

Application of Certificate of Origin (Simplified Version)

LETTER OF AUTHORISED SIGNATORIES

Kindly note that for first time application and yearly updating, every company needs to furnish the followings:

1. Letter of Authorised Signatories (Annex C)
2. ROC Certificate and Instant Information (Blue Printed Form)
3. Letter from TDB on the CR number

A) LOCALLY MANUFACTURED GOODS

A.1 If the applicant is the manufacturer, the following documents are to be provided:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Letter of Confirmation of Manufacturing (Annex B)
7. Factory License issued by Ministry of Manpower

A.2 If the applicant who is also the manufacturer holds a factory license certificate which does not show manufacturing process then the following documents are to be provided:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Letter of Confirmation of Manufacturing (Annex E)
7. Cost Statement – Local Content must be at least 25% (Annex D)

A.3 If the applicant purchased the goods direct from a local manufacturer, the following documents are to be provided:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Letter of Confirmation of Manufacturing (Annex B) by the manufacturer
7. Factory License issued by Ministry of Manpower
8. Manufacturer's Invoice

A.4 If the applicant is a third party and is unable to produce the letter of Confirmation of Manufacturing and the Factory License certificate then the following documents are to be submitted:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Letter of Declaration by Supplier (Annex F)
7. Copy of labels/ packaging that print the phrase "Made in Singapore"
8. Supplier's Invoice

B) FOREIGN GOODS FOR RE-EXPORT PURPOSES

B.1 For direct Importers' application, the following documents are to be submitted:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice / Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Supplier's Invoice
7. Foreign Certificate of Origin / Import permit & Bill of Lading

B.2 If applicant is not the direct importer and is unable to produce the overseas supplier's documents, the following documents are to be submitted:

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice / Exporter invoice
4. Export Permit
5. Bill of Lading (if shipment has taken place)
6. Letter of Declaration (Annex E) by local supplier
7. Foreign Supplier's Invoice

B.3 If the above supporting documents are not available due to valid reasons, then a Statutory Declaration endorsed by the Notary Public must be provided.

C) DIRECT SHIPMENT (Second Country to Third Country)

1. Letter of Indemnity (Annex A)
2. Certificate of Origin (TDB3)
3. Commercial Invoice / Exporter invoice
4. Foreign Certificate of Origin / Direct or Thorough Bill of Lading
5. Supplier's Invoice consigned to Singapore buyer

D) SINGAPORE COMPANIES EXPORTING ON BEHALF OF FOREIGN COMPANIES

Documents required for application remain unchanged as per categories A, B, C.

1. Letter of Indemnity (Annex A) (from applicant)
2. Commercial Invoice (on Foreign Company's letter head)

The exporter's column on the Certificate of Origin (TDB3) must show as follow ; e.g.

- i) ABCPte Ltd
 Full Address (Singapore)
 On behalf of DEF Co, Ltd, Japan

Or

For companies whose transactions are under the letter of Credit (LC) requirement:

- ii) ABCPte Ltd
 On behalf of DEF Co. Ltd
 Full Address (Foreign)

ENDORSEMENT FEE (As At 15th May 2003)

Manual CO	SMCCI Members	Non-Members
1 st set of 4 copies of CO Origin Comprising 1-2 pgs (Inclusive of the original)	S\$7 / Set	CO S\$10 / Set
Any further additional copies (i.e. from the 5 th copy onwards)	S\$3 / copy	S\$4 / copy
Any additional pages (i.e. from the 3 rd page onwards)	S\$1 / page	S\$2 / page

The Certificate of Origin (TDB3) pink form is available at SMCCI Main Office (Level 1):
15 Jalan Pinang
Singapore 199147
Tel : 6297 9296
Fax : 6392 4527

OPERATING HOURS

Monday – Friday: 9.00am – 4.45pm
Saturdays: 9.00am – 12pm
(We are operating during lunch hour.)

POINTSTO NOTE

1. Whenever applicable, the original copies of supporting documents should be submitted. However if they are not available, clear photocopies are to be marked "CERTIFIED TRUE COPY" and signed by the AUTHORISED SIGNATORIES.

2. The Chamber reserves the right but has no obligation to conduct physical inspection of the goods under application and to verify the particulars furnished by the applicants. Applicants are therefore required to submit their application before the shipment.

3. The Chamber are required to retain a copy of each Certificate of Origin issued or any other documents endorsed / certified together with the relevant supporting documents. Each application for the Certificate of Origin together with an appropriate set of supporting documents must therefore be accompanied by a duplicate set / copy.

4. Applicants must also bring along the original copies of supporting documents for the sighting by the Chamber. The original may be returned together with the duplicate Certificate of Origin / documents. Copies of the documents and duplicates of the Certificate of Origin will be retained by the chamber.

5. All applicants for the issuance, endorsement and certification of the Certificate of Origin / other trade documents will be dealt with by authorized Chamber staff in strict confidence.

6. The Chamber reserves the right to require applicants to produce additional documentary evidence to allow sufficient verification of the particulars submitted.

7. The Chamber also reserves the right at its absolute discretion to decline the issuance, endorsement or certification of a Certificate of Origin or other trade documents without assigning reasons.

8. Where applicants have valid reasons for their inability in producing the full supporting documents as per listed, the Certification Officer of the Chamber should be consulted.

9. Where applicants are unable to meet any of the requirements, an issuance of the Banker's Guarantee may be required.

10. Under the Export Order (Certificates of Origin and Commonwealth Preference Certificates)

(Authorisation – Chamber of Commerce and Others) any person who:

- a) Obtain any Certificate of Origin, which is false in any material particular
- b) Makes or presents any declaration, statement or representation which is false in any material particular for the purpose of obtaining such a certificate
- c) Uses such a certificate in respect of goods other than the goods certified
- d) Make or cause an alteration whether by adding, inserting, erasing, removing or obliterating or otherwise; or
- e) Substitutes or permits any other person to substitute any goods for goods in respect of which such a certificate has been issued;

Shall be guilty of an offence and shall be liable on conviction to a fine of up to S\$100,000 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or up to both for the first offence. For the second and subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

For Further clarification and information, please do not hesitate to contact us at 6297 9296. Thank you for your kind interest in the Singapore Malay Chamber of Commerce and Industry. We look forward to your continued support.

LETTER OF INDEMNITY

(To be typed on the original company's letterhead)

Date:
To: The Executive Director
Singapore Malay Chamber of Commerce and Industry
15 Jalan Pinang
Singapore 199147

Dear Sir,

In consideration of issuing, endorsing or certifying at our request the Certificate of Origin, Commercial Invoices, Packing List and all other documents covering shipment of the merchandise enumerated therein per **(NAME OF VESSEL / FLIGHT NO.)** from **(PORT OF LOADING / SHIPMENT)** to **(PORT OF DISCHARGE AT THE FINAL DESTINATION)**. We hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims, expenses, losses, damages, costs, charges and liabilities whatsoever which may be taken or made against you or incurred or become payable by you by reason of or on account arising of your issuing, endorsing and certifying the aforesaid documents.

Marks	Description of Goods	Quantity / Weight

We are a member of : _____
 (Chamber / Organisation / if any)

Member since : _____

Valid Business Registration no. : _____

Valid Company Registration No. : _____

We declare that the information contained in all applications for the certificates or certifications as referred to the above is true and correct.

We are aware the under the Import and Export (Regulations 1995) with effect from 1 December 19995, the penalty for making a false declaration in respect of any such Certificate, permit or certification is a fine of up to S\$100,000 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or up to both for the first offence. For the second and subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours sincerely,
Signature of Authorised Signatories
Name & Designation
Affix Company's Stamp

LETTER OF DECLARATION BY MANUFACTURER

(To be typed on the original company's letterhead)

Date

To: The Executive Director
Singapore Malay Chamber of Commerce and Industry
15 Jalan Pinang
Singapore 199147

Dear Sir,

CONFIRMATION OF MANUFACTURE

We declare that the product(s) listed below is/ are manufactured by us and comply with the origin criteria for the issue of a Certificate of Origin.

Description of goods	Quantity / Weight Supplied to Exporter

Our Invoice No. : _____ dated _____ attached.

Our factory is located at _____.

We forward a copy of the Certificate of Registration of our Factory issued by the Ministry of Manpower.

We declare that the information contained in all applications for the certificates or certifications as referred to the above is true and correct.

We are aware the under the Import and Export (Regulations 1995) with effect from 1 December 1995, the penalty for making a false declaration in respect of any such Certificate, permit or certification is a fine of up to S\$100,000 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or up to both for the first offence. For the second and subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours Sincerely,
Signature of Authorised Signatories
Name & Designation
Affix Company's Stamp

SPECIMEN SIGNATURES OF AUTHORISED SIGNATORIES*(To be typed on the original company's letterhead)*Date: 1st January _____

To: The Executive Director

Singapore Malay Chamber of Commerce and Industry

15 Jalan Pinang

Singapore 199147

Dear Sir,

Signatures of Authorised Signatories for the Application, Certification and Endorsement of Certificates of Origin / Other Shipping Documents

VALID FROM 1st JANUARY – 31st DECEMBER _____

We confirm that the respective person / persons named below is authorized by *the board of Directors/ Sole Proprietor/ Partners of the *Company / Firm to make the application for the Certificate of Origin or Endorsement or Certifications on Certificate of Origin and other shipping documents whatsoever and to issue letters of indemnity, for and on our behalf and in our favour in relation thereto. The authorizations of the respective persons named below will remain in force until it is being officially revoked and *the board of Directors/ Sole Proprietor/ Partners of the *Company / Firm.

NAME	I/ C NUMBER	DESIGNATION	SIGNATURE

Valid Business Registration no.: _____

TDB CR No.: _____

(Enclosed are photocopies of the Business Registration Certificate (Current and Official Letter from the SC on the CR No.)

Yours Sincerely,

Signature of Authorised Signatories

Name & Designation

Affix Company's Stamp

MANUFACTURING COST STATEMENT*(To be typed on the original company's letterhead)*

Date

To: The Executive Director
 Singapore Malay Chamber of Commerce and Industry
 15 Jalan Pinang
 Singapore 199147

Name of Product : _____
 HS Code : _____
 Unit Price : _____
 Country of Final : _____

1)

RAW MATERIALS	COUNTRY OF ORIGIN	UNIT COST		
		LOCAL	FOREIGN	TOTAL

2) DIRECT LABOUR COST : _____

3) DIRECT OVERHEAD COST : _____

4) EX FACTORY COST (1 + 2 + 3) : _____

5) PROFIT (Company's Own Mark – up Profit) : _____

6) EX FACTORY PRICE (4 + 5) : _____

Calculation:**ORDINARY CERTIFICATE OF ORIGIN:**

Local Content :

$\frac{\text{Cost of Local Raw material} + \text{Direct Labour Cost} + \text{Direct Labour Overhead Cost}}{\text{EX- FACTORY PRICE}} \times 100 = \text{_____}\%$

Yours Sincerely,
 Signature of Authorised Signatories
 Name & Designation
 Affix Company's Stamp

LETTER OF DECLARATION BY SUPPLIER

(To be typed on the original company's letterhead)

Date

To: The Executive Director
Singapore Malay Chamber of Commerce and Industry
15 Jalan Pinang
Singapore 199147

Dear Sir,

CONFIRMATION OF COUNTRY OF ORIGIN OF GOODS BY SUPPLIER

We declare that the product(s) listed below is/ are supplied by us and comply with the origin criteria for the issue of a Certificate of Origin.

Description of goods	Quantity / Weight Supplied to Exporter

Our Invoice No. : _____ dated _____ attached.

For your kind information, we are only the supplier and not the manufacturer of the products. However we are pleased to inform you that the manufacturer's name and factory address are _____.

We declare that the information contained in all applications for the certificates or certifications as referred to the above is true and correct.

We are aware the under the Import and Export (Regulations 1995) with effect from 1 December 1995, the penalty for making a false declaration in respect of any such Certificate, permit or certification is a fine of up to S\$100,000 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or up to both for the first offence. For the second and subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours Sincerely,
Signature of Authorised Signatories
Name & Designation
Affix Company's Stamp