



Date : 6th Dec 2016

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 with company stamp.
- 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: _____

**KLANG CHINESE CHAMBER OF COMMERCE AND INDUSTRY
CERTIFICATE OF ORIGIN
CHECKLIST C
(FOR KCCCI MEMBER ONLY)**

Goods for Re-export

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	Certificate of Origin (C.O)		
2	Certificate of origin of Importing country & Invoice (Original Copy) #		
3	Import / Export Declaration Form:Customs K8 OR Custom's Import / Export Declaration Form (K1&K2) and Receipt with Letter on Regional Distribution Centre (RDC) status from MIDA and Licensed Manufacturing Warehouse (LMW) license from RMCD		
4	Invoice		
5	Packing List		
6	Bill of Lading / Airway Bill		
7	Monitoring Sheet (For portion shipment only)#		
8	Sample / Photograph / Catalogue (if applicable)		
9	Any other documents deemed necessary Please state:		

Checked by: _____ Date: _____

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

For Exhibition Purpose Only

Name of Company: _____

Please tick
Yes No

Documents to be submitted

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.	Invitation Letter from Organizer		
7.	Confirmation of Participation from Organizer		
8.	Supplier Invoice **		
9.	Supplier Manufacturing License or Other Majlis License**		
10.	Sample / Photograph / Catalogue (if applicable)		
11.	Any other documents deemed necessary Please state:		

** Applicable for Trader's Applicant.

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 2017

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 2017 to 31ST December 2017, 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 4

SPECIMEN OF AUTHORIZED SIGNATORIES

(should be typed using the Company's letterhead)

Date:

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

Dear Sir,

LIST OF SPECIMEN SIGNATURE FOR THE APPLICATION OF CERTIFICATE OF ORIGIN FOR YEAR 2017

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.

