



CERTIFICATE OF ORIGIN INFORMATION

Contact information

Susan Lucas, Director of Operations
Cape Ann Chamber of Commerce
33 Commercial Street
Gloucester, MA 01930

Phone: 978-283-1601

Fax: 978-283-4740

Pricing

Members: \$75.00

Future-Members: \$250.00

CAPE ANN CHAMBER OF COMMERCE

Serving Essex, Gloucester, Manchester-by-the-Sea, and Rockport

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CAPE ANN CHAMBER OF COMMERCE
PROCEDURES FOR
CERTIFICATES OF ORIGIN

To All Shipping Agents:

The Cape Ann Chamber of Commerce charges a nominal fee for Certificates of Origin, effective January 1, 2012. The following are procedures for having a Certificate of Origin notarized by the Chamber.

- The Chamber will give the original Certificate of Origin and the copy of the “Affidavit Indemnify and Hold Harmless Agreements” to the shipper or his agent. The shipper will need to bring a notarized copy (document must bear a notary’s signature and stamp). **We do not notarized the Hold Harmless Agreement.** This needs to be completed prior to bringing your certificates to us. The Chamber will retain on file the original “Agreement” attached to a copy of the Certificate of Origin and manufacturer’s invoice or other shipper’s affidavit that is relied upon.
- The Chamber should ascertain from the manufacturer’s invoice and/or shipper’s affidavit that the products described in the Certificate of Origin are all composed of at least **51% parts manufactured in the U.S.A.**
- Upon making the determination from the documentation that the goods are composed of at least 51% parts manufactured in the U.S.A. and after, **AND ONLY AFTER,** receiving an original “**Affidavit, Indemnity and Hold Harmless Agreement**” (see attached), the Chamber will sign and seal the lower portion of the Certificate of Origin.
- The Shipper or his freight forwarder should fill in the relevant data in the upper portions of the Certificate of Origin.
- The completed Certificate of Origin should be delivered to the Chamber along with the manufacturer’s invoice and/or a shipper’s affidavit for the merchandise in question. **An extra copy of each should be delivered** for the Chamber records.

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**STATE OF MASSACHUSETTS
COUNTY OF ESSEX**

AFFIDAVIT, INDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned warrant and represents the Cape Ann Chamber of Commerce relies on this warranty and representation in executing the attached Certificate of Origin that not less than 51% of the parts in the product describe in the attached Certificate of Origin were manufactured in the United States of America.

The undersigned shall indemnify and hold harmless, in Gloucester, Massachusetts, the Cape Ann Chamber of Commerce and it Board of Directors, officers, agents and employees from all suits, actions or claims, including interest, cost, and attorney's fee, of any character, type, or description brought or made for or on account of any injuries or damages received or sustained by any entity, person or persons or property, arising out of, or occasioned by, the act of the Cape Ann Chamber of Commerce in the execution of this Certificate of Origin attached hereto. Massachusetts law shall apply with respect to this Agreement.

Company Officer

Name of Business

**STATE OF MASSACHUSETTS
COUNTY OF _____**

This instrument was acknowledged before me on _____ Date
by _____
Name / Names of person / persons

Notary Public Signature

(Notary stamp placed here)

Notary Public Printed or Typed Here

My commission expires: _____