

INFORMATION SHEET
CHAMBER OF COMMERCE AND INDUSTRY
(EXPORT RELATED DOCUMENTATION)

Step 1:

The Chamber of Commerce and Industry are regularly requested to certify invoices, packing lists, agency agreements and declarations given by the exporter, etc., for various countries iro exportation of goods such as foodstuffs/perishables, etc. The applicant is required to submit the **original** document for certification, together with any additional copies required, plus one copy for retention by the Chamber of Commerce and Industry.

According to the Chamber of Commerce and Industry, no documentation for certification will be accepted under any circumstances by the Chamber, unless it is in possession of:

- (a) combined letter of authority/formal undertaking; and
- (b) affidavit or solemn declaration covering documentation to be certified.

Chambers will refuse to certify any:

- Documentation containing negative statements of origin, or reference to a political boycott clause.
- Documents containing statements as to “100% national origin” or “pure national origin”.
- Documentation in the name of a third party unless Incoterm ExW and applied for by authorised freight forwarder.
- Transport documentation e.g. bill of lading, airway bill, road consignment notes, etc.
- Government-Department issued certificates of whatsoever kind e.g. Certificate of Health, Certificate of Free Sale, Certificate of Fumigation, etc.
- Documentation is a foreign language, unless accompanied by a sworn translation attesting facts thereto.

Please take note:

- For purposes of legalisation, the **original** documentation (**every page**) must be stamped and signed by the authorised employee of the relevant Chamber of Commerce and Industry (**the same employee, if required that it must be bounded into one binding**), *before* submitting to the DIRCO - Legalisation Section. In cases where the Chamber of Commerce and Industry does not stamp and sign on the actual document, then the Chamber of Commerce must issue a covering letter on its **original letterhead stating clearly the attached documentation (by referring to the type of document, reference number (where applicable) and date (where applicable) and include the number of pages.**
- The e-versions are accepted that is currently being issued by the Chamber, however, any additional documentation that is required to be included with the Legalisation process must be the **original** documentation.

Refer to the website of the South African Chamber of Commerce and Industry (SACCI) <http://www.sacci.org.za/> for further information pertaining to contact details of Chambers across the country.

NOTE: The DIRCO – Legalisation Section does not take any responsibility for incorrect information provided, due to changes in the relevant authorities contact details; procedures; etc. It is therefore the responsibility of the customer to verify information directly with the relevant institution concerned.

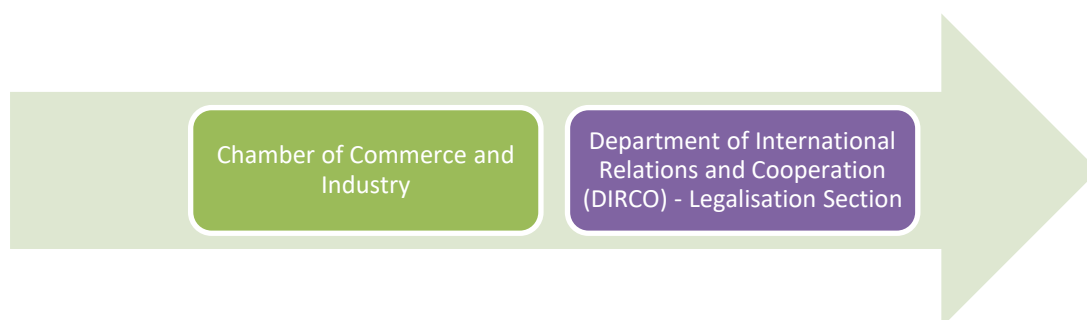
Note:

- The Bill of Lading in respect of export related documentation (usually requested for exports to Egypt), will unfortunately not be included within the legalisation process. The Chamber of Commerce and Industry confirmed that they cannot stamp and sign on the actual Bill of Lading. The matter is furthermore complicated for the Chamber of Commerce and Industry to issue the original covering letter (as per regulation for all other documentation), as the Chamber indicated that they must obtain directly from the shipping line, the formal undertaking as well as authorised signatories. They must also submit an affidavit together with the Bill of Lading for the Chamber to certify. Unfortunately, in most cases, the Bill of Lading is an Ocean Bill which should be issued by a shipping line – if it is a House Bill of Lading then this is issued by freight forwarders, so the Chamber can accept their formal undertaking, letter of authority, etc. In any event, a separate affidavit must cover the Bill and there is an additional certification fee charged by the Chamber. The Chamber furthermore indicated that shipping lines do not want to comply.

Step 2:

Customers need to submit the **original** document which has duly been verified by the Chamber of Commerce and Industry (as explained above) to the Department of International Relations and Cooperation (DIRCO) – Legalisation Section in Pretoria for legalisation purposes (Apostille or Authentication) for use abroad.

NOTE: Flow diagram: To follow the process as explained above (when the destination country is signatory/party to the Apostille Convention) – and when the Apostille Certificate will be issued and affixed:



(If the Convention applies, an Apostille is the only formality that is required to establish the origin of the public document – no additional requirement may be imposed to authenticate the origin of the public document.)

NOTE: Flow diagram: To follow the process as explained above (when the destination country is NOT signatory/party to the Apostille Convention) – and when the Certificate of Authentication will be issued and affixed:



CONTACT DETAILS: Department of International Relations and Cooperation (DIRCO) - Legalisation Section

OR Tambo Building, 460 Soutpansberg Road, Legalisation Section, Room NE2A-Ground Floor, Rietondale, Pretoria, 0084

Note: As the Legalisation Section receives a high volume of incoming calls pertaining to general enquiries, it is therefore recommended that you forward your enquiry via e-mail to legalisation@dirco.gov.za, as to ensure that you are able to receive the relevant assistance and guidance in writing from the Legalisation Section.

Tel: (012) 351-1000 (switchboard, ask for legalisation section)

E-mail: legalisation@dirco.gov.za

Website: www.dirco.gov.za – Services - Consular Services – Consular Information - Notarial Services (Legalisation)

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