



DEWAN PERNIAGAAN & PERUSAHAAN  
MELAYU SINGAPURA  
SINGAPORE MALAY CHAMBER OF COMMERCE & INDUSTRY  
ديوان فرنيگان دان فرسهان ملايو سىغافورا

## Application of Certificate of Origin (Simplified Version)

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

- 1. Letter of Authorised Signatories (Annex A)**
- 2. Valid Business Registration No./ACRA**

### **A) LOCALLY MANUFACTURED GOODS**

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

1. Letter of Indemnity (Annex B for SMCCI Members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/Exporter Invoice
4. Export Permit
5. Signed Bill of Landing (if shipment has taken place)
6. Letter of Declaration of a Manufacturer (Annex D)
7. Factory License issued by Ministry of Manpower

A.2 If 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 B for SMCCI Members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/Exporter Invoice
4. Export Permit
5. Signed Bill of Landing (if shipment has taken place)
6. Letter of Declaration of a Manufacturer (Annex D)

A.3 If 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 B for SMCCI Members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/Exporter Invoice
4. Export Permit
5. Signed Bill of Landing (if shipment has taken place)
6. Letter of Declaration of a Manufacturer (Annex D)
7. Factory License issued by Ministry of Manpower
8. Manufacturer'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 B for SMCCI members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter Invoice
4. Export Permit
5. Signed Bill of Landing (if shipment has taken place)
6. Letter of Declaration by Supplier (Annex E)
7. Foreign Supplier's Invoice/Import permit & Bill of Landing

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 B for SMCCI members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter Invoice
4. Export Permit
5. Signed Bill of Landing (if shipment has taken place)
6. Letter of Declaration by Supplier (Annex E)
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 B for SMCCI members/ Annex C for Non-Members)
2. Certificate of Origin (TDB3)
3. Commercial Invoice/ Exporter Invoice
4. Foreign Certificate of Origin
5. Direct or Through Bill of Landing
6. 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 B for SMCCI members/ Annex C for Non-Members)
2. Commercial Invoice (on Foreign Company's letterhead)

The exporter's column on the Certificate of Origin (TDB3) must show as follow: eg.

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

**OR**

For companies whose transactions are under the Letter of Credit (LC) requirements:

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



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**ENDORSEMENT FEE (EFFECTIVE 15 AUGUST 2017 INCLUSIVE OF 7% GST)**

<b>MANUAL CO SUBMISSION</b>	<b>SMCCI MEMBERS</b>	<b>NON-MEMBERS</b>
1 <sup>st</sup> set of 4 copies of CO, Invoice, Packing List & other related export documents consist of 1-2 pages (inclusive of Original)	<b>Normal Service: \$9/set Express Service: \$12/set</b>	<b>Normal Service: \$12/set Express Service: \$16.50/set</b>
Any further additional copies (i.e from the 5 <sup>th</sup> copy onwards)	<b>\$3.30/copy</b>	<b>\$4.30/copy</b>
Any additional pages (i.e from the 3 <sup>rd</sup> page onwards)	<b>\$1.10/page</b>	<b>\$2.20/copy</b>
Special Documents	<b>\$55</b>	<b>\$55</b>
Typing Service	<b>\$16.50</b>	<b>\$16.50</b>
CO Blank Booklet	<b>\$13/booklet \$2 for 4 copies</b>	<b>\$13/booklet \$2 for 4 copies</b>
Photocopy Service	<b>Black &amp; White: \$0.30/copy Colour: \$1.50/copy</b>	<b>Black &amp; White: \$0.30/copy Colour: \$1.50/copy</b>



## CO COLLECTION TIME

SMCCI guarantees that all approved CO documents can be collected on the same day. However, an **'Express Service Counter'** is available for customers with urgent processing needs within 30 minutes. This service will cater to all urgent CO request for urgent shipment, etc.

TYPES OF SERVICE	SUBMISSION TIME	COLLECTION TIME
NORMAL SERVICE	Between 9am to 3.30pm	Collection on the same day
	After 3.30pm	On the next working day
EXPRESS SERVICE (Maximum of 5 sets only)	Last submission for the day: 5.00pm	Within 30mins

## CO OPERATING TIME

DAYS	TIME	REMARKS
Monday to Friday	9.00am to 5.30pm	<b>NO LUNCH TIME TO AVOID</b>
Weekends & Public Holiday	CLOSED	-
Hari Raya Aidilfitri Eve	To be advised	To be advised
Chinese New Year Eve	9.00am to 5.30pm	FULL DAY
Christmas Eve	9.00am to 5.30pm	FULL DAY
New Year Eve	9.00am to 5.30pm	FULL DAY

**\*\* To download all our annexes, kindly go to this link: <https://www.smcci.org.sg/supporting-documents/>  
All annexes are to be printed on company Letterhead and **MUST BE ORIGINAL** upon submission.**



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## POINTS TO 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 applicant 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 (Certificate 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 offense and shall be liable on conviction to a fine of up to \$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 up to \$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 **62979296**. Thank you for your kind interest in the Singapore Malay Chamber of Commerce and Industry. We look forward to your continued support.