



Date : 29th Nov 2017

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 – 12 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 June 2018)

Endorsement On		Charges/per signature
Certificate of Origin	Non-Member	RM 10
	Member	RM 5
Additional Document	Non-Member	RM 10
	Member	RM 5
C.O Form		RM 15

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.	At least 2 Original 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.	At least 2 Original Completed Certificate of Origin (C.O.O)		
2.	Commerce Invoice		
3.	Packing List		
4.	Supplier Invoice		
5.	Supplier Manufacturing License or Other Majlis License		
6.	Bill of Lading/ Airway Bill		
7.	Customs Export declaration (Form K2) and Receipt		
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 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

PART I: MANDATORY DOCUMENTS

Note: All documents must be presented upon application for B2B NPCO.

1. Documents from the First/Previous Exporting Country

a.	Original Certificate of Origin		
b.	Invoice		
c.	Bill of Lading / Delivery Note		
d.	Packing List		

2. Documents from the Intermediate Country (Malaysia)

a.	At least 2 Certificate of Origin		
b.	Invoice		
c.	Bill of Lading / Delivery Note		
d.	Packing List		

PART II: ADDITIONAL DOCUMENTS REQUIRED

Note: Documents listed in either **ONE** of the following Category must be presented concurrently with documents in **PART I**.

Please tick

Documents to be submitted Yes No

Category 1: Companies Operating in Bonded Warehouse/Free Zone

a.	Customs K8 Declaration / ZB Form (Import)		
b.	Customs K8 Declaration / ZB Form (Export)		

Category 2: Companies with Goods in Transi/Transshipment in Malaysia

a.	Customs K8 Declaration / ZB Form (Transshipment)		
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Category 3: Companies with Licensed Manufacturing Warehouse (LMW)

a.	Customs K1 Declaration (Import)		
b.	Customs K2 Declaration (Export)		
c.	Licensed Manufacturing Warehouse from RMCD <i>(for existing license holder)</i>		
d.	Approval Letter on Value Adding Activities (VAA) or “Kelulusan Menjual Alat Ganti Sebagai Warranty Parts” from Royal Malaysian Customs Department (RMCD)		
e.	Letter of Undertaking*		

Category 4: Companies with Regional Distribution Centre (RDC) / International Procurement Centre (IPC) / Principal Hub (PH)

a.	Customs K1 Declaration (Import)		
b.	Customs K2 Declaration (Export)		
c.	Licensed Manufacturing Warehouse from RMCD <i>(for existing license holder)</i>		
d.	Letter of Regional Distribution Centre (RDC) / International Procurement Centre (IPC) / Principal Hub (PH) status from MIDA <i>(for existing license holder)</i>		
e.	Letter of Undertaking*		

Note:

*Letter of Undertaking shall bear:

- i. Assurance from applicant that the goods to be re-exported have not undergone any substantial processes that may compromise the origin status of the first exporting country, other than the permissible activities as in paragraph 3.4 of this guideline;
- ii. Commitment that applicant shall be fully accountable and liable in case of any fraud, falsification, wrongdoing and/or due diligence related to the details or information declared by the applicant during application for B2B NPCO; and
- iii. Will or intention of applicant to accept any legal action and/or any other possible consequences with regard to fraud, falsification, and wrongdoing and/or due diligence related to the details or information declared by the applicant during application for B2B NPCO.

Checked by: _____ Date: _____

APPENDIX A

GUIDELINE ON THE ISSUANCE OF BACK-TO- BACK/ TRANSSHIPMENT NON-PREFERENTIAL CERTIFICATE OF ORIGIN (B2B NPCO)

1. OBJECTIVES

- 1.1. The objectives of this guideline are:
 - 1.1.1. To streamline issuance of B2B NPCO with the current B2B CO Operational Certification Procedure (OCP) under the existing regional FTAs.
 - 1.1.2. To explain the actual concept of Back-to-Back (B2B) / Transshipment activities; and
 - 1.1.3. To standardize the certification procedures for the Back-to-Back (B2B) / Transshipment Non-Preferential Certificate of Origin (NPCO).

2. ISSUING AUTHORITY

- 2.1. The issuing authority for NPCO (including the Back-to-Back NPCO) are Chambers and Associations (C&As) authorised by MITI.
- 2.2. The eligibility and appointment criteria of the authorized C&As are as stipulated in paragraph 2 and 3 of the Guidelines on Issuance of the Non-Preferential Certificate of Origin dated 1 September 2015.

3. ELIGIBILITY

- 3.1. The exporters and/or the manufacturers of the products including their authorised agents shall apply for the B2B/Transshipment NPCO from the authorised C&As.
- 3.2. B2B NPCO shall only be issued for goods that are in transit / transshipped in Malaysia before being re-exported to the next importing country.
- 3.3. Goods to be re-exported must be retained in Customs Control Area (CCA) or in any area/premise under monitoring and control of the Royal Malaysian Customs Department (RMCD)/Port Authority/Port Operator while being in transit/transhipped in Malaysia.

- 3.4. The consignment to be re-exported must not undergo any further processing in Malaysia that may compromise the origin status of the first exporting country, except for storing, break-bulking, repacking, relabelling, preserving and transportation/logistics activities such as unloading and reloading.

4. CERTIFICATION PROCEDURES

- 4.1. Country of origin in the B2B NPCO must carry the origin status of the first exporting country.
- 4.2. Each B2B NPCO shall only bear one (1) country of origin. Mixture or combination of more than one (1) country of origin in one B2B NPCO is totally prohibited.
- 4.3. A valid original certificate of origin (CO) from the first exporting country must be presented to C&As upon application for B2B NPCO. The list of documents required for application of B2B NPCO is as per ANNEX I.
- 4.4. In the case of partial shipments, the partial export value shall be shown. The total quantity to be re-exported under the partial shipment should not exceed the total quantity as indicated in the CO from the previous exporting country.
- 4.5. The period of validity of the B2B NPCO should not exceed the period of validity of the first exporting country's CO.

5. REPORTING AND MONITORING

C&As are required to submit a monthly report to MITI on B2B NPCO issued. Format of the report is as follows:

Company's Name	HS Code	Description of goods	FOB Value (RM)	Destination	Total CO

Trade and Industry Cooperation Section
 Ministry of International Trade and Industry
 31 October 2017

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 2018

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 2018 to 31ST December 2018, 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 2018

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 :

.....

.....

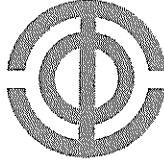
Tel : Fax :

Explanatory notes:

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

No. 100851

ORIGINAL 表格: KCC-F18 版本 3

1. Goods Consigned From (Exporter's business name, address, country)		Reference No. Certificate of Origin		
2. Goods Consigned To (Importer's business name, address, country)		Issued in <u>MALAYSIA</u> (Country)		
3. Notify Party (Name & Address)		 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, Lebu 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.kccci.org.my		
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 and HS Code of importing country)	8. Gross Weight or Other Quantity and Value	9. Number and Date of Invoices
	CONTAINER NO. ABCD 123456 SEAL NO. AAA111777	SAMPLE H.S. CODE : 3188.00.0000	G.W. = 100KG M3 = 0.25	INVOICE NO. : 0003 INVOICE DATE: 9/11/2017
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 <u>MALAYSIA</u> (Country) For goods exported to <u>CHINA</u> (Importing Country) SELANGOR (FOLLOW YOUR COMPANY'S STATE) 9/11/2017 JANET LEE		11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.		
Place and date, signature of Authorised Signatory and company chop		Place and date, signature and stamp of Certifying Signatory		