



V A N U A T U

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

PREFERENTIAL COUNTRY OF ORIGIN MODULE STANDARD OPERATING PROCEDURES

Submission of Applications for Certificate of Origin

Purpose	The purpose of the Preferential Country of Origin (PCO) module is to facilitate the application, processing and issuance of Vanuatu Certificates of Origin (CoO), in the Vanuatu Electronic Single Window (VeSW) system. This facilitation ensures that issued CoO are consistent with the different Rules of Origin (RoO) of the various Free Trade Agreement (FTA), as well as the Vanuatu's Basic Certificate of Origin (BCO).			
Scope	This procedure applies to all users of the VeSW PCO Module when submitting an application for Certificate of Origin in the VeSW system.			
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 			
Process Owner(s)	Deputy Director Customs			
Legislation	<ul style="list-style-type: none"> • Schedule 4, Import Duties Act No. 29 of 2013 			
Other Doc reference	<ul style="list-style-type: none"> • ROO Compendium • ROO Handbook • ROO Procedures Manual • MSGTA ROO Handbook • PACER Plus Summary Rules of Origin Final Draft 10.09.20 			
Flowcharts	<ul style="list-style-type: none"> • Application process for Certificates of Origin 			
Minimum Docs Required	<ul style="list-style-type: none"> • Invoice, if applicable 			
Output Documents	<ul style="list-style-type: none"> • Certificate of Origin, specific to the FTA 			
Procedure	Person Responsible	<ul style="list-style-type: none"> • Exporter (or their Agent) • Customs Admin Officer • Customs Authorized Officer • Customs Inspector 	Section Responsible	Customs Technical Unit
	<ol style="list-style-type: none"> 1. Prior to exportation of the Vanuatu Product, the Exporter may apply for the Vanuatu CoO to get some special treatment at the Importing Country. 2. In order to do this, the Exporter (or their Agent) must apply for the Certificate in the VeSW system. 			

	<ol style="list-style-type: none"> 3. Once the PCO Application form is completed, the Applicant should submit it along with the required attachments. 4. If the PCO Application is for a product that is already approved for the Exporter under a given FTA, the Applicant will receive the certificate automatically from the system. 5. Otherwise, the Customs Admin Officer(s) will receive an email to check the application in the system and the Officer responsible can either: <ol style="list-style-type: none"> 5.1 Send the application back for query, in which the applicant should address and re-submit; or 5.2 Modify the application themselves; or 5.3 Reject the application if it is not in order, capturing the reasons for the rejection in the system. 6. If the application is in order, the Admin Officer will accept the application. 7. Customs may wish to inspect the product to insure it conforms with the RoO of the FTA concern. The inspection results must be captured in the system. 8. Once inspection is completed, the Authorized Customs Officer will receive an email to approve or cancel the application. 9. Once the application is approved, the Certificate of Origin will be ready for printing or downloading from the system. 			
Monitoring	Person Responsible	<ul style="list-style-type: none"> • Customs Rules of Origin Technical Officer 	Section Responsible	Customs Technical Unit
	<ol style="list-style-type: none"> 1. Run system checks on all submitted application and make sure they are dealt with in good time. 2. Run system checks on all submitted application for the purpose of risk management. 3. Compile reports from the system for the purpose of compliance or operational reports for decision making. 			
Corrective Actions	<ol style="list-style-type: none"> 1. If an Applicant submits inaccurate information on the applications, the Customs Technical Unit will consult them for the sake of voluntary compliance. 2. Customs may also take legal action against Applicants who make continuous errors/omissions. 3. Customs may deregister a product if it does not comply with the Rules of Origin of the Free Trade Agreement. 			

VERIFICATION AND RECORD KEEPING

Date Written:	20 th July 2021	By:	VeSW NPT
Date Endorsed:		By:	Senior RoO Officer
Date Authorized:		By:	Deputy Director Customs
Date for Revision:		By:	Customs Technical Unit