

**CERTIFICATE OF ORIGIN SERVICE PROCEDURES  
AT INDUSTRIAL AND TRADING DEPARTMENT OF  
SEMARANG CITY**

**PAPER**

**Presented in partial fulfilment of the requirements  
for the completion of Diploma III Program  
of the English Language Department  
specialized in office management**



**By :  
Umi Shoimah  
C21.2002.00380**

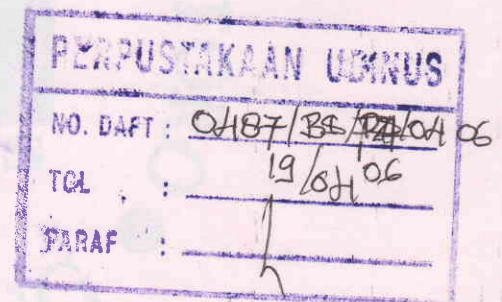
**FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
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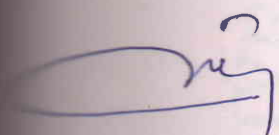
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2006**

## PAGE OF APPROVAL

This paper has been approved by Board of Examiners, Diploma III Study Program  
English Department, Faculty of Languages and Letters, Dian Nuswantoro  
University on February 7th, 2006.

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## MOTTO

- **P**rayer is answered while you are working, not when you are asking.
- **W**hoever wakes up in the morning for something other than God has **b**ecome among the losers.
- **W**hen you lose all, you discover the self.
- **T**he heavens and earth do not contain Me but the heart of the believer **c**ontains Me.

## ACKNOWLEDGEMENT

At this happiest moment, I am very thankful to Allah SWT who has blessed and guided me in every step that I made in my life also during the writing of this paper.

I would like, furthermore to express my sincere thanks to:

1. Mr. **Mahmud**, S.E., M.M., The Dean of Faculty of Languages and Letters of Dian Nuswantoro University who gave me permission to conduct this study.

2. Mrs. **Ardini** Suryo Andriani, S.S., The paper coordinator of Diploma III Study Program of English Language, Faculty of Languages and Letters, Dian Nuswantoro University, who gave permission to me to conduct this study.

3. Mr. **Sunardi**, S.S, my adviser, for his continuous and valuable guidance, advice and encouragement in completing this paper.

4. All lecturers at the English Department of Faculty of Languages and Letters of Dian Nuswantoro University, who have taught, motivated, and given guidance during the writing of this paper.

5. All the staff at Industrial and Trading Department of Semarang City for giving me the opportunity and valuable helps to conduct the field study at the institution.

6. Self Access Center and The Central Library of Dian Nuswantoro University for the permission to use some valuable references in writing this paper.

7. My family members who have supported me for my study.

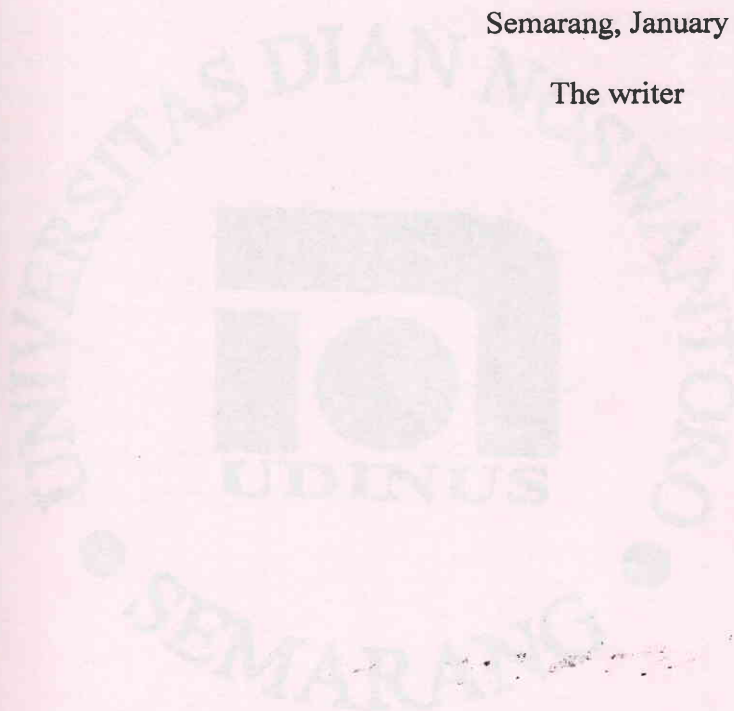


At the last but not the least, my boy friend Risma and my friends who have supported me for my study.

Finally, I do realize that due to my limited ability, this paper must have shortcomings. For this I welcome any suggestions and criticism.

Semarang, January 2006

The writer



## ABSTRACT

This paper, entitled “ Certificate of Origin Service Procedures at Industrial and Trading Department of Semarang City ”, is the result of the field study conducted for one month (since March 1st, 2005 until March 31st, 2005) at Industrial and Trading Department of Semarang City. This study is aimed at describing Certificate of Origin service procedures at Industrial and Trading Department of Semarang City.

The data of this study were collected by using interview, observation, and documentary methods. The observation method was aimed at understanding the procedure of Certificate of Origin. The interview method was conducted to get information about Certificate of Origin Service Procedures at Industrial and Trading Department of Semarang City. The documentary method was conducted to obtain data about Certificate of Origin by reading and learning literature materials related to the problem.

From the data analysis, it can be concluded that Certificate of Origin Procedures at Industrial and Trading Department of Semarang City are:

- 1. Filling in the form of Certificate of Origin
- 2. Checking the completeness of the form and requirements
- 3. Typing the Certificate of Origin
- 4. Signing and stamping the Certificate of Origin
- 5. Distributing the Certificate of Origin to the exporter

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