

# FTA Goods Registration

*How to register your goods in ChamberDocs before applying for an FTA Certificate of Origin*

## About This Guide

Certain Free Trade Agreements (FTAs) require exporters to register goods in ChamberDocs before a Certificate of Origin (COO) application can be lodged. This pre-registration step confirms that your goods meet the relevant rules of origin for the FTA being used.

Goods registration is required for the following FTAs:

- NZ–China FTA
- AANZFTA (ASEAN–Australia–New Zealand FTA)
- RCEP (Regional Comprehensive Economic Partnership)
- UAE (United Arab Emirates)

### ⚠ Warning

UAE goods registration is not currently available on the ChamberDocs platform.

If you need to register goods for a UAE COO, please contact your FTA Chamber directly — see Section 4 of this guide.

## Navigate to Goods Registration

Log in to ChamberDocs and locate the Goods Registration menu on the left-hand navigation panel. Click on the registration that corresponds to the FTA you are exporting under (e.g. NZ–China FTA, AANZFTA, or RCEP).

### i Note

Each FTA has its own separate goods registration. Make sure you select the correct one before proceeding.

A registered good can be re-used across multiple COO applications for the same product, provided it is for the same COO.

APPLICATION NO.	FTA	APPLICATION DATE	APPLICATION TYPE	STATUS	ACTIONS
21030	AANZ	02/03/2026 12:36:41	Wholly Obtained	Draft	⋮
21029	China	02/03/2026 12:35:56	Wholly Obtained	Draft	⋮
21025	AANZ	02/03/2026 11:01:27	Wholly Obtained	Draft	⋮

## Choose a Qualification Type

Once inside the goods registration, you will be asked to select the qualification type that describes how your goods meet the relevant rules of origin. The two main options are:

### Wholly Obtained / Produced

Goods are entirely grown, harvested, or produced in New Zealand with no foreign inputs. This qualification is known by slightly different names depending on the FTA:

- Wholly Obtained — NZ–China FTA, AANZFTA, RCEP
- Wholly Produced — NZ–China FTA
- Produced Entirely — AANZFTA
- Produced Exclusively — RCEP

### Product Specific Rule (PSR)

Goods contain foreign materials but satisfy a specific rule of origin for the relevant FTA — typically based on a Change in Tariff Classification (CTC) or Regional Value Content (RVC) threshold.

#### Tip

Not sure which qualification applies to your goods?

If you are uncertain about the correct qualification or HS code for your product, contact New Zealand Customs (VOC, email: [voc@customs.govt.nz](mailto:voc@customs.govt.nz)) for guidance. ChamberDocs staff are unable to advise on HS code classification.

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

### Do my goods qualify for NZ China FTA?

#### I know my Goods Qualify

CONFIRM YOUR GOOD QUALIFIES AS ONE OF THE FOLLOWING:

WHOLLY OBTAINED

WHOLLY PRODUCED

PRODUCT SPECIFIC RULE

#### I don't know whether my goods qualify for preference (reduced duty rates)

We recommend watching our video guides first - [Click HERE](#) - "Register Your Goods", "Understanding Product Specific Rules" and "What is an HS Code?"

ARE YOU EXPORTING A PRIMARY GOODS/RAW MATERIAL?

Yes  No

NEXT

RESET

## Wholly Obtained / Produced Goods

If your goods qualify as Wholly Obtained or Produced, follow these steps:

### Step 1 – Complete the questionnaire

Complete the origin questionnaire in ChamberDocs to confirm your goods meet the Wholly Obtained or Produced criteria for the relevant FTA.

#### Products

List products to be exported to China:

HS CODE 🔍

PRODUCT NAME/DETAIL

#### Question 1.

By selecting the option below I declare in relation to the above listed goods that these goods qualify as Wholly Obtained "Within the meaning of Article 18(a), the following goods shall be considered as wholly obtained or produced in the territory of New Zealand:

- a. - plant products harvested, picked or gathered in the territory of New Zealand;
- b. - live animals born and raised in the territory of New Zealand;
- c. - goods obtained from live animals raised in the territory of New Zealand;
- d. - goods obtained from hunting, trapping, fishing, farming, gathering or capturing conducted in the territory of New Zealand;
- e. - minerals and other naturally occurring substances, not included in paragraphs (a) to (d) above, extracted or taken from its soil, waters, seabed or beneath its seabed;
- f. - goods extracted or taken by New Zealand, or a person of New Zealand, from the waters, seabed or subsoil beneath the seabed outside the territorial waters of New Zealand, provided that New Zealand has the right to exploit such waters, seabed or subsoil beneath the seabed under that Party's applicable domestic law in accordance with relevant international agreements to which New Zealand is a party;
- g. - goods (fish, shellfish, plant and other marine life) taken within the territorial waters or the Exclusive Economic Zone of New Zealand seaward of the territorial sea under New Zealand's applicable laws in accordance with relevant international agreements to which New Zealand is a party, or taken from the high seas, by a vessel registered or recorded with New Zealand and flying or entitled to fly the flag of New Zealand;
- h. - goods processed and/or made on board factory ships registered or recorded with New Zealand and flying or entitled to fly the flag of New Zealand, exclusively from goods referred to in paragraph (g) above;
- i. - scrap and waste derived from processing operations in the territory of New Zealand and fit only for the recovery of raw materials,

## Step 2 – Upload your declaration

Upload the completed goods declaration form. Declaration templates are available from your FTA Chamber.

## Step 3 – Attest

Tick the attestation checkbox to confirm the information provided is accurate and complete.

## Step 4 – Submit

Click Submit to lodge your goods registration. Your Chamber will review the registration before it can be used on a COO application.

The screenshot displays a web form for FTA Goods Registration. It is divided into several sections:

- Documents:** This section contains two file upload areas. The first is for the 'DECLARATION HERE.' and the second is for 'UPLOAD SUPPORTING DOCUMENTS (AS REQUIRED)'. Each area features a 'Choose File' button (highlighted with a red box), a 'No file chosen' text, and a 'DELETE' button. There are also 'ADD' buttons for each section.
- Additional details:** This section includes a text area for 'ADDITIONAL REMARKS'.
- Declaration:** This section contains a checkbox labeled 'I attest that' (highlighted with a red box) and a list of conditions:
  - a. I have been authorised to apply to the New Zealand Chambers of Commerce Inc for a FTA certificate of origin for the goods covered by this application;
  - b. by reason of the responses above, the goods being exported to China meet the FTA rules of origin criteria as set out under Chapter 4, Article 20 of the China NZ FTA;
  - c. all the information provided in response to the questions above to be true and correct; and
  - d. in the event that any information supplied in relation to the listed goods changes I undertake to:
    - i. immediately advise our selected Chamber of Commerce; and
    - ii. arrange to re-register the goods with the new information prior to applying for any further NZ China FTA certificate of origin.
- GOODS REGISTERED BY:** This section shows a partially obscured name and email address.
- Buttons:** At the bottom, there are 'SAVE DRAFT' and 'SUBMIT' buttons. The 'SUBMIT' button is highlighted with a red box.

## Product Specific Rule (PSR) Goods

If your goods qualify under a Product Specific Rule, you will need to enter additional details for each product.

### Step 1 – Enter your HS code

Enter the 6-digit Harmonised System (HS) code for your final product. This must be the HS code of the exported good, not its inputs.

### Step 2 – Enter your product name

Enter the product name exactly as it will appear on the Certificate of Origin. Remove any retail packaging descriptions.

### Step 3 – Select PSR criteria and rule

Select the applicable Product Specific Rule from the dropdown. This is the rule your goods must satisfy to obtain preferential origin under the FTA. Confirm which specific rule applies — for example, a Change in Tariff Classification (CTC) or Regional Value Content (RVC) threshold.

The screenshot shows a web application interface for 'Product Specific Rule (PSR) Registration - Exports to China'. On the left is a navigation menu with items: Goods Registration, Export Documents, News & Info, Settings, Contact Us, Sign Out, and Collapse menu. The main content area has a title and a warning: 'NB: The Chamber of Commerce will check the RCE/China FTA Certificate of Origin you submit against this evidentiary documentation before certifying it.' Below this is a section titled 'Products' with the instruction 'List products to be exported to China:'. A red box highlights a form for a single product with the following fields: 'HS CODE' (text input), 'PRODUCT NAME/DETAILS' (text input), 'REQUIRED PRODUCT SPECIFIC RULE (PSR) CRITERIA' (dropdown menu with 'CTC' selected), 'SELECT REQUIRED RULE' (dropdown menu with 'Chapter-CC (at 2 digit)' selected), and a checkbox for 'De Minimis: Tick when De Minimis rule applicable'. At the bottom of the form is a 'DELETE' button.

## Step 4 – Add multiple goods (if required)

If registering more than one product, click Add after completing each good. Each product must have its own individual goods declaration.

List products to be exported to China:

HS CODE ?

PRODUCT NAME/DETAIL

REQUIRED PRODUCT SPECIFIC RULE (PSR) CRITERIA ?

CTC ▼

SELECT REQUIRED RULE

Chapter-CC (1st 2 digits) ▼

De Minimis: Tick when De Minimis rule applicable ?

DELETE

**ADD**

## Step 5 – Upload CTC declarations

Upload the required Change in Tariff Classification (CTC) declaration(s). Templates are available from your FTA Chamber.

Documents

PLEASE UPLOAD SIGNED PRODUCT SPECIFIC RULE DECLARATION HERE. ?

Choose File No file chosen

DELETE

**ADD**

UPLOAD SUPPORTING DOCUMENTS (AS REQUIRED) ?

Choose File No file chosen

DELETE

**ADD**

UPLOAD DE MINIMIS DECLARATION (AS REQUIRED) ?

Choose File No file chosen

DELETE

**ADD**

## i Note

ChamberDocs will assess whether an RVC calculation or de minimis declaration is required based on the details you provide. If further action is needed, your Chamber will contact you to guide you through the process.

## Step 6 – Attest and submit

Tick the attestation checkbox to confirm the accuracy of your submission, then click Submit to lodge the registration for Chamber review.

**Additional details**

ADDITIONAL REMARKS

**Declaration**

I attest that

a. I have been authorised to apply to the New Zealand Chambers of Commerce Inc for a FTA certificate of origin for the goods covered by this application;

b. by reason of the responses above, the goods being exported to China meet the FTA rules of origin criteria as set out under Chapter 4, Article 20 of the China NZ FTA;

c. all the information provided in response to the questions above to be true and correct; and

d. in the event that any information supplied in relation to the listed goods changes I undertake to:

- i. immediately advise our selected Chamber of Commerce; and
- ii. arrange to re-register the goods with the new information prior to applying for any further NZ China FTA certificate of origin.

GOODS REGISTERED BY:

## Back-to-Back Certificates (AANZFTA and RCEP)

A back-to-back Certificate of Origin is used when goods are passing through an intermediate country before reaching their final destination. Rather than re-qualifying the goods from scratch, the intermediate exporter can use the original COO as the basis for a new certificate issued in that country.

### **i** Note

Back-to-back COOs are available under AANZFTA and RCEP only.

The goods must not undergo any further processing in the intermediate country — repacking and standard logistics activities (unloading, reloading, storing) are permitted.

The validity period of the back-to-back COO cannot extend beyond the validity of the original COO.

The screenshot shows a web application interface for FTA Goods Registration. On the left is a navigation menu with items: Goods Registration, Export Documents, News & Info, Settings, Contact Us, Sign Out, and Collapse menu. The main content area is titled "Do my goods qualify for AANZFTA?". Below the title is a sub-header "I know my Goods Qualify" and a prompt "CONFIRM YOUR GOOD QUALIFIES AS ONE OF THE FOLLOWING:". Three buttons are visible: "WHOLLY OBTAINED", "PRODUCED ENTIRELY", and "PRODUCT SPECIFIC RULE". A horizontal line separates this from the next section, which is titled "My goods have been imported into New Zealand from an AANZFTA party and are being exported to an AANZFTA Party". A "BACK TO BACK" button is highlighted with a red rectangular box. Below this is another section titled "I don't know whether my goods qualify for preference (reduced duty rates)". It includes a recommendation to watch video guides and a question "ARE YOU EXPORTING A PRIMARY GOOD/RAW MATERIAL?" with radio buttons for "Yes" and "No". At the bottom are "NEXT" and "RESET" buttons.

### Step 1 – Enter product details

Fill in the product details for the goods being re-exported, as they will appear on the back-to-back certificate.

### Step 2 – Upload the original COO

Upload a copy of the valid original Certificate of Origin issued in the country of first export. A certified true copy is acceptable if the original is not available.

The screenshot shows a web interface for FTA Goods Registration. On the left is a navigation menu with 'Settings', 'Contact Us', 'Sign Out', and 'Collapse menu'. The main content area is titled 'Products' and contains the following fields:

- HS CODE (input field)
- PRODUCT NAME/DETAILS (input field)
- REQUIRED PRODUCT SPECIFIC RULE (PSR) CRITERIA (dropdown menu, currently showing 'CTC')
- AANZFTA CERTIFICATE OF ORIGIN NUMBER (input field)
- DATE OF SHIPMENT FOR EXPORT TO NEW ZEALAND (AS SHOWN ON LISTED CERTIFICATE OF ORIGIN) (calendar icon)

Below these fields are 'DELETE' and 'ADD' buttons. Below the 'Products' section is a 'Documents' section, which is highlighted with a red box. It contains the text 'Upload incoming certificate' and a file upload button labeled 'Choose File' with the text 'No file chosen' next to it. A 'DELETE' button is also visible at the bottom of the 'Documents' section.

## Step 3 – Attest and submit

Tick the attestation checkbox to confirm the information is accurate, then click Submit to lodge the application for Chamber review.

**ADDITIONAL REMARKS**

**Back to Back Declaration**

In registering these goods I confirm that the listed goods which are to be re-exported using a back-to-back AANZFTA Certificate of Origin have not undergone any further processing in New Zealand, except for repacking or logistics activities such as unloading, reloading, storing, or any other operations necessary to preserve them in good condition or to transport them to the importing Party in accordance with Chapter 3, Rule 10 Paragraph 3(iii) of the AANZFTA

**Declaration**

I attest that

- a. I have been authorised to apply to the New Zealand Chambers of Commerce Inc for a FTA certificate of origin for the goods covered by this application;
- b. by reason of the responses above the goods being exported to AANZFTA member countries party to the agreement meet the FTA rules of origin criteria as set out under Chapter 3 of the AANZFTA;
- c. all the information provided in response to the questions above is true and correct; and
- d. in the event that any information supplied in relation to the listed goods changes I undertake to:
  - i. immediately advise our selected Chamber of Commerce; and
  - ii. arrange to re-register the goods with the new information prior to applying for any further AANZ FTA certificate of origin.

**GOODS REGISTERED BY:**

[Redacted Name]

SAVE DRAFT

SUBMIT

## UAE Goods Registration

UAE goods registration is not currently available through the ChamberDocs platform. Registrations for UAE COOs are processed manually by your Chamber.

To register goods for a UAE Certificate of Origin:

- Contact your FTA Chamber to request the required declaration forms.
- Complete and return the declarations to your Chamber for review.
- Your Chamber will confirm when the goods registration is complete and your goods are ready to use on a COO application.

### ⚠ Warning

Do not attempt to apply for a UAE COO in ChamberDocs before your Chamber confirms your goods registration has been processed.