

Kia ora!

We are currently experiencing an error with Resubmission and with Copied Applications in ChamberDocs.

If you are trying to submit a certificate of origin, but are running into an error message, Please follow the below steps to ensure your submission will go through to our side for certification.

Please follow these instructions as closely as possible, keeping in mind there will be slight formatting differences for different types of Certificates of Origin.

Please do not use an Exporter Reference that has already been used in the past.

Please get in touch if you experience any error messages; and be sure to provide a screenshot and a description of what you were trying to do.

To Submit a Certificate of Origin

Please Navigate to Export Documents on the left column and Create a New Application, from the below button

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
DRAFT	AANZ	30 Jan 2026			NZ China

Then, make sure it says First-Time Submission, ignore the text below that header, and continue to the Web form

NZ-China FTA Certificate of Origin Application

Certificate Type: First-Time Submission

For new applications consider using a saved certificate type or [Click here](#) to edit and resubmit your previously certified Certificate of Origin.

IGNORE Continue to complete form.

Note: You can "Save Draft" at any time and complete this questionnaire at a later date.

Do not click any of the “Click-here” buttons, these are not functional.

Then: fill out box 1, 2,3 and four with the web form.

BOX 1: CONSIGNOR/EXPORTER	BOX 2: PRODUCER	BOX 3: CONSIGNEE
My Company	--Choose--	Name
NZCCI Test exporter		Building/Street No
Building/Street No		Street Address
Street Address		Suburb
Suburb		City
AUCKLAND		Postcode
1010		China
New Zealand		
Box 4: Means Of Transport And Route		
DEPARTURE DATE	VESSEL/VOYAGE NO/FLIGHT NO/COURIER	MEANS OF TRANSPORT
30/01/2026	Vessel/Voyage No/Flight No/Courier	--Choose--
PORT OF LOADING	PORT OF DISCHARGE	
Akaroa	Anqing Pt	
BOX 5: REMARKS		

Then, Add your goods. Complete the below table, using the information from your Goods registration, and your positive knowledge of the consignment.

MARKS & NOS	QUANTITY & DESCRIPTION	HS CODE	WEIGHT/QTY	ORIGIN CRITERION
+ ADD ROW				

marks and numbers on packages must be physically present on the package shipped, or leave the field blank.

The description of goods must be the verbatim name of the item as it was registered

with the chamber, please **check your goods registrations under your company profile.**

Add Item to Shipment

BOX 8: MARKS AND NUMBERS ON PACKAGES

BOX 9: NUMBER AND KIND OF PACKAGES;
DESCRIPTION OF GOODS

BOX 10: HS CODE

BOX 11: ORIGIN CRITERION

BOX 12: GROSS WEIGHT

BOX 13: INVOICE VALUE

INVOICE NUMBER

Description of Goods:

Provide a product name and brand name. This information should be sufficiently detailed to enable the products to be identified by the customs officer examining them. Details should relate to the invoice description of goods.

If goods not packed, state "in bulk".

Include Net Weight here when required.

GROSS WEIGHT UNITS

QUANTITY

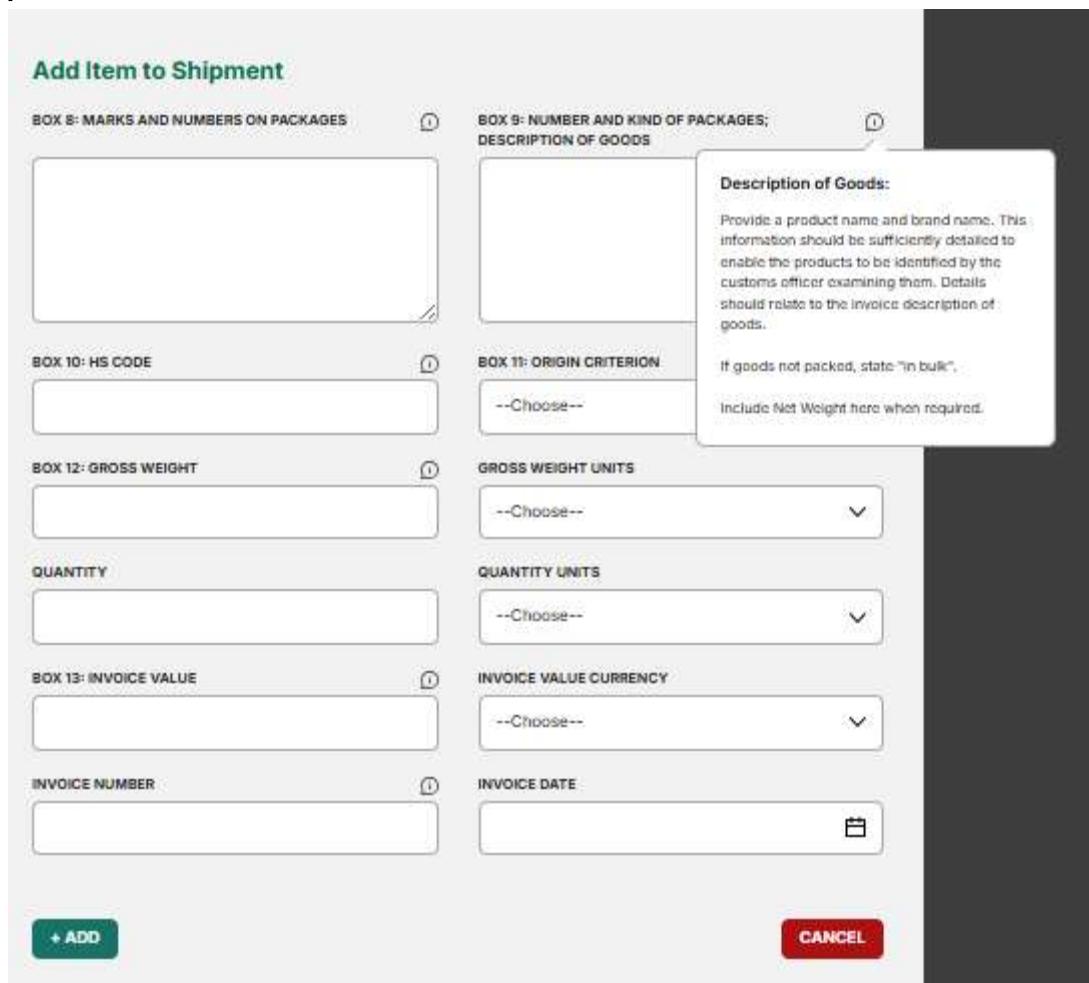
QUANTITY UNITS

INVOICE VALUE CURRENCY

INVOICE DATE

+ ADD

CANCEL



then click ADD.

Repeat the process for **EACH GOOD**.

Then click Save Draft,

PREVIEW

SAVE DRAFT

SUBMIT



It will take you back to your Active Export Document Applications

Then enter the same application again by clicking the three dots, and Edit

Active Export Document Applications

+ CREATE NEW + UPLOAD PDF

VIEW Active

STATUS All

TYPE All

SEARCH Search

STATUS	TYPE	ACTION DATE	CERTIFICATE NO	REFERENCE NO	CONSIGNEE
DRAFT	NP	30 Jan 2026			HEBEI HUILIN LEATHER TECH CO., LTD
DRAFT	NZC	30 Jan 2026			
DRAFT	AANZ	30 Jan 2026			

VIEW ...

~~Preview~~
~~Edit~~
~~Duplicate~~
~~Delete~~

IF YOU HAVE ALREADY SENT CO TO IMPORTER AND NOW NEED TO UPDATE:

Follow the steps as above to ***create a new webform from scratch***.

Add the Below text in your Remarks field,

BOX 6: REMARKS

This Certificate Cancels and Replaces Certificate XX.XXXX.XXXX dated DD.MMM.YYYY

This Certificate Cancels and Replaces Certificate XX.XXXX.XXXX dated DD.MMM.YYYY
 The xxx's are your old certificate number, and the DD.MMM.YYYY is your date of approval,
 (not today's date if certificate approved before today).

Also add your resubmission reason to the comments to chamber field.

SPECIAL INSTRUCTIONS TO CHAMBER

Resubmission Reason: updated shipment date / updating weight / updating transport details / etc.