

## Applying for an FTA Certificate of Origin

How to submit a Certificate of Origin application in ChamberDocs for NZ–China FTA, AANZFTA, RCEP, and UAE

### About This Guide

This guide explains how to submit a Certificate of Origin (COO) application in ChamberDocs for each of the supported Free Trade Agreements. The submission method varies depending on the FTA — webform applications are available for NZ–China FTA and AANZFTA, while RCEP and UAE submissions require a PDF upload.

#### ⚠ Warning

Before applying for a COO, your goods must be registered in ChamberDocs for the relevant FTA. If you have not yet registered your goods, refer to the FTA Goods Registration Guide before proceeding.

## 1 NZ–China FTA — Webform Application

NZ–China FTA COO applications are submitted via an online webform in ChamberDocs.

### Step 1 – Create a new application

Go to Export Documents in the left-hand navigation menu. Click Create New and select NZ–China FTA from the list of document types. This will open the webform.

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
DRAFT	UAE	13 May 2026		UAE EXIM TEST	
DRAFT	SD	07 May 2026		Test123HB	
DRAFT	NP	04 May 2026		No suburb field test	EXPORT IMPORT COMPANY IN INDONESIA LIMITED T/A INDOLOGISTICS

## Step 2 – Enter party information

Complete the Consignor/Exporter, Producer, and Consignee sections with the relevant contact and address details.

## Step 3 – Add goods

Click Add Row to add each good covered by the COO. Complete all required fields for each line item, including the registered goods reference.

- Goods Registration
- Export Documents
- News & Info
- Settings
- Contact Us
- Sign Out
- Collapse menu

### NZ-China FTA Certificate of Origin Application

#### Certificate Type: First-Time Submission

For new applications continue with this questionnaire. Maximum text in each field limited to NZ Customs schema.

- 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.

<b>BOX 1: CONSIGNOR/EXPORTER</b>	<b>BOX 2: PRODUCER</b>	<b>BOX 3: CONSIGNEE</b>							
<input type="text" value="My Company"/>	<input type="text" value="--Choose--"/>	<input type="text" value="--Choose--"/>							
<input type="text" value="NZCCI Test exporter"/>		<input type="text" value="Name"/>							
<input type="text" value="Building/Street No"/>		<input type="text" value="Building/Street No"/>							
<input type="text" value="Street Address"/>		<input type="text" value="Street Address"/>							
<input type="text" value="Grafton"/>		<input type="text" value="Suburb"/>							
<input type="text" value="AUCKLAND"/>		<input type="text" value="City"/>							
<input type="text" value="1010"/>		<input type="text" value="Postcode"/>							
<input type="text" value="New Zealand"/>		<input type="text" value="China"/>							
<b>Box 4: Means Of Transport And Route</b>									
<b>DEPARTURE DATE</b>	<b>VESSEL/VOYAGE NO/FLIGHT NO/COURIER</b>	<b>MEANS OF TRANSPORT</b>							
<input type="text" value="22/05/2026"/>	<input type="text" value="Vessel/Voyage No/Flight No/Courier"/>	<input type="text" value="--Choose--"/>							
<b>PORT OF LOADING</b>	<b>PORT OF DISCHARGE</b>								
<input type="text" value="Akaroa"/>	<input type="text" value="Anqing Pt"/>								
<b>BOX 6: REMARKS</b>									
<input type="text"/>									
<table border="1"><thead><tr><th>MARKS &amp; NOS</th><th>QUANTITY &amp; DESCRIPTION</th><th>HS CODE</th><th>WEIGHT/QTY</th><th>ORIGIN CRITERION</th></tr></thead></table>					MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY	ORIGIN CRITERION
MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY	ORIGIN CRITERION					
<input type="button" value="+ ADD ROW"/>									
<b>CONSIGNOR/EXPORTER EMAIL</b>									
<input type="text"/>									

## Step 4 – Review and submit

Once all details are complete, you can:

- Click Preview to review the COO before submitting.
- Click Save Draft to save your progress and return to the application later.
- Click Submit to lodge the application with your Chamber for certification.

Special Instructions to Chamber form with buttons: PREVIEW, SAVE DRAFT, SUBMIT, CANCEL.

## 2 AANZFTA — Webform Application

AANZFTA COO applications are also submitted via webform and include several additional options not available for NZ–China FTA.

### Step 1 – Create a new application

Go to Export Documents, click Create New, and select AANZFTA. This will open the AANZFTA webform.

Active Export Document Applications

VIEW: Active | STATUS: All | TYPE: All

+ CREATE NEW (dropdown: NZ China, **AANZFTA**, Non preferential) | + UPLOAD PDF

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
DRAFT	UAE	13 May 2026		UAE EXIM TEST	
DRAFT	SD	07 May 2026		Test123HB	
DRAFT	NP	04 May 2026		No suburb field test	EXPORT IMPORT COMPANY IN INDONESIA LIMITED T/A INDOLOGISTICS

## Step 2 – Enter party information

Complete the Consignor/Exporter, Producer, and Consignee sections.

## Step 3 – Add goods

Click Add Row to add each good to the application.

- Goods Registration
- Export Documents
- News & Info
- Settings
- Contact Us
- Sign Out
- Collapse menu

### AANZ FTA Certificate of Origin Application

#### Certificate Type: First-Time Submission

For new applications continue with this questionnaire. Maximum text in each field limited to NZ Customs schema.

- 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.

#### AANZFTA First Protocol introduced 1 April 2016

- the AANZFTA First Protocol Certificate of Origin is used for AANZFTA parties
- FOB value is only shown on the Certificate when the origin code is RVC

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

<b>BOX 1: CONSIGNOR/EXPORTER</b>		<b>BOX 2: CONSIGNEE</b>	
<input type="text" value="My Company"/>	<input type="text" value="NZCCI Test exporter"/>	<input type="text" value="--Choose--"/>	<input type="text" value="Name"/>
<input type="text" value="Building/Street No"/>	<input type="text" value="Building/Street No"/>	<input type="text" value="Building/Street No"/>	<input type="text" value="Building/Street No"/>
<input type="text" value="Street Address"/>	<input type="text" value="Street Address"/>	<input type="text" value="Street Address"/>	<input type="text" value="Street Address"/>
<input type="text" value="Grafton"/>	<input type="text" value="Suburb"/>	<input type="text" value="Suburb"/>	<input type="text" value="Suburb"/>
<input type="text" value="AUCKLAND"/>	<input type="text" value="City"/>	<input type="text" value="City"/>	<input type="text" value="City"/>
<input type="text" value="1010"/>	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>	<input type="text" value="Postcode"/>
<input type="text" value="New Zealand"/>	<input type="text" value="Choose a country"/>	<input type="text" value="Choose a country"/>	<input type="text" value="Choose a country"/>
<b>Box 3: Means Of Transport And Route</b>			
<b>DEPARTURE DATE</b>	<b>VESSEL/VOYAGE NO/FLIGHT NO/COURIER</b>	<b>MEANS OF TRANSPORT</b>	
<input type="text" value="22/05/2026"/>	<input type="text" value="Vessel/Voyage No/Flight No/Courier"/>	<input type="text" value="--Choose--"/>	
<b>PORT OF LOADING</b>	<b>PORT OF DISCHARGE COUNTRY</b>	<b>PORT OF DISCHARGE</b>	
<input type="text" value="Akaroa"/>	<input type="text" value="Choose a country"/>	<input type="text" value=""/>	
<b>ON-ROUTE PORT(S)</b>	<b>ON-ROUTE PORT, COUNTRY</b>		
<input type="text" value=""/>	<input type="text" value="Choose a country"/>		

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QT	ORIGIN CRITERION
<input type="button" value="+ ADD ROW"/>				

### Step 4 – Complete additional declarations (if applicable)

AANZFTA includes the following additional options. Tick or complete the relevant fields where they apply to your shipment:

- Retroactive submission — tick this box if the COO is being applied for after the goods have been exported.
- Back-to-back certificate — tick this box if the goods are being re-exported through an intermediate country using a back-to-back COO.
- Third-party / third-country invoice — complete the additional fields if the commercial invoice is issued by a party in a country other than New Zealand.
- De minimis — tick the appropriate box if your goods qualify under the de minimis rule (a small proportion of non-originating materials that would otherwise prevent origin qualification).
- Accumulation — tick this box if your goods qualify for origin under the accumulation provisions, combining production inputs from multiple FTA member countries.

**Box 13: Please Select Below Required Endorsements (if Any)**

Retroactive Submission

For First Protocol:  
This option is selected when a Certificate of Origin has not been issued within 3 working days of the date of exportation due to involuntary errors or omissions or other valid causes, the Certificate of Origin may be issued retroactively, but no longer than 12 months from the date of exportation.

For Second Protocol:  
This option is selected when a Certificate of Origin has been issued any day after the date of departure.

Back-To-Back Certificate of Origin

This is issued when an exporter's goods are passing through an intermediate party to the AANZ FTA agreement on the way to their final destination. For example, goods shipped from Australia through NZ to the Philippines. If a New Zealand port is an intermediary port you will require a back-to-back certificate of origin. Please see paragraph 3 of Rule 10 of the Operational Certification Procedures in [Chapter 3 of AANZFTA](#).

**BACK TO BACK COUNTRY OF LISTED GOODS ORIGIN**

Choose a country

Subject of Third-Party invoice

**NAME OF COMPANY ISSUING THIRD PARTY INVOICE**

Select this option and complete with name of third party when a consignment includes a good which is subject to a third party invoice. Please see Rule 22 of the Operational Certification Procedures in [Chapter 3 of AANZFTA](#).

De Minimis: Tick when De Minimis rule applicable

This option is selected when a consignment includes a good that does not satisfy a change in tariff classification requirement pursuant to Article 4, but meets the requirements of Article 8 of [Chapter 3 of AANZFTA](#).

Accumulation

This option is selected when a consignment includes a good whose components originate from countries party to AANZFTA, and meet the rules of origin under the FTA. The good shall be considered to originate in the country where the final production process takes place.

**CONSIGNOR/EXPORTER EMAIL**

**CONSIGNOR/EXPORTER SIGNATURE**

*Joe Signature*

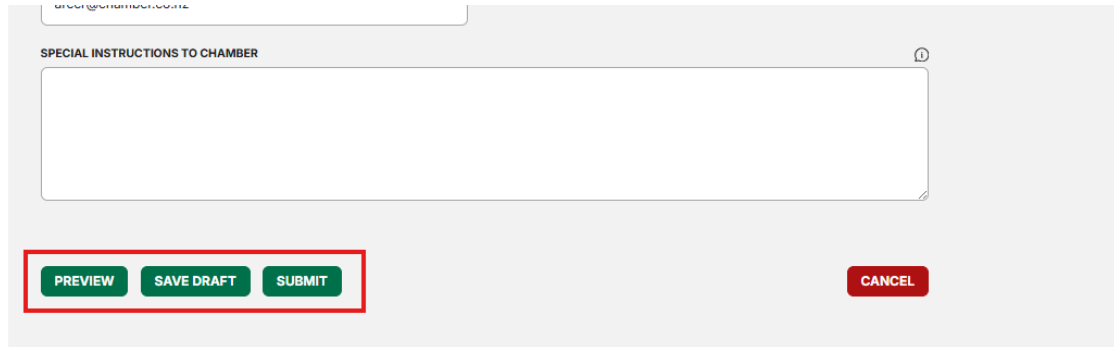
**SPECIAL INSTRUCTIONS TO CHAMBER**

**PREVIEW** **SAVE DRAFT** **SUBMIT** **CANCEL**

## Step 5 – Review and submit

Once all details are complete:

- Click Preview to review the COO before submitting.
- Click Save Draft to save your progress and return later.
- Click Submit to lodge the application with your Chamber for certification.



The screenshot shows a web form interface. At the top, there is a tab labeled 'Special Instructions to Chamber'. Below the tab is a large, empty text area for entering instructions. At the bottom of the form, there are four buttons: 'PREVIEW', 'SAVE DRAFT', 'SUBMIT', and 'CANCEL'. The 'PREVIEW', 'SAVE DRAFT', and 'SUBMIT' buttons are grouped together and highlighted with a red rectangular border. The 'CANCEL' button is positioned to the right of this group.

## 3 RCEP and UAE — PDF Upload

Webform applications are not currently available for RCEP or UAE COOs. Applications for both FTAs are submitted by uploading a completed COO template as a PDF.

### **i Note**

If you do not have the COO template for RCEP or UAE, contact your FTA Chamber to request a copy.

### **Step 1 – Complete the COO template**

Download and complete the relevant COO template (RCEP or UAE). Templates are available from your FTA Chamber. Save the completed form as a PDF before uploading.

### **Step 2 – Create a new upload application**

Go to Export Documents and click Upload PDF. Select either RCEP or UAE as the document type.

### **Step 3 – Enter application details**

Both RCEP and UAE upload forms require the following information:

- Reference number
- Consignor/exporter information
- Country of destination

### **Step 4 – Upload the COO PDF**

Upload the completed and signed COO template as a PDF file.

### **Step 5 – Upload supporting documents (if required)**

If any additional documents require certification alongside the COO — such as a commercial invoice — upload these under Other Documents.

- Goods Registration
- Export Documents
- News & Info
- Settings
- Contact Us
- Sign Out
- Collapse menu

## Certificate of Origin: RCEP

### Certificate Type: First-Time Submission

#### REFERENCE NUMBER

#### CONSIGNOR/EXPORTER

#### COUNTRY OF DESTINATION

#### CERTIFICATE FILE UPLOAD

 No file chosen

#### ATTACH OTHER DOCUMENTS

FILE	FILE TYPE	CERTIFY REQUEST
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## Step 6 – Save or submit

Once all documents are uploaded and details are complete:

- Click Save Draft to save and return to the application later.
- Click Submit to lodge the application with your Chamber for certification.

**COUNTRY OF DESTINATION**

Select Country ▼

**CERTIFICATE FILE UPLOAD**

**Choose File** No file chosen

**ATTACH OTHER DOCUMENTS**

FILE	FILE TYPE	CERTIFY REQUEST
<b>+ UPLOAD FILE</b>		

**CONSIGNOR/EXPORTER EMAIL**

[Redacted]

**SPECIAL INSTRUCTIONS TO CHAMBER**

[Empty text area]

**SAVE DRAFT** **SUBMIT** **CANCEL**