

# Coppell Chamber of Commerce

## Certificate of Origin Policy

08/16/2018

### Background

A Certificate of Origin (CO) is needed by local companies who are shipping products to certain countries. The CO verifies the country in which the goods were manufactured. (Some nations restrict imports from certain countries and/or limit the quantity of goods that are imported, etc.) The companies who need Certificates of Origin are responsible for determining if and what type of CO they need. Because a CO requires the authorized signature of the local Chamber of Commerce and a seal of that organization, the Coppell Chamber of Commerce will provide that service as outlined below.

### Certificate of Origin Procedure

1. The CO must be completely filled out and notarized before being presented to the Coppell Chamber of Commerce for signature & seal.
2. An indemnification certificate signed by a company officer must be presented with the documents to the Coppell Chamber upon each request for a CO before a CO is authorized. This form is available for download at [www.coppellchamber.org](http://www.coppellchamber.org).
3. COs should list product information verbatim to what is on the invoice. Do not leave off product numbers, quantities or descriptions.
4. The Coppell Chamber only attests to the documents as they are presented—it is not attesting to the validity of the claim of where the goods were produced. Furthermore, the Coppell Chamber will not be held liable if the U.S. Company does not present all of the appropriate documentation needed for international importation or exportation, or any other reason that may result in the company's shipment being held at foreign customs.
5. COs will be authorized at our office unless a bulk permit is issued. Representative must fill out and sign a log sheet.
6. Fees: Coppell Chamber of Commerce members in good standing, included in membership. Non-Members of Coppell Chamber of Commerce, \$50 per stamp, bulk rate \$900. Payment is due at the time of service unless previously paid.
7. After the CO has been signed and sealed by the Coppell Chamber, it is not to be altered in any way.
8. Do not wait until the day of your shipment to present the CO for signature. Feel free to call ahead to make sure of our office hours.
9. The Chamber staff member has the right of refusal for any document that does not meet the Coppell Chamber's guidelines.

AFFIDAVIT OF ORIGIN AND  
INDEMNIFICATION AGREEMENT

STATE OF TEXAS §

COUNTY OF \_\_\_\_\_ §

I, (name) \_\_\_\_\_, (title) \_\_\_\_\_ of  
(company) \_\_\_\_\_ declare that the Coppel Chamber of Commerce  
will not be held liable for any misrepresentations or fines associated with any and all Certificates of  
Origin signed and processed by the Coppel Chamber of Commerce on the above company's behalf. I  
further agree that the Coppel Chamber of Commerce will be fully indemnified and held harmless by the  
above company for any liability, costs and expenses including, but not limited to, attorney's fees, in  
connection with the issuance of any and all Certificates of Origin on behalf of the above company or any  
of its subsidiaries.

I further state that any and all Certificates of Origin and additional papers submitted to the Coppel  
Chamber of Commerce are filled out truthfully and that the products named on the Certificate of Origin  
are manufactured in the United States of America and are of United States of America origin. I further  
agree that no alterations will be made to any Certificate of Origin processed on behalf of the above-  
named company after it has been signed and sealed by the Coppel Chamber of Commerce.

I am authorized to sign for my company. In addition, I state upon oath in my individual capacity and as  
an authorized officer of the company that all facts stated herein are true and correct.

Signed \_\_\_\_\_

STATE OF TEXAS §

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COUNTY OF \_\_\_\_\_ §

Taken, subscribed and sworn to before me by \_\_\_\_\_ on \_\_\_\_\_  
\_\_\_\_\_ 2018.

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Notary Public for The State Of Texas