



Updated 1 September 2019

AACCI DOCUMENT STAMPING PRICE LIST ALL PRICES INCLUDE GST EXCEPT FOR COO & CDO

TYPE OF DOCUMENTS & APPLICABLE RULES & PRICE		MEMBER	NON-MEMBER
CERTIFICATE OF ORIGIN (COO) & CERTIFIED DECLARATION OF ORIGIN (CDO) - GST EXEMPT <ul style="list-style-type: none"> AACCI CANNOT STAMP UNSIGNED, WITHOUT DATE OR DATE LATER THAN THE STMPING DAT COO OR CDO – NO EXCEPTIONS 			
	1 – 20 Pages	\$39	\$59
	21 – 40 Pages	\$49	\$69
	PLEASE ADD \$10 CHARGE EVERY ADDITIONAL 20 PAGES - 41 - 60 Pages	\$59	\$79
AMENDMENT – COO OR CDO – CHARGED AT 50% <ul style="list-style-type: none"> MEANS APPLYING CHANGES TO A PREVIOUSLY STAMPED DOCUMENT, COO & CDO HAVE TO BE AMENDED IF NOT USED WITHIN 30 DAYS FROM STAMPING AND CAN BE AMENDED WITHIN 12 MONTHS CLIENT TO PRESENT COPY OF THE ORIGINAL STAMPED DOCUMENT ORIGINAL NUMBER MUST BE ASSIGNED TO THE AMENDMENT, BUT ON REGISTER NEW NUMBER IS ASSIGNED WITH REFERENCE TO ORIGINAL NUMBER (USE STAMP WITH RED TOP) 		\$19.50	\$29.50
AUSTRALIAN COMPANY LETTER FOR KSA VISA - TEMPLATE OF LETTER (3 COPIES) AS PER VFS TASHEEL - BUSINESS REGISTRATION FORM & INDEMNITY DECLARATION TO BE COMPLETED AND SIGNED BY CLIENT PRIOR TO STAMPING. AVAILABLE FROM https://www.austarab.com.au/certification-forms/ <ul style="list-style-type: none"> AACCI CANNOT STAMP DOCUMENTS ISSUED IN ANOTHER COUNTRY – NO EXCEPTIONS AACCI STAMPS ONLY THE AUSTRALIAN COMPANY LETTER, WHICH CLIENT ATTACHES TO THE APPLICATION FOR THE KSA VISA 		\$42.90	\$64.90
AMENDMENT – VISA LETTER OR OTHER DOCUMENTS – CHARGED AT 50% <ul style="list-style-type: none"> MEANS APPLYING CHANGES TO A PREVIOUSLY STAMPED DOCUMENT CLIENT TO PRESENT COPY OF THE ORIGINAL STAMPED DOCUMENT ORIGINAL NUMBER MUST BE ASSIGNED TO THE AMENDMENT – (USE STAMP WITH RED TOP) 		\$21.45	\$32.45
NON-STANDARD & OTHER DOCUMENTS – SUCH AS CONFORMITY OR PHARMACEUTICAL PRODUCT CERTIFICATE, LICENCES ETC. PRESENTED DOCUMENTS ARE SUBJECT TO AACCI'S APPROVAL FOR COMPLIANCE REASONS <ul style="list-style-type: none"> AACCI IS NOT AUTHORISED TO STAMP FREE SALE CERTIFICATES CERTIFICATE MEANS DOCUMENT ISSUED BY AN AUTHORISED ORGANISATION NOT ON CLIENT'S LETTERHEAD AACCI WILL STAMP ONLY DOCUMENTS ISSUED IN AUSTRALIA BUSINESS REGISTRATION FORM & INDEMNITY FORM TO BE COMPLETED AND SIGNED BY CLIENT, PRIOR TO STAMPING. MEMBERS & REGISTERED (ONCE A YEAR) CLIENTS COMPLETE ONLY THE INDEMNITY FORM - AVAILABLE FROM https://www.austarab.com.au/certification-forms/		\$42.90	\$64.90
E-CERTIFY - THE SAME RULES APPLY AS TO DIRECT STAMPING PLUS THE MIN 3 HRS TURNAROUND APPLIES (AMENDMENT = 50% OF FULL FEE) OTHER FEES MAY BE APPLIED BY ECERTIFY NOT AACCI IE PAYMENT PROCESSING		\$41	\$61
PHOTOCOPY CHARGES APPLIES IF: <ul style="list-style-type: none"> CLIENT DOES NOT SUPPLY AN EXTRA COPY FOR AACCI'S RECORDS AND UNLESS CLIENT INSTURCTS OTHERWISE – 3 COPIES ARE REQUIRED FOR STAMPING (1 x FOR EXPORT; 1 x FOR CLIENT 'S RECORD; 1 x FOR AACCI) 		\$5	\$5
PRINTING A CHARGE APPLIES IF: <ul style="list-style-type: none"> THE CLIENT EMAILS A SET OF DOCUMENTS TO BE PRINTED & STAMPED 		\$10	\$10
EXPRESS POST A CHARGE APPLIES IF: <ul style="list-style-type: none"> CLIENT REQUIRES STAMPED DOCS TO BE EXPRESS POSTED, BUT A RETURN ENVELOPE HAS NOT BEEN PROVIDED 		\$6.20 - small & \$7.20 - large envelope	
PART STAMPING Refer next page point 1	ALWAYS ASK WHAT IS THE REASON FOR PART STAMPING OF THE DOCUMENTS? Please refer to AACCI EO in your State for approval. Client Must provide copy of stamped COO from another state – otherwise charge applies		
ACROSS STATE BORDER PART DOCUMENT STAMPING Refer next page point 2	ALWAYS ASK WHY ONLY PART DOCUMENTS ARE SUPLIED FOR STAMPING? IE IF ONLY A PACKING LIST OR COMMERCIAL INVOICE IS SUPPLIED? WHERE IS THE COO? Please refer to AACCI EO in your State for approval. Client Must provide copy of stamped COO if it was stamped in another state – otherwise FULL charge applies		
PAYMENT METHODS: AACCI MEMBERS ON ACCOUNT & NON-MEMBERS AT POINT OF SERVICE BY CREDIT CARD OR ONLINE ONLY			

IMPORTANT!

THIS INFORMATION IS TO BE DISPLAYED AT ALL TIMES FOR REFERENCE FOR STAFF AT THE STAMPING DESK

PART DOCUMENT STAMPING FOR ONE SHIPMENT IN THE SAME STATE

IE. VICTORIA

- PART DOCS ARE STAMPED IN THE MORNING & PART IN THE AFTERNOON ON THE SAME DAY

OR

- ON A DIFFERENT DAY IN THE SAME STATE

ONLY ONE CHARGE APPLIES PROVIDED CLIENT:

- **ADVISES** - THAT THIS IS PART DOCUMENT STAMPING FOR THE SAME SHIPMENT AT THE TIME OF STAMPING NOT LATER
- **PROVIDES** - THE COPY OF THE ORIGINAL CERTIFICATE/DOCUMENT OR AT LEAST THE EIGHT DIGIT NUMBER WHICH WILL ALLOW TO FIND THE EARLIER STAMPED DOCUMENTS, WHICH STAFF CAN CHECK AT THE TIME OF STAMPING.

OTHERWISE DOCUMENTS ARE CHARGED AT FULL PRICE AS PER THE PRICE LIST

AACCI STAMPING POLICY REQUIREMENT IS TO KEEP NUMBERED RECORDS OF ALL TRANSACTIONS.

THE STAFF MEMBER MAKES A NOTE ON OFFICE COPY AS PART STAMPING AND ATTACHES THIS COPY TO THE ORIGINAL

ACROSS STATE BORDER PART DOCUMENT STAMPING FOR ONE SHIPMENT

IE. THE FIRST DOC IS STAMPED IN SA AND THE SECOND IN VICTORIA

- PART OF DOCUMENTS STAMPED IN ONE STATE

AND

- THE REMAINING DOCS FOR THE SAME SHIPMENT ARE STAMPED IN ANOTHER STATE

ONLY ONE CHARGE APPLIES AND IS TO BE APPLIED BY THE STAMPING DESK IN THE STATE WHERE THE FIRST DOCUMENT WAS STAMPED.

THE CLIENT:

- **ADVISES** - THAT THIS IS PART DOCUMENT STAMPING FOR THE SAME SHIPMENT AT THE TIME OF STAMPING NOT LATER
- **PROVIDES** - THE COPY OF THE ORIGINAL CERTIFICATE/DOCUMENT OR AT LEAST THE EIGHT DIGIT NUMBER WHICH WILL ALLOW TO FIND THE EARLIER STAMPED DOCUMENTS.
- **STAMPING STAFF SEND EMAIL** TO THE STAMPING DESK WHERE THE FIRST DOCUMENT WAS STAMPED FOR REFERENCE

OTHERWISE DOCUMENTS ARE CHARGED AT FULL PRICE AS PER THE PRICE LIST

EIGHT DIGIT REGISTRATION NUMBER

AACCI STAMPING POLICY REQUIRES TO KEEP NUMBERED RECORDS OF ALL TRANSACTIONS.

THE EIGHT DIGIT REGISTRATION NUMBER IS UNIQUE TO EACH DOCUMENT AND THE FIRST DIGIT IS SPECIFIC TO EACH STATE IE. VICTORIA IS **32150780. IT IS STAMPED IN RED IN THE TOP RIGHT HAND CORNER STAMPED DOCUMENT.**