

**Agreement of Understanding Concerning
Appointment of Assistant Secretary for the
Purpose of Certification of Certificates of Origin**

The North Clackamas County Chamber of Commerce (Chamber) appoints

_____, Representing (exporter)

_____ as an Assistant Secretary for the sole purpose of signing Certificates of Origin as required on documents originating in the above-named company.

I understand that as an Assistant Secretary I will be acting on behalf of the Chamber and I agree to comply with all requirements and policies as established by the Chamber.

I understand any violation of the laws controlling Certificates of Origin and their authorization, any misrepresentation of the country of origin, or any use of the leased stamp outside of the above-named exporter will immediately revoke my appointment.

I understand this authorization is non-transferable and may be revoked at any time by the Chamber.

I understand the Chamber requires the original Certificate of Origin from the country of manufacture be kept on file for re-export of foreign products.

I understand the chamber requires a fully completed Certificate of Origin form and invoice with items clearly described for every transaction.

I understand the Certificates of Origin procedures as established by the Chamber must be fully carried out.

I agree that my files will be kept complete and up-to-date and will at all times be open to random audit by the Chamber to verify compliance with Chamber policy.

I have read and understand my responsibilities as an authorized representative of the Chamber in the matter of certifying Certificates of Origin and I agree to abide by the rules.

Signature of designated Assistant Secretary

Date

Authorizing signature for the Chamber