



Date : 10th Dec 2015

To : All valued Clients of KCCCI

Notice

Implementation of Guidelines for the issuance of Non-Preferential Certificates of Origin

In order to regulate the issuance of Certificate of Origin , Ministry of International Trade and Industry (MITI) has added and streamlined the existing guidelines for a more effective system of issuing Non-Preferential Certificates of Origin. The New Guidelines are aimed at elimination cheating and forgery of Certification of Origin. They have been implemented on 1 June 2008.

Under the new guidelines, there are new procedures that have to be adhered by manufacturers , exporters or traders to obtain Non-preferential Certificate of Origin .
Kindly submit the check list document every 1st January of the year before applying Certificate of Origin.

Please refer to the Check list attachments from page 1 – 9 for the new guidelines.

Kindly please contact KCCCI secretary for enquiries and clarifications
Tel : 03-3343 9289 Fax : 03-33447362 . (E-mail: klang.ccci@gmail.com or
Website : www.kccci.org.my)

Your faithfully



KCCCI Secretariat

GUIDELINES OF APPLY CERTIFICATE OF ORIGIN(C.O.)

A. YEARLY REGISTER

The applicant company is required to completed C.O. application with following checklist A, B (Where applicable) on every **1st January** of the year **before** applying Certificate of Origin.

B. ENDORSEMENT

The applicant company is required to submit related document with following checklist A, B (Where applicable) for C.O. application.

C. CHARGES OF ENDORSEMENT (Effective date from 1st April 2015)

Endorsement On		Charges/per signature
Certificate of Origin	Non-Member	RM 10.6
	Member	RM 5.3
Additional Document	Non-Member	RM 10.6
	Member	RM 5.3
C.O Form		RM 16

D. NOTES

- i. All photocopied documents should be duly certified by the authorized signatory of the applicant's company.
- ii. KCCCI would not consider C.O application for shipment exceeding one month from the date export.
- iii. KCCCI would not consider any advance C.O application(before the date export) except for shipments by Air.
- iv. KCCCI reserves the rights to endorse or reject any application of C.O. at its sole discretion



**KLANG CHINESE CHAMBER OF COMMERCE AND INDUSTRY
CERTIFICATE OF ORIGIN
CHECKLIST A**

Manufacturer

Name of Company: _____

Documents to be submitted

Please tick
Yes No

FOR YEARLY REGISTRATION ONLY

1.	Checklist for submission (Appendix 1)		
2.	Letter of Indemnity (Appendix 2)		
3.	Director's Statutory Declaration together with Form 49 with Photostat copies identity card (IC) /passport or other(Appendix 3)		
4.	Specimen of authorized signatories together with Photostat copies identity card (IC) /passport(Appendix 4)		
5.	Form 9 and Form 13 (Certificate of Incorporation of a Company) OR Form D & B (Certificate of Registration of a Business)		
6.	Manufacturing License / Other Majlis License		
7.	Sample / Photograph / Catalogue (if applicable)		
8.	Any other documents deemed necessary Please state:		

FOR ENDORSEMENT

1.	Completed Certificate of Origin (C.O.O)		
2.	Commercial Invoice		
3.	Packing List		
4.	Customs Export declaration (Form K2) and official Receipt		
5.	Bill of lading / Airway Bill		
6.	Sample / Photograph / Catalogue (if applicable)		
7.	Raw material and product invoices (if applicable)		
8.	Any other documents deemed necessary Please state:		

Checked by : _____ Date : _____



**KLANG CHINESE CHAMBER OF COMMERCE AND INDUSTRY
CERTIFICATE OF ORIGIN
CHECKLIST B**

Traders or Exporters

Name of Company: _____

Please tick

Documents to be submitted

Yes No

FOR YEARLY REGISTRATION ONLY

1.	Checklist for submission (Appendix 1)		
2.	Letter of Indemnity (Appendix 2)		
3.	Director's Statutory Declaration together with Form 49 with Photostat copies identity card (IC) /passport or other(Appendix 3)		
4.	Specimen of authorized signatories together with Photostat copies identity card (IC) /passport(Appendix 4)		
5.	Form 9 and Form 13 (Certificate of Incorporation of a Company) OR Form D & B (Certificate of Registration of a Business)		
6.	Sample / Photograph / Catalogue (if applicable)		
7.	Any other documents deemed necessary Please state:		

FOR ENDORSEMENT

1.	Completed Certificate of Origin (C.O.O)		
6.	Commerce Invoice		
7.	Packing List		
8.	Supplier Invoice		
9.	Supplier Manufacturing License or Other Majlis License		
10.	Bill of Lading/ Airway Bill		
11.	Customs Export declaration (Form K2) and Receipt		
12.	Sample / Photograph / Catalogue (if applicable)		
13.	Any other documents deemed necessary Please state:		

Checked by: _____

Date: _____



Appendix 1

SENARAI SEMAK PENGHANTARAN SURAT AKUAN BERKANUN CHECKLIST FOR SUBMISSION OF STATUTORY DECLARATION LETTER

Nama Syarikat : _____
Name of Company

Dokumen yang perlu dikemukakan:
Documents need to be submitted:

	Ya/Tidak <i>Yes/No</i>	Untuk Kegunaan Rasmi <i>For Official Use</i>
1. Sijil pendaftaran syarikat, Lesen Perniagaan atau Lesen Pengilang. <i>Company's Registration Certificate, Business Licence/ Manufacturing Licence.</i>	()	()
2. Surat Akuan Berkanun <i>Statutory Declaration Letter</i>	()	()

Diserahkan oleh : _____
Submitted by

No. Kad Pengenalan : _____
IC No.

No. Telefon Bimbit : _____
Handphone No.

Email : _____
Email.

Tarikh : _____
Date

.....

Untuk Kegunaan Rasmi <i>For Official Use</i>	
Tarikh Surat Akuan Berkanun	
<i>Date of Statutory Declaration Letter</i>	: ____/____/____
Tarikh Luput	
<i>Expiry Date</i>	: ____/____/____



Appendix 2

LETTER OF INDEMNITY (should be typed using the Company's letterhead)

The Executive Secretary
Klang Chinese Chamber of Commerce & Industry
No : 42 A, Lebu Enggang,
41050 Klang,
Selangor Darul Ehsan .

Dear Sir,

LETTER OF INDEMNITY FOR YEAR 2016

In consideration of your endorsing all Certificates of Origin, Invoices, Packaging Lists and all documents whatsoever required of you by us during the period of 1ST Jan 2016 to 31ST December 2016, we hereby undertake and agree to indemnify you in full from and against all consequences, liabilities, actions, proceedings, damages, costs, claims, demands, expenses or losses which you may suffer, incur or sustain by reasons or account of your having endorsed such documents for us.

Yours faithfully,

.....
(SIGNATURE of **Proprietor, Partner, Director or Company Secretary** and COMPANY STAMP)

.....
(Full name of authorized signatory)

.....
(Designation of authorized signatory)

.....
Date :

NB: This document MUST be stamped (RM10) at any Government Stamping Office before being submitted to the chamber.



Appendix 3

STATUTORY DECLARATION (should be typed using the Company's letterhead)

I _____ (name of applicant) (NRIC No. _____) of _____ (address) solemnly and sincerely declare the following:

1. That I am _____ (position in Company) in _____ (Company name and address) and am duly authorised to affirm this declaration on behalf of the Company;
2. I make this declaration in full knowledge and awareness of **Klang Chinese Chamber of Commerce and Industry** reliance on this declaration as an inducement or basis to endorse/certify on document(s) presented by our Company;
3. I undertake and agree to fully indemnify the **Klang Chinese Chamber of Commerce and Industry** in full from and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, or losses whatsoever which may be taken or made against **Klang Chinese Chamber of Commerce and Industry** or incurred or become payable by **Klang Chinese Chamber of Commerce and Industry** reason of or on account of or arising out of it issuing, endorsing or certifying the aforesaid documents;
4. I am fully aware that it is a criminal offence to induce **Klang Chinese Chamber of Commerce and Industry** to endorse on our documents on the basis of a false declaration;
5. I am also aware that the penal consequences for a false declaration in respect of the above may include:
 - (a) imprisonment for a term not exceeding three (3) years and shall also be liable to a fine pursuant to Section 193 of the Penal Code read together with Section 199 or 200 of the Penal Code; or
 - (b) imprisonment for a term not less than one (1) year and not exceeding ten (10) years and with whipping and shall also be liable to a fine pursuant to Section 420 of the Penal Code; or
 - (c) fine not exceeding RM500,000.00 (Five Hundred Thousand Ringgit) or to imprisonment for a term not exceeding five (5) years or to both under Section 133 of Customs Act 1967.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly)
declared by the abovenamed)
at _____)
in the state of _____)
on this _____ day of _____ 20 _____) Signature of applicant (COMPANY STAMP)
(Director/ Proprietor/ Partner)

Before me,

.....
COMMISSIONER FOR OATHS



Appendix 4

SPECIMEN OF AUTHORIZED SIGNATORIES

(should be typed using the Company's letterhead)

Date:

Executive Secretary
Klang Chinese Chamber of Commerce and Industry
42A, Lebuhr Enggang,
41050, Klang,
Selangor Darul Ehsan.

Dear Sir,

LIST OF SPECIMEN SIGNATURE FOR THE APPLICATION OF CERTIFICATE OF ORIGIN FOR YEAR 2016

I, the undersigned, hereby append below the list of names with their specimen signatures who are authorized to sign on the application of Certificate of Origin (CO) by my company:

No.	Name	Designation	I.C. No.	Signature	Initial

(Attached herewith are Photostat copies of the I.C. the above signatories.)

Signature : (Must be SIGNED by Director of the Company) & COMPANY STAMP

Name :

Designation :

Company :

Address :

.....

.....

Tel : Fax :


Explanatory notes:

This is to avoid any forgery of signature encountered by KCCCI lately.



No. 009601

ORIGINAL 表格: KCC-F18 版本: 2

1. Goods Consigned From (Exporter's business name, address, country)		Reference No. <div style="text-align: center;">Certificate of Origin</div> Issued in <u> MALAYSIA </u> (Country)		
2. Goods Consigned To (Importer's business name, address, country)				
3. Notify Party (Name & Address)		 <p>巴生中華總商會(巴生中總) KLANG CHINESE CHAMBER OF COMMERCE AND INDUSTRY (DEWAN PERNIAGAAN DAN PERINDUSTRIAN CINA KLANG) (Reg. No: 541) No. 42A, Lebuhr Enggang, 41050 Klang, Selangor Darul Ehsan. Tel: 603-3343 9289 (Hunting), 03-3344 7361 Fax: 603-3344 7362 Email: klang.ccci@gmail.com Website: www.kcccl.org.my</p>		
4. Means of Transport and Route (as far as known) Departure Date: Port of Loading: BY SEA BY AIR Vessel/ Aircraft: Port of Discharge: B/L Number: Final Destination:				
5. Item No.	6. Marks and Numbers on Packages	7. Number and Types of Packages, Description of Goods (incl. Quantity where appropriate HS Code of importing country)	8. Gross Weight or Other Quantity and Value	9. Number and Date of Invoices
	CONTAINER NO: MSCU 336120 SEAL NO : AHL 3981720	<div style="font-size: 2em; font-weight: bold; text-align: center;">SAMPLE</div> IMPORTING COUNTRY HS CODE : 1517.10.20	G.W = 18.00 KGS M3 = 20.96	INV NO . A 0101 03/12/2014
10. Declaration By The Exporter The undersigned hereby declares that the above details and statement are correct; that all the goods were produced or processed in <div style="text-align: center;">MALAYSIA</div> <hr/> <div style="text-align: center;">(Country)</div> For goods exported to <div style="text-align: center;">ITALY</div> <hr/> <div style="text-align: center;">(Importing Country)</div>		11: Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.		
KLANG, SELANGOR DARUL EHSAN 12/12/2014 LIM HUI KONG		Place and date, signature and stamp of Certifying Signatory		
Place and date, signature of Authorised Signatory and company chop		Place and date, signature and stamp of Certifying Signatory		

