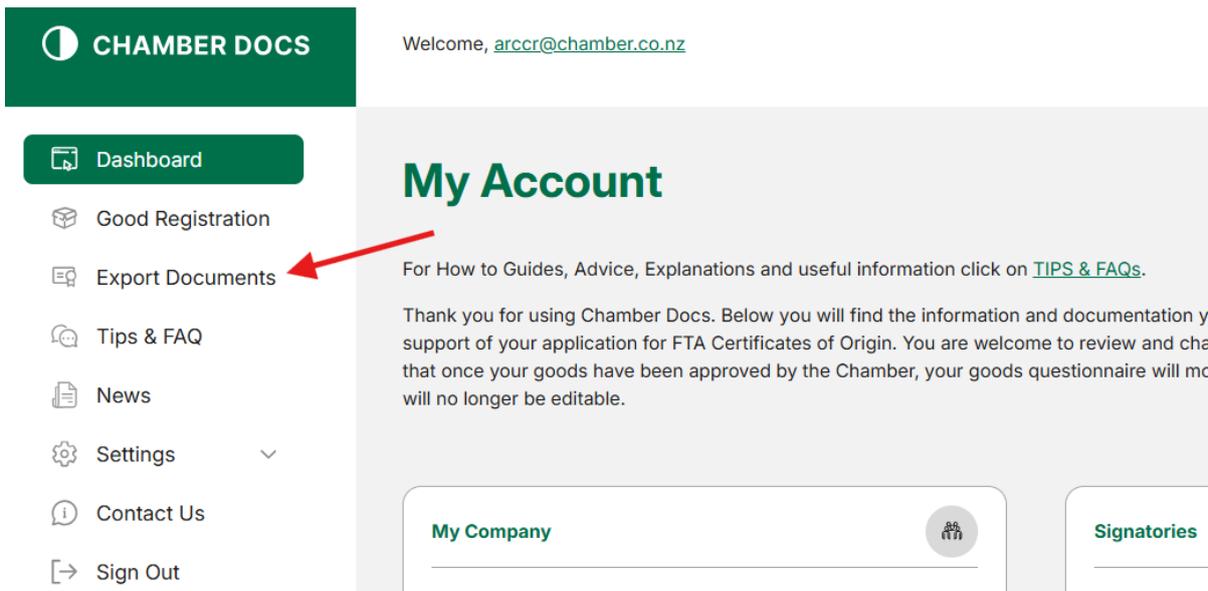


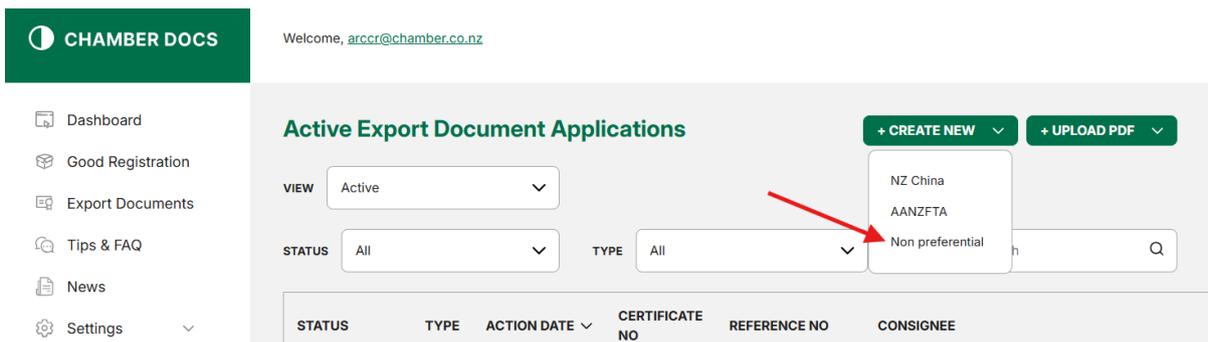
1: Navigate to chamberdocs.co.nz and click “Login” in the top-right corner.



2: Once logged in, navigate to **Export Documents** in the left-hand navigation menu.



3: Select **+Create New** → **Non Preferential**



4: Enter a unique reference number for this shipment, the country of origin of the goods, and the country of destination; if goods are of mixed origin, tick “As stated below”.

- Dashboard
- Good Registration
- Export Documents
- Tips & FAQ
- News
- Settings
- Contact Us
- Sign Out

Certificate of Origin: Non Preferential

Certificate Type: First-Time Submission

For new applications continue with this questionnaire.

- To apply using a saved draft [Click here](#).
- [Click here](#) to edit and resubmit a previously declined application or to cancel & replace a previously certified Certificate of Origin.

Note: You can "Save Draft" at any time and complete this questionnaire at a later date.

REFERENCE NUMBER

COUNTRY OF ORIGIN

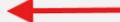
COUNTRY OF DESTINATION

As stated below

5: Ensure exporter and consignee company details are correct. Select the ETD of the shipment. Enter buyer/notify party name and address if required (**optional**).

CONSIGNOR/EXPORTER	CONSIGNEE	ETD
<input type="text" value="My Company"/>	<input type="text" value="Name"/>	<input type="text" value="01/12/2025"/>
<input type="text" value="Auckland Chamber of Commerce - test"/>	<input type="text" value="Building/Street No"/>	NOTIFY PARTY
<input type="text" value="Building/Street No"/>	<input type="text" value="Street Address"/>	<input type="text"/>
<input type="text" value="Street Address"/>	<input type="text" value="Suburb"/>	
<input type="text" value="Inner City"/>	<input type="text" value="City"/>	
<input type="text" value="Auckland"/>	<input type="text" value="Postcode"/>	
<input type="text" value="1010"/>	<input type="text" value="Choose a country"/>	
<input type="text" value="New Zealand"/>		

6: Select your New Zealand Port of Loading. If foreign port, please enter manually.

PORT OF LOADING
Select Port Foreign port of loading? 

PORT OF DISCHARGE (PORT, COUNTRY) **VESSEL/VOYAGE NO/FLIGHT NO/COURIER** **FINAL DESTINATION**
Belfast - Northern Ireland

7: Enter your Port of Discharge. Enter your Vessel name + Voyage number, or your flight code, or the name of the courier company (DHL, TNT, Fedex). Provide final destination where goods clear customs (optional).

PORT OF LOADING
Select Port Foreign port of loading?

PORT OF DISCHARGE (PORT, COUNTRY) **VESSEL/VOYAGE NO/FLIGHT NO/COURIER** **FINAL DESTINATION**
Belfast - Northern Ireland   

8: Enter any additional details that are required to be on the certificate but do not fit elsewhere in **Remarks. If you are making an additional declaration, such as to comply with a self-declaration free trade agreement, please enter it in **Exporter Declaration** field.**

REMARKS **CONSIGNOR/EXPORTER DECLARATION**

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
-------------	------------------------	---------	------------

+ ADD ROW

9: Click **Add Row** to enter your product details.

REMARKS		CONSIGNOR/EXPORTER DECLARATION	
<input type="text"/>		<input type="text"/>	
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
+ ADD ROW ←			

10: Enter product details including number & type of outer packaging and a clear description of the goods that are exported. Provide gross or net weight, and/or quantity. Provide HS code (**Optional**).

Add Item to Shipment

MARKS & NUMBERS ?	HS CODE ?
<input type="text"/>	<input type="text"/>
QUANTITY & DESCRIPTION	WEIGHT OR QUANTITY
<input type="text"/>	<input type="text"/>
+ ADD	CANCEL

11: Duplicate and edit your goods as required.

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY
	100 x cases Sauvignon Blanc 12 x 750ml		10000kg gross

+ ADD ROW

ATTACH OTHER DOCUMENTS

- Edit
- Duplicate
- Delete

12: Attach other documents as supporting evidence for your application as required. If you require the additional documents to be certified, tick **Certify Request**.

ATTACH OTHER DOCUMENTS

FILE	FILE TYPE	CERTIFY REQUEST
<input type="button" value="Choose file"/> No file chosen	Air waybill <input type="button" value="v"/>	<input type="checkbox"/> <input type="button" value="⋮"/>

13: Provide any special instructions or notes to the Chamber, and submit your application.

CONSIGNOR/EXPORTER EMAIL

CONSIGNOR/EXPORTER SIGNATURE

SPECIAL INSTRUCTIONS TO CHAMBER