documents

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

1. Invoices and Other Shipping Documents

- If above are supporting documents (with certificate of origin), no need for notarization.
 - Exporter's name and address must be included.
 - Consignee's name and address must be included.
 - Itemized merchandise must match that listed on certificate of origin.
 - Country of origin must be listed and match certificate of origin.
 - Place and date must be included.
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- **Letter of Authenticity**
 - London Chamber of Commerce will certify if company registered in London.



1. **Letter of Confirmation for Member in Good Standing**
 - o Service provided to London Chamber of Commerce members only.

 - o **Letter of Introduction**
 - o Service provided to London Chamber of Commerce members only.

 - o **Visa Requests**
 - o No notarization required.
 - o Visa application letter must be signed by company official.

Company must have a completed application form from the embassy of the country to which they are traveling.

4. **Exporting Vehicles Overseas**
 - o Must provide certificate of origin accompanied by vehicle clause.
 - o Original ownership of car must be provided (owner's permit).
 - o Serial number on owner's permit must match certificate of origin.

 - o **Agent/Representational Agreements**
 - o Company must provide signed agreement/contract governing the relationship.

 - o **Government Issued Certificates**
 - o The London Chamber of Commerce **cannot** certify government documents.

 - o **Fumigation Certificates**
 - o The London Chamber of Commerce **cannot** certify fumigation certificates.

 - o **Certificate of Free Sale**
 - o Goods must be available for sale in Canada (without restrictions).

 - o **Certificates of Composition/Analysis**
 - o Company official must sign document.



1. NAFTA Certificates of Origin

- o The London Chamber of Commerce cannot certify NAFTA certificates of origin.

Please see CCRA (Canada Customs and Revenue Agency) form B232.

The London Chamber of Commerce Cannot Certify:

- Certificates of origin from other countries;
- Government inspection agency certificates;
- NAFTA certificates of origin;
- Any document with a boycott clause;
- Scholastic degrees or diplomas;
- Personal documents, such as divorce, marriage or death certificates


Payment Instructions

Payment methods accepted are credit cards, cash, certified or corporate cheque, money order, electronic fund transfer, or bank draft, made payable to the London Chamber of Commerce and shall be made at the time of certification.


Customer is responsible for all shipping costs. The London Chamber of Commerce requests that customers provide a courier account number in order to cover shipping costs; if a courier account number is unavailable, a credit card number is requested to cover shipping costs.

For more information, please contact (519) 432-7551.

APPENDIX CERTIFICATE OF ORIGIN GUIDE

CERTIFICATE OF ORIGIN		
EXPORTER: <u>NAME AND ADDRESS OF COMPANY SHIPPING THE GOODS</u>	NUMBERS: (INVOICE, FILE) <u>OPTIONAL CAN BE USED TO NOTE CORRESPONDING PACKAGING SLIPS ON INVOICES</u>	
CONSIGNEE: <u>NAME AND ADDRESS OF COMPANY RECEIVING THE GOODS</u>	PARTICULARS OF TRANSPORT (WHERE REQUIRED) <u>OPTIONAL BY AIR, SEA, TRAIN, TRUCK ETC- CAN BE VERY DETAILED E.G GIVE AIRLINE & FLIGHT NUMBER OR CAN EVEN BE LEFT BLANK</u>	
MARKS & NUMBERS & KIND OF PACKAGES DESCRIPTION OF GOODS	QUANTITY	GROSS WEIGHT
<u>INFORMATION SIMILAR TO THAT ON INVOICES; IF IT IS LENGTHY, SUMMARIZE AND REFER TO ATTACHED INVOICE BY NUMBER</u>		<u>SIGNATURE AND SEAL OF NOTARY IF THE CHAMBER DOES NOT HAVE A LETTER ON FILE</u>
NAME OF AUTHORIZED TRADE ASSOCIATION  THE LONDON CHAMBER OF COMMERCE	It is hereby certified that the above mentioned Goods originated in: <u>COUNTRY OR COUNTRIES GOODS ORIGINATED IN</u> Place & Date: <u>CITY AND DATE</u> Authorized Signature & Title of Exporter / Agent <u>SIGNATURE OF SHIPPER</u>	
The undersigned has examined the Manufacturers' Invoice or Shipper's Affidavit concerning the origin of the merchandise, and according to the best of his/her knowledge and belief finds that the products named originated in the country specified. Authorized Signature: <u>SIGNATURE OF CHAMBER REPRESENTATIVE</u>	Sworn to me this _____ day of _____ Signature: _____ <p style="text-align: center;">Notary, Commissioner, J.P.</p>	

CERTIFICATE OF ORIGIN

EXPORTER:	NUMBERS: (INVOICE, FILE)	
CONSIGNEE:	PARTICULARS OF TRANSPORT (WHERE REQUIRED)	
MARKS & NUMBERS & KIND OF PACKAGES DESCRIPTION OF GOODS	QUANTITY	GROSS WEIGHT
NAME OF AUTHORIZED TRADE ASSOCIATION	It is hereby certified that the above mentioned Goods originated in: Place & Date: Authorized Signature & Title of Exporter / Agent	
 THE LONDON CHAMBER OF COMMERCE		
The undersigned has examined the Manufacturers' Invoice or Shipper's Affidavit concerning the origin of the merchandise, and according to the best of his/her knowledge and belief finds that the products named originated in the country specified. Authorized Signature:	Sworn to me this _____ day of _____ Signature: _____ <p style="text-align: center;">Notary, Commissioner, J.P.</p>	