

LETTER FOR LATE APPLICATION
(To be typed on the original company's letterhead)

***Vessel that departed for more than 1 month is considered as Late Application. Therefore, application needs to submit the following documents besides the normal requirements.**

Date: _____

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

Dear Sir,

LATE APPLICATION

(Reasons) _____

We have not apply any Certificate of Origin with any Chamber of Commerce or Authorised Organisations for Invoice No _____ by vessel _____ to (Name of the Port) _____ in (Name of the Country) _____.

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 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.

**** In support of your explanation letter, a copy of your fax or email 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 than 6 months.***

Yours sincerely,

Signature of Authorised Signatory

Company's Official Rubber Stamp

Name : _____
Designation : _____