

Replacing an FTA Certificate of Origin

How to replace a previously certified FTA COO in ChamberDocs

About This Guide

If an error is found in a certified FTA Certificate of Origin, you can submit a replacement application in ChamberDocs. A replacement supersedes the original certificate and, in certain circumstances, must include specific cancellation text on the certificate itself.

⚠ Warning

A replacement text statement is required on the certificate whenever the COO being replaced was issued more than 10 days ago, or has already been sent to the importer.

If neither condition applies, the replacement text is not required — but a resubmission reason must still be provided in all cases.

1 Open the Replacement Application

Locate the original COO you need to replace:

- Go to Export Documents in the left-hand navigation menu.
- Change the status filter to Submitted to display previously certified COOs.
- Find the COO you wish to replace.
- Click the three-dot menu (⋮) on that record and select Replace.

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
RESUBMITTED	AANZ	01 Mar 2017		11.2016.39250	Test Buyer
SUBMITTED	AANZ	01 Mar 2017		03.17.3506.TestAusCo	Test Australia WO
SUBMITTED	NZC	29 Mar 2017		03.17.5353.Octris	China Import Test Company

i Note

Only submitted (certified) COOs can be replaced. If your COO is still in draft, simply edit and resubmit it without using the Replace function.

2 Make Your Edits

Once the replacement application is open, edit the details that need to be corrected. The method depends on how the original COO was submitted:

Webform applications (NZ–China FTA and AANZFTA)

Make your corrections directly in the webform fields. All original data will be pre-populated — update only the fields that require changes.

PDF upload applications (RCEP and UAE)

Amend the original COO template and save it as a new PDF. Upload the corrected PDF in place of the original.

3 Add the Replacement Text (if required)

If the COO being replaced was issued more than 10 days ago, or has already been sent to the importer, you must include the following cancellation statement on the replacement certificate:

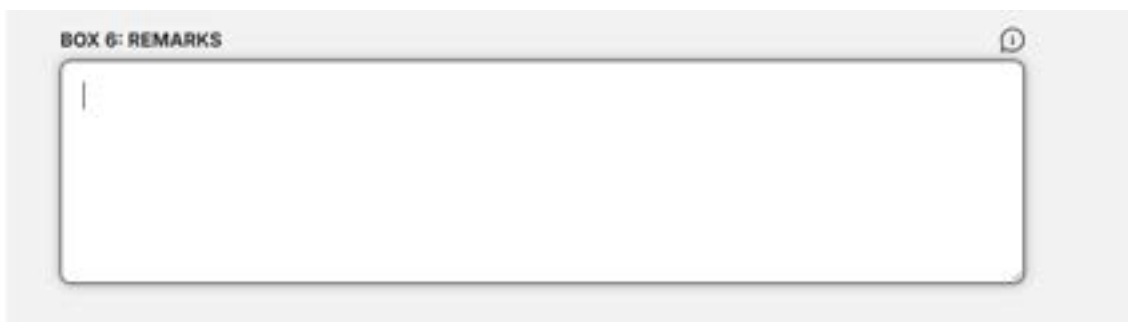
"This Certificate cancels and replaces Certificate xx.xxxx.xxxxx dated dd.mmm.yyyy"

Replace the placeholder values as follows:

- xx.xxxx.xxxxx — the certificate number of the original COO being replaced.
- dd.mmm.yyyy — the date of issue shown on the original COO (e.g. 15.Jan.2025). This will not be today's date.

The replacement text must be entered in a specific field depending on the FTA.

NZ-China FTA: Box 6 on the Webform



The image shows a screenshot of a webform field labeled "BOX 6: REMARKS". The field is a large, empty rectangular box with a thin border and a small information icon in the top right corner. The text "BOX 6: REMARKS" is displayed in the top left corner of the field area.

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AANZFTA: Box 7 at the bottom of the goods description, on a separate line. In the webform, Click on the 3 button menu of the last good added and click edit:

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY	ORIGIN CRITERION	
	1234 Test goods	564589	34 Kilograms / 0	CTC	⋮
	1234 Descripton Line 2 Line 3	124578	1234 Kilograms / 0	PE	⋮
	1234 Descripton Line 2 Line 3	124578	1234 Kilograms / 0	WO	⋮
	1234 Descripton Line 2 Line 3	345678	1234 Kilograms / 0	CTSH + RVC 35%	⋮
	1234 Descripton Line 2 Line 3	457812	234 Grams / 0	Other	⋮

+ ADD ROW

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

- Edit
- Duplicate
- Delete

In Box 7, add a line underneath your goods description:

Add Item to Shipment

BOX 6: MARKS AND NUMBERS ON PACKAGES

BOX 7: NUMBER AND KIND OF PACKAGES; DESCRIPTION OF GOODS

1234
Description
Line 2
Line 3
*This Certificate cancels and replaces Certificate
[XXXXXXXXXX dated dd.mmm.yyyy]

HS CODE
457812

BOX 8: ORIGIN CRITERION
Other

BOX 9: GROSS WEIGHT
234

GROSS WEIGHT UNITS
Grams

QUANTITY
0

QUANTITY UNITS
--Choose--

INVOICE VALUE
4578.00

INVOICE VALUE CURRENCY
NZD - New Zealand Dollar

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To save, press “Add”:

BOX 10: INVOICE NUMBER	INVOICE DATE
Test no value CTS+RVC40	31/03/2016
+ ADD	CANCEL

UAE CEPA: Observations Field

1. Exporter's Name, Address, Country	Certificate No. NEW ZEALAND – UNITED ARAB EMIRATES COMPREHENSIVE ECONOMIC PARTNERSHIP AGREEMENT CERTIFICATE OF ORIGIN
2. (Optional) Producer's Name, Address, Country	
3. Consignee's Name and Address	
4. (As far as known) Means of transport	Issued in (Country)
Shipment Date: _____	See Overleaf Notes
Vessel's Name / Aircraft, etc. _____	5. <input type="checkbox"/> Third party invoice
Port of Export: _____	(Name and Address) _____
Port of Destination: _____	6. Observations
7. Item	_____
8. Marks and numbers on packages: Number and kind	
9. Origin	
10. Gross Weight, Quantity	
11. Number	

RCEP: Remarks Field

14. Remarks	
15. Declaration by the exporter or producer	16. Certification
The undersigned hereby declares that the above details and statements are correct and that the goods covered in this Certificate comply with the requirements specified for these goods in the Regional Comprehensive Economic Partnership Agreement. These goods are exported to: (importing country)	On the basis of control carried out, it is hereby certified that the information herein is correct and that the goods described comply with the origin requirements specified in the Regional Comprehensive Economic Partnership Agreement.

4 Provide a Resubmission Reason and Submit

All replacement applications must include a reason explaining what has been corrected and why. This is required regardless of whether replacement text is needed on the certificate.

Step 1 – Enter a resubmission reason

Enter a brief explanation of the changes made in the Comments to Chamber / Special Instructions field. Be specific — for example: "Corrected consignee address" or "Updated HS code from 0402.10 to 0402.21".

Step 2 – Submit the replacement

Once your edits are complete, the replacement text has been added (if required), and the resubmission reason has been entered, click Resubmit to lodge the replacement application with your Chamber for certification.

The screenshot shows a web form interface. At the top, it says 'CURRENT APPLICANT' followed by a blurred name. Below that, a note states: 'The applicant email for saving or submitting this certificate will be the logged in user email'. A large text input field is labeled 'SPECIAL INSTRUCTIONS TO CHAMBER' and is highlighted with a red border. At the bottom of the form, there are three buttons: 'PREVIEW' (green), 'RESUBMIT' (green, also highlighted with a red border), and 'CANCEL' (red).

Tip

Your Chamber will review the replacement application before issuing the new certificate. If anything is unclear or missing, they may return the application with queries before certifying.