

(To be Typed on Company's Original Letterhead)

**LETTER OF DECLARATION BY A MANUFACTURER**Date of Issuance : DD/MM/YYYY

To : The Secretary-General  
 Singapore Chinese Chamber of Commerce & Industry  
 47 Hill Street #05-01/02  
 Singapore 179365

Dear Sir / Madam,

**CONFIRMATION OF MANUFACTURE**

1. We declare that the product(s) listed below:

Description of GoodsQuantity/Weight Supplied to Exporter

is/are manufactured by us and comply with the origin criteria for the issue of a Certificate of Origin, indicated with a tick as follows:

- ☐ wholly obtained (i.e., wholly grown or produced)
- ☐ manufactured in Singapore with minimum 25% of local content based on the ex-factory price of the finished product
- ☐ attained a change of tariff classification at 6-digit level i.e., change in tariff sub-heading (CTSH) when compared against imported or foreign/undetermined raw materials used in production
- ☐ undergone a chemical reaction (applicable only for products under HS Chapters 27 to 40)

2. Our Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ is attached.

Our factory is located at \_\_\_\_\_

We forward a copy of the Certificate of Registration of a Factory issued by the Ministry of Manpower.

3. We are aware that this Letter of Declaration is issued for the purpose of obtaining a Certificate of Origin for our products. We declare that the information given above is true and correct.

4. We are aware that under the Regulation of Imports and Exports Regulations, the penalty for making a false declaration is:

- a) on the first conviction, a fine of up to S\$100,000 or 3 times the value of the goods in respect of which the offence was committed, whichever is greater, or imprisonment for a term not exceeding 2 years or both; and
- b) on the second or subsequent conviction, a fine not exceeding S\$200,000 or 4 times the value of the goods in respect of which the offence was committed, whichever is greater, or imprisonment for a term not exceeding 3 years or both.

Yours faithfully

Signature of Authorised Signatory
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Company's Official Rubber Stamp
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Name of Authorised Signatory  
 Designation of Authorised Signatory