

10 January 2018



TO WHOM IT MAY CONCERN

New process for requests for export documents on Business SA's Chamber letterhead.

The Government of the Commonwealth of Australia has given authorisation to the Australian Chamber of Commerce and Industry (ACCI) and their agents in each state of Australia to sign Certificates of Origin and other export documents.

The Australian Chamber of Commerce & Industry (ACCI) has delegated its authority in South Australia to the South Australian Employers Chamber of Commerce and Industry (trading as Business SA). This delegation has been in place for over 20 years.

Business SA is aware that from time to time overseas importers may ask their Australian exporter to provide certificates on Chamber of Commerce letterhead to assist with importation via foreign customs ports.

In order for us to maintain our valued reputation for integrity, we have put new processes in place as from 1 January 2018 with regard to evidence required before issuing the documents.

Please note that this information will be required each time a request is made for certificates on Chamber letterhead. The information supplied will be kept as commercial-in-confidence for evidence and auditing purposes only and will not be circulated to third parties. All legal obligations related to record keeping and filing will apply to the evidence provided to support the certificates.

For a Certificate of Health or Sanitary Certificate or Certificate of Quality we will require the following evidence:

- A signed declaration statement on the exporting company's letterhead addressed to Business SA outlining that the information given on the certificate request is true and correct, please make reference to products listed on the certificate.
- Information whether the company listed on the certificate request is the manufacturer of the products, or has purchased the goods in Australia and will be shown as the exporter on the documentation.
- All products must be produced/manufactured in Australia. Business SA will require sufficient proof that all products to be listed on the health certificate are of Australian origin.

For a Certificate of Free Sale we will require the following evidence:

- Information whether the company listed on the certificate request is the manufacturer of the products, or has purchased the goods within Australia and will be shown as the exporter on the documentation
- Clear / highlighted documented evidence that all the listed products are also sold or available for sale from the supplier in Australia. For exporters who are not the manufacturer, this may

**South Australian Employers'
Chamber of Commerce
and Industry Inc
Trading as Business SA**
ABN 14 725 309 328
Level 1, 136 Greenhill Road
Unley South Australia 5061
T: 61 8 8300 0000
F: 61 8 8300 0001
E: trade@business-sa.com
W: business-sa.com

Working for your business.
Working for South Australia



take the form of an invoice or sales contract from the Australian supplier to the exporting company.

- (For wine sold under another brand name for exporting purposes, a continuing approval number for the same wine product type from the same manufacturer by Wine Australia will be sufficient).


Business SA does not issue health certificates for either Dairy or Meat based products or any of the listed prescribed products that are governed by the Department of Agriculture and Water Resources – please see the weblink <http://www.agriculture.gov.au/export/from-australia> for further information on prescribed or non-prescribed goods.

Please don't hesitate to contact us by email to trade@business-sa.com if you have any questions about the process.

We look forward to assisting you with your export documentation.

Thank you for your understanding and cooperation.

Kind regards,



Nancy Emil
Manager Migration & Trade