

ANNEX I

SPECIMEN SIGNATURES OF AUTHORISED SIGNATORIES

(To be typed on Company's Original Letterhead)

**MUST BE UPDATED ANNUALLY ON 1ST JAN AND WHENEVER THERE ARE CHANGES
DURING THE YEAR**

Date : 1 January _____

To : **The Secretary-General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457**

Dear Sirs

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

VALID FROM 1ST JANUARY TO 31ST DECEMBER

We confirm that the persons named below have been authorised by *the Board of Directors/the Sole Proprietor/Partners of the *Company/Firm to make applications, for and on our behalf, for Certificates of Origin or Endorsements or Certifications on Certificates of Origin; to sign all Certificates of Origin and other supporting or shipping documents whatsoever and to issue Letters of Indemnity in your favour in relation thereto. The authorisation of the persons named below have not been revoked and you are entitled to treat such authorisations as remaining valid unless you receive written confirmation from us that any or all of such authorisation has or have been revoked by the *Board of Directors/Sole Proprietor/Partners of the *Company/Firm:

NAME	I/C NUMBER	DESIGNATION	SIGNATURE

Our Valid Business Registration No. is :

Our Singapore Customs Unique Entity Number (UEN) is:

(Enclosed are photocopies of the Business/Company Registration Certificate and Official Letter from Singapore Customs on UEN No.)

Yours sincerely,

**Affix Company's official rubber stamp here/
Signature of Signatory**

Name of Signatory

Designation of Signatory

***To delete whichever is not appropriate**

(STRICTLY FOR MEMBERS ONLY)

**LETTER OF INDEMNITY
(To Be Typed On Applicant Company's Original Letterhead)**

Date of Issuance:

To: The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

For your information:
**** TO SUBMIT YEARLY "**

Dear Sirs

1. In consideration of your issuing, endorsing or certifying at our request the Certificates of Origin, Commercial Invoices, Packing Lists and all other documents whatsoever required of you by us during the period from _____ to _____, we hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims expenses, loss, 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 of or arising out of your issuing, and endorsing or certifying the aforesaid documents.
2. We are members of your Association since :
Our Valid Business Registration No is:
Our Singapore Customs Unique Entity Number (UEN) is:
(Documentary evidence on the above is attached.)
3. We declare that the information contained in all our applications for the certificates or certifications as referred to above are true and correct.
4. We are aware that under the Regulation of Imports and Exports 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\$100,000.00 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000.00 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours sincerely,

Affix Company's <u>official rubber stamp</u> here/ Signature of Signatory
--

Name of Signatory
Designation of Signatory

ANNEX II(B)

FOR NON-MEMBERS OF AUTHORISED ORGANISATIONS

LETTER OF INDEMNITY

(TO BE TYPED ON APPLICANT COMPANY'S ORIGINAL LETTERHEAD)

Date of Issuance:

To: The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

For your information:
- For Every CO Application
- To Be Typed By The Exporter

Dear Sirs

1. In consideration of your issuing, endorsing or certifying at our request the Certificates of Origin, Commercial Invoices, Packing Lists and all other documents covering shipment of the merchandise as enumerated therein (as appended below) (Indicate Vessel's Name/Flight No.) from (Indicate Port of Loading) to (Indicate Port of Final Destination/Country), we hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims expenses, loss, 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 of or arising out of your issuing, and endorsing or certifying the aforesaid documents.

Marks

Particulars

Quantity or Weight

2. We are members of :
Since :
Our Valid Business Registration No is :
Our Singapore Customs Unique Entity Number (UEN) is:
Documentary evidence on the above is attached.

3. We declare that the information contained in all our applications for the certificates or certifications as referred to above is true and correct.
4. We are aware that under the Regulation of Imports and Exports 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\$100,000.00 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000.00 or 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours sincerely,

**Affix Company's official rubber stamp here/
Signature of Signatory**

Name of Signatory
Designation of Signatory

**LETTER OF DECLARATION BY A MANUFACTURER
TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD**

Date:

For your information:

To: The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

**** For Singapore origin only -
- To attach Factory Licence
- Invoice**

**** To be typed by the
Manufacturer/Exporter**

Dear Sirs

CONFIRMATION OF MANUFACTURE

1. We declare that the product(s) listed below: -

Description of Goods

Quantity/Weight

is/are manufactured by us (name of Manufacturer) and comply with the relevant origin criterion, indicated with a tick as follows:-

- ☐ wholly obtained (i.e. wholly grown or produced)
- ☐ manufactured in Singapore with minimum 25% of local content based on the ex-factory price of the finished product
- ☐ attained a change of tariff classification at 6 digit level i.e Change in tariff sub-heading (CTSH) when compared against imported or foreign/undetermined raw materials used in production
- ☐ undergone a chemical reaction (applicable only for products under HS Chapters 27 to 40).

for the issue of an Ordinary (non-preferential) Certificate of Origin under Invoice No. _____ dated _____.

2 We are aware the under the Import and Export Regulations, the penalty for making a false declaration is:

- a) on the first conviction, a fine of up to S\$100,000 or 3 times the value of the goods whichever is higher or imprisonment up to 2 years or to both;
- b) for the second and subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is higher, or up to 3 years' imprisonment or to both.

Yours Sincerely,

**Affix Company's official rubber stamp here/
Signature of Authorised Signatory**

Name of Authorised Signatory
Designation of Authorised Signatory

.....

**DECLARATION BY MANUFACTURER'S REPRESENTATIVE
FOR FOREIGN ORIGIN OF GOODS
(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)**

.....

Date :

To : The Secretary-General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

Dear Sirs

**DECLARATION BY MANUFACTURER'S REPRESENTATIVE
FOR FOREIGN ORIGIN OF GOODS**

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

<u>Description of Goods</u>	<u>Quantity/Weight</u>	<u>Country of Origin</u>
------------------------------------	-------------------------------	---------------------------------

Our Invoice No. _____ dated _____ is attached.

We are aware that this Declaration is issued for the purpose of obtaining a Certificate of Origin for our exports. We declare that the information given above is true and correct.

We are aware that under the Regulation of Imports and Exports 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 to 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

Affix Company's <u>official rubber stamp</u> here/ Signature of Authorised Signatory
--

Name of Authorised Signatory
Designation of Authorised Signatory

.....
DECLARATION BY EXPORTER FOR FOREIGN ORIGIN OF GOODS
(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)
.....

Date of Issuance:

To : The Secretary-General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

*** **FOR FOREIGN ORIGIN**
To attach Foreign CO
or Invoice

Dear Sirs

DECLARATION BY EXPORTER FOR FOREIGN ORIGIN GOODS

We declare that the product(s) listed below for export is/are of the following country of origin:

<u>Description of Goods</u>	<u>Quantity/Weight</u>	<u>Country of Origin</u>
-----------------------------	------------------------	--------------------------

and are supplied by:
.....

Our Invoice No dated Is attached.

We are aware that this Declaration issued for the purpose of obtaining a Certificate of Origin for our exports. We declare the information given above is true and correct.

We are aware that under the Regulation of Imports and Exports 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 to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000 or up to 4 times the value of the goods whichever is greater, or up to 3 years' imprisonment or to both.

Yours sincerely,

Affix Company's <u>official rubber stamp</u> here/ Signature of Signatory
--

Name of Signatory
Designation of Signatory

ANNEX VI

.....
LETTER OF DECLARATION BY A SUPPLIER
(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)
.....

Date:

To : The Secretary-General
 Singapore Manufacturing Federation
 2985 Jalan Bukit Merah
 Singapore 159457

**** To Attach Supplier's
Local Invoice
(For Foreign Origin)**

Dear Sirs

LETTER OF DECLARATION AS A SUPPLIER

1. We declare that the products listed below are made in _____ and comply with the origin criteria for the issued of Certificate of Origin.

<u>Description of Goods</u>	<u>Quantity Supplied To Exporter</u>	<u>Country of Origin</u>
-----------------------------	--------------------------------------	--------------------------

2. We confirm that we are only the Supplier and not the Manufacturer of goods.
3. Our Cash Invoice No. _____ dated _____ is attached.
4. We are aware that this Letter of Declaration as a Supplier is issued for the purpose of obtaining a Certificate of Origin for our products. We declare that the given information above is true and correct.
5. We are aware that under the Regulation of Imports and Exports Regulations 1995, with effect from 1st 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 this goods whichever is greater or up to 2 years' imprisonment or to both for the first offence. For the second or 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

Affix Company's <u>official rubber stamp</u> here/ Signature of Signatory
--

Name of Signatory
Designation of Signatory

(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)

Vessel that has already departed for more than 3 Weeks is considered as Late Application. Therefore, applicant needs to submit the following documents besides the normal requirements.
.....

Date of Issuance:

To : The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

Dear Sirs

LATE APPLICATION

1. **Paragraph 1**
State your reasons
2. **Paragraph 2**
We have not apply any Certificate of Origin with any Chamber of Commerce or Authorised Organisation for _____ (invoice number) by vessel _____ to _____ (name of the port) in _____ (name of the country).
3. **Paragraph 3**
We are aware that under the Regulation of Imports and Exports Regulations 1995, with effect from 1 December 1995, the penalty for making a false declaration in respect of any such Certificates, permit or certification is a fine of up to S\$100,000.00 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000.00 or 4 times the value of the goods whichever is greater, is up to 3 years' imprisonment or to both.

-
- * **In support of your explanation letter, a copy of your fax or telex of your buyer request for Certificate of Origin must be attached.**
 - * **Please note that we will not be able to approve your Certificate of Origin if your shipment had departed for more that 3 months.**
-

Yours sincerely,

Affix Company's <u>official rubber stamp</u> here/ Signature of Signatory
--

Name of Signatory
Designation of Signatory

ANNEX VIII

(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)

Please return all issued copies of this CO for cancellation and application can be made once cancellation is approved.

.....

Date of Issuance:

To : The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

Dear Sir

CANCELLATION

1. **Paragraph 1**
We would like to cancel the CO _____ (indicate CO number) dated _____ (CO being issued).
2. **Paragraph 2**
State your reasons.
3. **Paragraph 3**
We have not apply any Certificate of Origin with any Chamber of Commerce or Authorised Organisation for the above-mentioned Certificate of Origin.

Yours sincerely,

Affix Company's official rubber stamp here/ Signature of Signatory

Name of Signatory

Designation of Signatory

ANNEX IX

TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD

Date:

To: The Secretary General
 Singapore Manufacturing Federation
 2985 Jalan Bukit Merah
 Singapore 159457

Dear Sirs

CONFIRMATION OF ASSEMBLY

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

Description of Goods

Quantity/Weight
Supplied to Exporter

2. Our Invoice No. dated is attached
 Our factory is located at

 We forward a copy of the Factory Notification – Risk Management Declaration Summary (Factory Licence) issued by the Ministry of Manpower.

3. We are aware that this Letter of Declaration is issued for the purpose of obtaining a Certificate of Origin for our products. We declare that the information given above is true and correct.
4. We are aware that under the Regulation of Imports and Exports Regulations 1995, with effect from 1 December 1995, the penalty for making 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 to both for the first offence. For the second or subsequent offence, a fine of 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

Affix Company's <i>official rubber stamp</i> here/ Signature of Signatory
--

Name of Signatory

Designation of Signatory

ANNEX X

LETTER OF PROCESSING TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD

Date:

To: The Secretary General
Singapore Manufacturing Federation
2985 Jalan Bukit Merah
Singapore 159457

Dear Sirs

CONFIRMATION OF PROCESSING

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

Description of Goods

Quantity/Weight
Supplied to Exporter

3. Our Invoice No. dated is attached
Our factory is located at
.....

We forward a copy of the Factory Notification – Risk Management Declaration Summary (Factory Licence) issued by the Ministry of Manpower.

4. We are aware that this Letter of Declaration issued for the purpose of obtaining a Certificate of Origin for our products. We declare that the information given above is true and correct.
5. We are aware that under the Regulation of Imports and Exports Regulations 1995, with effect from 1 December 1995, the penalty for making 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 to both for the first offence. For the second or subsequent offence, a fine of 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

Affix Company's <i>official rubber stamp</i> here/ Signature of Signatory
--

Name of Signatory
Designation of Signatory