

Date : 29 March 2012
To : Certification Service Users

Certification of Commercial Document

In response to the International Certification Guidelines and to uphold the endorsement standards, with effective from 16 April 2012, applicants are required to follow the below for the new service 'Certification of Commercial Document' (Existing requirements on the titled documents as stipulated in *Remark* remain unchanged)

- 1 Submit an 'Application and Declaration Form' (see Annex I)
- 2 Submit a photocopy of business registration certificate
- 3 Document for certification in two copies (one copy will be kept by Chamber)
- 4 Processing Time : 4 hours
- 5 Application Fees: Member \$240 ; non-member \$280
- 6 A Chamber's certificate is annexed to Commercial Documents certified by Chamber (see Annex II)

The new service is intended to facilitate the needs for customs, consulate and bank requirements. With customer service in mind, we believe the service can not only fulfill the interests of different parties, but also provide creditability to your documents.

For enquiries, please feel free to contact our Customer Service Hotline at 2395 5515



CC Chan
Certification, Director

Remark: Application requirements for the below titled documents remain unchanged

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|-------------------------------------|--------------------------|
| 1 Commercial Invoice | 6 Annex to Mexico |
| 2 Certificates of Origin (Overseas) | 7 Packing List |
| 3 Import / Export Declaration | 8 Air Way Bill |
| 4 Conformity | 9 Bill of Lading |
| 5 Non-manipulation | 10 Certificate of Vessel |