



## ROBIN MOTOR SPORT (PTY) LTD

### CERTIFICATE OF ORIGIN REQUIREMENTS & INSTRUCTIONS FOR SUPPLIERS

To : All Suppliers from the Philippines  
Subject : Mandatory Requirements for Certificate of Origin for Shipments to Namibia

This document outlines the non-negotiable requirements for the Certificate of Origin (COO) that must accompany all shipments from the Philippines to Robin Motor Sport (Pty) Ltd ("RMS") in Namibia. Your compliance is mandatory to avoid customs clearance delays, penalties, and storage fees at the port of entry.

#### 1. Governing Incoterm

All shipments are governed by CIF (Cost, Insurance, and Freight) - Walvis Bay, Namibia (Incoterms 2020). Under this term, the supplier is responsible for all costs and risks until the goods are discharged at the port of Walvis Bay. RMS is responsible for all import formalities, including the submission of a correct COO to Namibian customs.

#### 2. Mandatory Certificate of Origin Specifications

The Certificate of Origin provided must meet the following exact criteria:

- (i) Issuing Authority: Must be issued and certified by the Philippine Chamber of Commerce and Industry (PCCI) or another authorised Philippine Chamber of Commerce.
- (ii) Form Type: Must be the official common form or any specific form required by the PCCI.
- (iii) Country of Origin: Must clearly state "Country of Origin: The Philippines".

Authentication: Must be:

- (i) Original Document. No photocopies are accepted unless duly legalised.
- (ii) Signed by the company's authorised signatory.
- (iii) Stamped with the company's official seal.
- (iv) Certified with the official stamp and signature of the PCCI.

#### 3. Required Information on the Certificate of Origin

The COO must contain the following precise information, which must exactly match the details on the commercial invoice and packing list:

- (i) Exporter: Full name and address of the Philippine supplier.
- (ii) Consignee: Must be:
  - Robin Motor Sport (Pty) Ltd
  - Confirm the physical address at [robinmotorsport.com](http://robinmotorsport.com)
  - Windhoek, Namibia
- (iii) Goods Description: A clear description of the automotive products.
- (iv) Harmonised System (HS) Code: The accurate 6-digit HS code for each item.



- (v) Origin Criterion: The correct origin criterion must be stated (e.g., "WO" for Wholly Obtained or "PSR" for Product Specific Rules).
- (vi) Quantity, Gross & Net Weight: Must match the packing list exactly.
- (vii) Number & Date of Invoices: Corresponding to the commercial invoice.
- (viii) Vessel/Flight Details & Port of Loading: e.g., Manila, Philippines.
- (ix) Port of Discharge: Walvis Bay, Namibia.

#### 4. Submission Process

- 1.
2. Pre-Shipment Review: A scanned copy of the completed and signed (by exporter) COO must be emailed to [logistics@robinmotorsport.na](mailto:logistics@robinmotorsport.na) for review before the goods are shipped.
3. Final Submission: The original, PCCI-certified Certificate of Origin must be sent via a reliable courier service (e.g., DHL, FedEx) to our logistics department at the address below immediately after issuance. It must be received by our office before the shipment arrives in Walvis Bay.

#### RMS Logistics Department

Confirm physical address at [robinmotorsport.com](http://robinmotorsport.com)  
Windhoek, Namibia  
Email: [logistics@robinmotorsport.com](mailto:logistics@robinmotorsport.com)

#### 5. Supplier Liability

The supplier is solely responsible for:

- (i) The accuracy, authenticity, and timely provision of the Certificate of Origin.
- (ii) Any and all fines, penalties, demurrage, storage fees, or additional duties levied by the
- (iii) Namibia Revenue Agency (NAMRA) due to an incorrect, invalid, or missing COO.
- (iv) Reimbursing RMS for any and all costs incurred due to such delays or non-compliance.

#### Acknowledgement

By supplying goods to Robin Motor Sport (Pty) Ltd, you acknowledge that you have read, understood, and agreed to comply with these Certificate of Origin requirements.

Disclaimer: This document serves as a summary of key requirements. Procedures and requirements of the PCCI and Namibian customs take precedence. It is the supplier's responsibility to verify the exact certification process with the PCCI.