

CERTIFICATE OF ORIGIN

Procedures for Application, Issuance, Endorsement and Certification with effect from 1st April 2003

In accordance with official conditions, with effect from 1st April 2003, Singapore Chinese Chamber of Commerce & Industry is authorized by the Singapore Customs (SC) to issue, endorse and certify Certificates of Origin and supporting documents will adopt the following procedures:

1) **Registration of Applicant's Authorised Signatories for the Issuance, Endorsement of Certification of Certificates of Origin and Issuance of Letters of Indemnity: For both Members and Non-Members**

All applicants, regardless of their membership status, are required to send to the Chamber a list of their employees, authorized to:

- Apply for Certificates of Origin, or
- Endorsement, or
- Certification on Certificates of Origin and supporting documents, and
- Issue Letters of Indemnity.

This list is to be submitted by:

A. **If the applicant is an incorporated company**

The Chief Executive Officer or his Deputy (whose authorization may need to be evidenced by an extract of the relevant board resolution, certified by the Company Secretary).

B. **If the applicant is an unincorporated company**

The sole proprietor or partner of the firm.

This list will include the following:

- i) Names,
- ii) IC Numbers,
- iii) Designations,
- iv) Specimen signatures of not more than 6 authorized signatories,
- v) Impression of their companies' official rubber stamps.

and must be updated annually or earlier whenever there are changes, in accordance with a standard format (please see format **ANNEX I**).

2) **Letter of Indemnity**

Letters of Indemnity required from Members and Non-Members must adopt a standard format. The Letters of Indemnity must be signed by either:

(A) **If the applicant is an incorporated company**

The Chief Executive Officer or his Deputy or any of the authorised signatories registered with the Chamber.

(B) **If the applicant is an unincorporated company**

The sole proprietor or partner of the firm or any of the authorised signatories registered with the Chamber.

(i) **For Members of the Chamber**

Member wishing to avail themselves regularly of the Chamber's certification services should submit a continuing Letter of Indemnity (please see format – **Annex II**). The Letter of Indemnity must be on the applicant's original letterhead.

(ii) **For Non-Members**

Each application must be accompanied by a separate Letter of Indemnity (please see format – **Annex III**). The Letter of Indemnity must be on the applicant's original letterhead.

3) **The Supporting Documents Required for Verification of Particulars in an Applications for a Certificate of Origin: For Members and Non-Members**

To avoid any delay in processing applications for the issuance of Certificates of Origin, applicants are required to ensure that their authorised staff submit the required supporting documents. The various categories of documentation required are itemised below:

(A) **When Applying for a Certificate of Origin for Local Wholly Obtained or Locally Manufactured Goods:**

To qualify a Singapore product for as wholly obtained, produced for Singapore for an Ordinary Certificate of Origin, it must be either:

- wholly obtained (i.e. wholly grown or produced); or
- manufactured in Singapore with minimum 25% of local content based on the ex-factory price of the finished product; or
- attained a change of tariff classification at 6 digit level i.e Change in tariff sub-heading (CTSH); or
- undergone a chemical reaction (applicable only for products under HS Chapters 27 to 40)

For guidelines on the origin criteria, please refer to Annex VI.

The following documents must be submitted:-

(i) **Letter of Declaration by a Manufacturer (ANNEX IV)** – to qualify for Singapore origin, a product must have at least 25% local content. The manufacturer must submit this letter to confirm that the goods are locally manufactured by him and have complied with the origin criteria applicable to the products; and

(ii) **Valid Factory License or Manufacturer's Registration (Where applicable), and**

(iii) (a) **Manufacturer's Invoice** (if the Applicant is the Manufacturer); or

- (b) **Exporter's Invoice** (if the Applicant is not the Manufacturer) and his **Supplier's Invoice**; and
- (iv) Any other documents as may be deemed necessary. These include:
 - Approved Outward Declaration
 - Packing List
 - Signed Bill of Lading/Airway Bill
 - Manufacturing Cost Statement, etc

The Chamber reserves the right, but has no obligation to conduct inspection of premises where the goods under application are being manufactured or processed. Applicants are, therefore, required to submit their application before shipment of the goods.

(B) **When Applying for a Certificate of Origin for Goods for Re-Export**

The following documents must be submitted:-

- (i) **Exporter's Invoice** and **Local Supplier's Invoice** if the applicant has obtained the goods from a local supplier, and
- (ii) **Certificate of Origin from Supplier's country**, or
- (iii) **Foreign Supplier's Invoice**, or
- (iv) **Foreign Export Permit**; and
- (v) **Bill of Lading** or **Airway Bill**, or
- (vi) Any other documents which may verify the origin of the goods: eg
 - a) Declaration from – Foreign supplier; or Foreign exporter; or Foreign manufacturer
 - b) Foreign Packing List

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and must mark "**Certified True Copy**", **sign and affix Company's official rubber stamp** on these documents.

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 of the goods.

(C) **When Applying for a Certificate of Origin for Direct Shipment from a Second Country to a Third Country:**

The following documents must be submitted:-

- (i) **Letter of Credit from the Importer to the Singapore Exporter** (for L/C transactions); and
- (ii) **Exporter's Invoice**; and
- (iii) A copy of a signed **Bill of Lading /Airway Bill from the Supplier's country**; and
- (iv) (a) Either a **Certificate of Origin from the Supplier's country**; or
(b) A **Foreign Supplier's Invoice**; and
- (v) Any other documents as may be deemed necessary.
These include Packing List, etc.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and must mark "**Certified True Copy**", **sign and affix Company's official rubber stamp** on these documents.

(D) **When Applying for a Certificate of Origin for Goods after the 3rd Week but within 3 Months from Date of Shipment, the following Conditions must be met:-**

The applicant must provide the following documents:-

- (i) The standard **Letter of Indemnity** which shall also confirm that:
 - (a) no Certificate of Origin has already been issued earlier for the shipment; and
 - (b) to give the reason for the late application (to enclose letter of request from importer/foreign buyer where appropriate); and
- (ii) Copy of a signed **Bill of Lading** or **Airway Bill**; and
- (iii) Any other documents as may be deemed necessary.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and must mark "**Certified True Copy**", **sign and affix Company's official rubber stamp** on these documents.

Such Certificate of Origin shall be dated as of the date of issue and marked "**Issued Retrospectively**".

4) **Chamber to retain a Copy of Certificate of Origin Issued or Documents Endorsed or Certified**

The Chamber is required to retain a copy of each Certificate of Origin issued or documents endorsed/certified, together with a set of the relevant supporting documents. Each application for a Certificate of Origin together with an appropriate set of supporting documents must, therefore, be accompanied by a duplicate copy/set.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and must mark "**Certified True Copy**", **sign and affix**

Company's official rubber stamp on these documents.

Applicants must also bring the original supporting documents for sighting by the Chamber. The originals may be returned together with the endorsed certificates/documents. Copies will be retained by the Chamber together with the duplicate Certificate of Origin.

5) **Confidentiality**

All applications for the issuance, endorsement and certification of Certificate of Origin/other trade documents will be dealt with by authorised Chamber staff in strict confidentiality.

6) **Reservations regarding the Issue of Certificates**

The Chamber reserves the right to require applicants to produce additional documentary evidence to allow sufficient verification of the particulars submitted.

The Chamber also reserves the right at its absolute discretion to decline to issue or endorse or certify a Certificate of Origin or other trade documents without assigning reasons.

Occasions may arise when an applicant has difficulty in producing the full supporting documentation listed above. Where applicants have valid reasons for their inability to comply in full, they should consult the Certification Officer of the Chamber.

Where the applicant is unable to meet any of the requirements, an Insurance or Banker's Guarantee may be required.

7) **Penalties**

With immediate effect, the Immigration & Checkpoints Authority has implemented The Regulation of Imports and Exports Regulations 1995 No. S530/95, in exercise of the powers conferred under The Regulation of Imports and Exports Act 1995 (Act 24 of 1995).

Please note that the penalty for making a false declaration in respect of any certificate of origin or certification is:

- (i) For the first offence, 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 to both.
- (ii) For the second or 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.