

## ***Certifiable Documents, page 1 of 3***

### **1. Certification of Certificates of Origin**

**MBT can only certify Canadian certificates of origin.**

Exporter must ensure that:

- Name and address are included.
- Consignee's name and address are included.
- Itemized merchandise matches that listed on invoice.
- Country of origin is listed and matches that on invoice.
- If country of origin is other than Canada, certificate must indicate this.
- Place and date are provided.
- Company official has signed document.
- There is no presence of a "boycott" clause.

### **2. Invoices and Other Shipping Documents**

- If above are supporting documents (with certificate of origin), no need for notarization.
- Exporter's name and address must be included.
- Consignee's name and address must be included.
- Itemized merchandise must match that listed on certificate of origin.
- Country of origin must be listed and match certificate of origin.
- Place and date must be included.

### **3. Visa Requests**

- Visa application letter must be signed by company official.
- Company must have a completed application form from the embassy of the country to which they are travelling.
- Person for whom the Visa is requested must appear in person with their passport and a photo ID – driver's license or health card.

### **4. Letter of Authenticity for Canadian registered companies**

- This letter, on the client's letterhead, verifies that a Canadian firm exists. It is often requested by foreign embassies.
- Must be notarized by a Notary Public (not commissioned by MBT Commissioner of Oaths).
- Bring a copy of the incorporation papers for the company to the appointment.
- No discriminatory statements.
- MBT retains an original notarized copy.

### **5. Letter of Introduction**

- Service provided to MBT members only.

## ***Certifiable Documents, page 2 of 3***

### **6. Agent/Representational Agreements**

- MBT will certify the document provided it has been notarized.

### **7. Certificates of Composition/Analysis**

- Company official must sign document.
- An evaluation of risk must be provided for each product.

#### ***MBT Cannot Certify:***

- **Hand written documents.**
- Certificates of origin from other countries.
- Certificate of Free Sale.
- Government inspection agency certificates.
- Any document with a boycott clause.
- Scholastic degrees or diplomas.
- Personal documents, such as divorce, marriage or death certificates.
- NAFTA Certificates of Origin.
  - Please see CCRA (Canada Customs and Revenue Agency) form B232
- Fumigation Certificates\*.
- Government issued certificates\*.

\* MBT can issue a short-stamped letter on MBT letterhead stating we have examined the document and believe it to be genuine.

#### ***What to Bring:***

- One additional copy of all documents presented for certification.
- Each copy must be originally signed by a company officer or duly authorized agent.
- The documents must have original signatures.
- All signatures must be original. **Photocopied signatures will not be accepted.**
- MBT requires an original copy of all documents for our files.
- The person who holds the appointment with the Markham Board of Trade must be willing to sign a waiver stating that the documents being certified are true.
- Documents written in a foreign language must be accompanied by an English translation signed by a signing officer of the company.
- If the exporter is not a Canadian company, a Canadian representative's (e.g. freight forwarders) company name and address must be specified on the Certificate of Origin.
- The Consignee's (or Notify Party's) full company name and address must be included on the Certificate of Origin.

## ***Certifiable Documents, page 3 of 3***

### **Fees**

- MBT Members: \$25 (includes HST) per set\*
  - Non-Members: \$41 (includes HST) per set\*
- \*A "set" is a group of documents with the same invoice number belonging to an individual shipment. (No limit on the number of signatures required)
- \*A "set" is also a group of documents pertaining to the same subject such as a business visa, Letter of Authenticity, Letter of Confirmation, Agent/Representational Agreements, etc. (No limit on the number of signatures required)

### ***Payment***

- Full payment required at time of certification of documents.
- Payment methods include credit cards, cash, certified or corporate cheque, money order or bank draft.
- For more information contact 905-248-2718.