

## Electronic Application Procedures for OCOs

The application procedure for eCO as follows:

### a) Registration and Account Set-up

#### Pre-Registration Steps

- i. Prepare a soft copy of the following documents for on-line registration:

#### Mandatory

- Letter of Indemnity
- Letter of Undertaking
- ACRA Incorporation Certificate/Business Profile/Bizfile
- Specimen Signatures of Authorized Signatories

Download the templates of the letters from SCCCI's website (<https://www.sccci.org.sg/trade-documentation>)

#### If applicable

- Singapore Customs UEN Letter
- Singapore Customs' confirmation of registration of applicant's UEN for import/export purposes.
- Factory license
- Manufacturer's Declaration

- ii. Prepare the Authorized Digital Signatories' Images for your registration.

#### On-Line Registration Steps

- i. Go to eCO website (<https://certoforigin.crimsonlogic.com/eco/cusLogin/login.cl>). Click the 'Sign Up' button
- ii. Fill in your company details, select the chamber (SCCCI), signatories details and upload the signatories digital images and supporting documents. Click Submit at the Registration tab once done.
- iii. Once submitted, your registration is routed to SCCCI for approval.
- iv. Once approved by SCCCI, you will receive an email notification with an attached CMS and GIRO form.



- v. Fill the CMS & Giro Form and email to [salesops@crimsonlogic.com](mailto:salesops@crimsonlogic.com).
- vi. Once payment mode is approved and setup, the login user ID and password will be emailed to your user(s).

**b) Step-by-Step Application Process**

- i. Login to eCO system
- ii. Fill up the CO application details and upload supporting documents.
- iii. Submit to Signatory for approval.
- iv. Signatory approves and submits to chamber
- v. Chamber reviews CO application and then either approve, query or reject.
- vi. Approved CO - Print by exporter user or chamber
- vii. Query CO – Exporter user resolve issue and resubmit CO application
- viii. Reject CO – Exporter user reapplies a new CO

**c) Cost and Fees**

- i. Registration is free and no fixed monthly fee.
- ii. SCCCI's eCO processing fee:
  - Refer to SCCCI's website (<https://www.sccci.org.sg/trade-documentation>)
- iii. CrimsonLogic eTrade's eCO processing fee:
  - For every eCO application/cancellation/reprint original request/resubmission - \$2.50 per transaction
  - For every digital endorsement of supporting document - \$2.50 per transaction

**d) Technical Support Information**

- i. For detail information on eCO system, sign up process, training and etc, refer to the CrimsonLogic's website (<https://certoforigin.crimsonlogic.com/eco/cusLogin/productInfo>)
- ii. Contact details
  - Product/Sales enquiries – [insidesales@crimsonlogic.com](mailto:insidesales@crimsonlogic.com)
  - Registration/technical support – [support@crimsonlogic.com](mailto:support@crimsonlogic.com)
- iii. Operating hours
  - CrimsonLogic Etrade (Asia) Pte Ltd – 9 am to 6 pm

