

INSTRUCTIONS TO COMPLETE IA-CEPA CERTIFICATES OF ORIGIN

(These instructions need not to be attached or printed on IA-CEPA Certificates of Origin)

BOX 1 - EXPORTER NAME, ADDRESS, COUNTRY AND CONTACT DETAILS: Details of the exporter of the goods (including name, address, country and contact information). The contact details may include the exporter's phone number or email address. The exporter must be located in the exporting Party.

BOX 2 - SHIPMENT DETAILS: Insert details of the importer/consignee (name, address, and country) in 2 (a). Insert the port of discharge of the goods (if known) in 2 (b).

BOX 3 - CERTIFICATE OF ORIGIN NUMBER: Insert the unique reference number assigned to the certificate of origin by the relevant issuing body.

BOX 4 - FOR OFFICIAL USE ONLY (OFFICIAL CUSTOMS REMARKS): If required by the importing customs authority, the customs official should tick (✓) the relevant boxes and sign where required to indicate whether or not preferential tariff treatment is accorded.

BOX 5 - ITEM NUMBER: To assist in the examination of the COO, items should be numbered where preferential treatment is sought for more than one type of goods (this is not mandatory).

BOX 6 - DETAILED DESCRIPTION OF GOODS; NUMBER AND KINDS OF PACKAGES; (IF APPLICABLE) PRODUCT NUMBER AND BRAND NAME: Enter a description of the goods sufficiently detailed to enable the goods to be identified by the customs officer examining them. Where relevant for the goods, the number and kind of packages should be provided. If applicable, enter the product number and brand name.

BOX 7 - HS CODE (6 DIGIT LEVEL) FOR EACH ITEM: Insert the Harmonized Commodity Description and Coding System (HS) subheading at the 6-digit level (at least) for each of the goods listed on the Certificate of Origin.

BOX 8 - ORIGIN CRITERION (WO, PE, CTC, QVC or SP) AND THE ADJUSTED VALUE WHERE QVC IS USED:

a. The origin criteria the goods meet must be indicated in the manner shown in the following table:

Circumstances of production or manufacture	Insert in Box 8
(a) Wholly obtained or produced goods that qualify as originating under Article 4.2 (a) of Chapter 4 of the Agreement	WO
(b) Goods produced exclusively from originating materials, that qualify as originating under Article 4.2 (c) of Chapter 4 of the Agreement	PE
(c) Goods not wholly produced or obtained that qualify as originating under Article 4.2 (b) of Chapter 4 of the Agreement: <ul style="list-style-type: none">- Change in tariff classification (meaning the goods meet the relevant change in tariff classification rule as set out in Annex 4-C)- Qualifying value content (meaning the goods meet the relevant qualifying value content rule as set out in Annex 4-C)- Specific process rule (meaning the goods meet a specific process rule as set out in Annex 4-C)	CTC QVC SP

b. Where the origin criterion includes a qualifying value content, the adjusted value of the relevant goods must be included. 'Adjusted value' is defined in Article 4.1 of Chapter 4 of the Agreement.

BOX 9 - SUFFICIENT DETAILS TO IDENTIFY THE CONSIGNMENT SUCH AS IMPORTER'S PURCHASE ORDER NUMBER; INVOICE NUMBER AND DATE; AIR WAY BILL; SEA WAY BILL OR BILL OF LADING NUMBER: Insert either the importers purchase order number; the invoice number and date; or the airway bill, seaway bill or bill of lading number relating to the goods.

BOX 10 - DECLARATION BY THE EXPORTER, PRODUCER, MANUFACTURER OR AUTHORISED REPRESENTATIVE: To be signed by the person making the declaration - either the exporter, producer, manufacturer or their authorised representative. The declarant must also include their name, place of signature, date and company name.

BOX 11 - CERTIFICATION: The issuing body must sign this box and include the place and date of signing and their official seal. The signature and seal may be applied electronically.

BOX 12 - The items in Box 12 should be ticked (✓) in those cases where such items are relevant to the goods covered by the Certificate.

- **ISSUED RETROACTIVELY** - Where a Certificate of Origin has been issued later than three (3) working days after the date of exportation due to involuntary errors or omissions or other valid causes, the "Issued Retroactively" box should be ticked (✓).
- **THIRD PARTY INVOICING** - In cases where the invoice used for the importation is issued in a country other than Australia or Indonesia, the "Third party invoicing" box should be ticked (✓) and the name of the company issuing the invoice should be provided in box 9.
- **EXHIBITION** - The "Exhibition" box should be ticked (✓) if the good is being imported after being exhibited in the other Party or in a non-Party. The name and address of the exhibition should be inserted in Box 6.
- **DE MINIMIS** - The "de minimis" box should be ticked (✓) if de minimis applies.