



“a confederation of trade associations, regional sectoral chambers of commerce and industry, bilateral business councils and employer organizations in Sri Lanka”

Attn: The Chief Executive Officer/ Director/ Manager - Exports

Dear Sir,

RULES RELATING TO CERTIFICATION AND REGISTRATION OF COMMERCIAL DOCUMENTS

This is in reference to your request to register with the Commercial Documents Registration Division of the Ceylon Chamber of Commerce.

In order to register your export documents, we take pleasure in enclosing an application Form (**Form A**), which must be completed and returned before registering the first document.

When forwarding the completed application form, please submit a copy of your *company registration certificate*. For each shipment a duly completed certificate of origin must be presented to the Chamber for authentication. You are kindly requested to complete the following when perfecting the certificate of origin forms. (The standard form with the colour logo, to be used by all exporters is available at the Chamber)

1. Full name and address of consignor/ exporter & consignee/ buyer
2. Name of vessel/ port of loading/ port of discharge/ final destination
3. Marks & numbers or container numbers/ description of goods/ quantity
4. Invoice value/ net weight/ gross weight
5. Company stamp and the signature of exporters or agent
6. Exporters are not permitted to include anything on the cage where the Chamber places its endorsement
(Cage No. 15)

Also please note the following requirements when submitting the completed certificate of origins for endorsement;

The complete C/O form set, including the copies, should be submitted in the original printed forms which should be purchased from the Chamber. Please note that photocopies will not be accepted and the CCC will retain one original for their records.

Copies of the following supporting documents should be submitted for each set of C/O;

- Commercial Invoice
- Customs Declaration Form (CUSDEC/ PARTYS' COPY)
- Form B

Text in all copies should be very clear. Kindly note that unclear copies will not be registered.

LETTER OF INDEMNITY – (Form B)

A letter of indemnity on a standard format must be filed with the Chamber. Specimens of the standard letter of indemnity could be obtained from the Chamber.

RETROSPECTIVE CERTIFICATES

As a general rule, the Chamber will not endorse any Certificates of Origin after the goods have been shipped. However, in special cases, where the failure to apply before shipment was not the fault of the applicant, late applications may be accepted. In such circumstances, the exporter has to submit a covering letter explaining the reason for the late application together with the certificate of origin and supporting documents.

Further, the certificate of origin may be issued only if the Chamber is satisfied that the certificate of origin corresponds to the goods shipped on the basis of comparison with the export documentation, and that no certificate of origin had already been issued.

DUPLICATE CERTIFICATE

In case, a certificate of origin that has been issued is lost, stolen or destroyed, the exporter may request the Chamber for a duplicate certificate by a letter. The duplicate certificate so issued will be given the original date of issue. However, proof of loss should be provided.

AMENDED CERTIFICATES

When amendments are required on the Certificate of Origin after the certificate has been issued, the exporter has to submit a covering letter explaining the reason for the amendment.

The Chamber reserves the right to request the submission of fresh application for issue of Certificates of Origin in lieu of amended certificates.

CHARGES FOR CANCELLATION/ BACKDATE/ RE-REGISTRATION OF COMMERCIAL DOCUMENTS

All Commercial Documents submitted for cancellation/ backdate/ re-registration will be charged a nominal all-inclusive fee of Rs. 200/- per document.

PENALTIES FOR MALPRACTICE

Certificates of Origin issued by the Chamber are legally protected. False declaration, misuse of the certificate and forgery may result in a maximum fine of RS. 5,000/- or six months imprisonment, or to both such fine and imprisonment.

SPOT CHECK CERTIFICATE

Remind the Exporter, that when the need arises for a spot check to be done, the exporter should submit a spot check certificate prepared by an independent surveyor supporting a particular certificate of origin. The surveyor must confirm that the goods specified in the certificate are of Sri Lanka origin. The surveyor would be selected from the Chamber's panel of surveyors/ assessors for the respective year.

Exporters must submit their certificates of origin as early as possible giving at least 36 hours' notice before the shipment.

**(MS) MANORI DISSANAYAKE
SENIOR ASSISTANT SECRETARY GENERAL
HEAD OF COMMERCIAL DOCUMENTS REGISTRATION**

Encl.

THE CEYLON CHAMBER OF COMMERCE

DOCUMENT REGISTRATION FEE

With effect from May 2016

Document Registration Fee (Per set of Document)

<i>Type of Document</i>	<i>CCC Member Registration Fee (All Inclusive)</i>	<i>CCC Non Member Registration Fee (All Inclusive)</i>
Certificate of Origin	Rs. 277.23/-	Rs. 420.98/-
Commercial Invoice	Rs. 338.84/-	Rs. 687.94/-
Agency Agreement	Rs. 580.13/-	Rs. 1,565.85/-
Outside Survey Report	Rs. 790.63/-	Rs. 790.63/-
All Other Commercial Documents	Rs. 379.81/-	Rs. 605.81/-
<i>Charges for Cancellation/ Backdate</i>	<i>Rs. 200/-</i>	<i>Rs. 200/-</i>

With effect from May 1, 2016

With effect from September, 2011 - Members of the Trade Associations & Business Councils

<i>Type of Document</i>	<i>CCC Member Registration Fee (All Inclusive)</i>	<i>Subsidiary Co. of the Member Co./ Trade Associations/ Business Councils - Registration Fee (All Inclusive)</i>
Saudi Visa Letter	Rs. 2,134..24/-	Rs. 5,920.95/-

Please contact us on: Tel: 94-11- 5588819/ 5588811/5588886
 Fax: 94-11-2449352, 2437477
 E-mail: eco@chamber.lk / cdrdofccc@gmail.com
 Web: www.chamber.lk

FORM A

**AN APPLICATION TO THE CEYLON CHAMBER OF COMMERCE
TO REGISTER DOCUMENTS FOR EXPORT**

1. NAME OF EXPORTER (COMPANY NAME) :
2. ADDRESS :
3. TELEPHONE NO :
FAX NO :
EMAIL ADDRESS :
4. TYPE OF ORGANISATION :
5. FULL NAME OF DIRECTORS :
6. NAME AND DESIGNATION OF
EXECUTIVE RESPONSIBLE FOR
EXPORTS :
7. NAME OF BANKERS :
8. STATE WHETHER MEMBER OF
ANY CHAMBER OR ANY TRADE
-ASSOCIATION AND IF SO SPECIFY :
9. NUMBER OF EMPLOYEES :
10. PLACE WHERE CARGO FOR
An EXPORT IS USUALLY STORED :
11. DATE OF ESTABLISHMENT :
12. NATURE OF EXPORT :
13. SIGNATURE & STAMP OF DIRECTOR :

Please attach a copy of the Certificate of Incorporation/ Certificate of Registration of Firm or Certificate of Registration of an Individual Business.