

## Reap the Benefits of Digitisation via the eCO System

With GeTS' eCO System, there is an even better way of filing Certificates of Origin.

### If printing at Chamber / Authorised Organisation (AO).

#### Process Before

- 1 Buy A4 Pink Form from Chamber / Authorised Organisation (AO).
- 2 Print / type on A4 Pink Form at office, re-printing / re-typing when necessary
- 3 Courier / travel down to AO to provide A4 Pink Form and supporting documents
- 4 Wait several hours
- 5 Courier / collect from AO.  
→ **3 Courier trips and more if CO requires edit.**

#### Process After

- 1 Create and submit CO online
- 2 AO approves and prints out on A4 Pink Forms or on A4 White Paper
- 3 Courier / collect once you receive notification that it is ready for collection at AO.  
→ **1 Courier trip, even if CO requires edit.**

### If printing at your premise (Digital Signatures on CO)

#### Process Before

- 1 Buy A4 Pink Form from Chamber / Authorised Organisation (AO).
- 2 Print / type on A4 Pink Form at office, re-printing / re-typing when necessary
- 3 Courier / travel down to AO to provide A4 Pink Form and supporting documents
- 4 Wait several hours
- 5 Courier / collect from AO.  
→ **3 Courier trips and more if CO requires edit.**

#### Process After

- 1 Buy A4 Pink Form if required. Create and Submit CO online.
- 2 AO approves.
- 3 Print out CO at Office  
→ **0 or 1 Courier trip, even if CO requires edit.**

**Note: Terms of Use applies. Please enquire about your different printing options at relevant AO. For SCCCI Endorsement Fee, please refer to [Annex I](#)**

## Value Propositions

### Productivity and Efficiency

- Apply anywhere, anytime
- Streamlined submission and approvals
- Quicker approvals by SCCC especially with Express function
- Automatic population of CO data via GeTS' Value Added Service on NTP \*

### Visibility

- Online tracking and records
- Proactive status updates via SMS and/or email

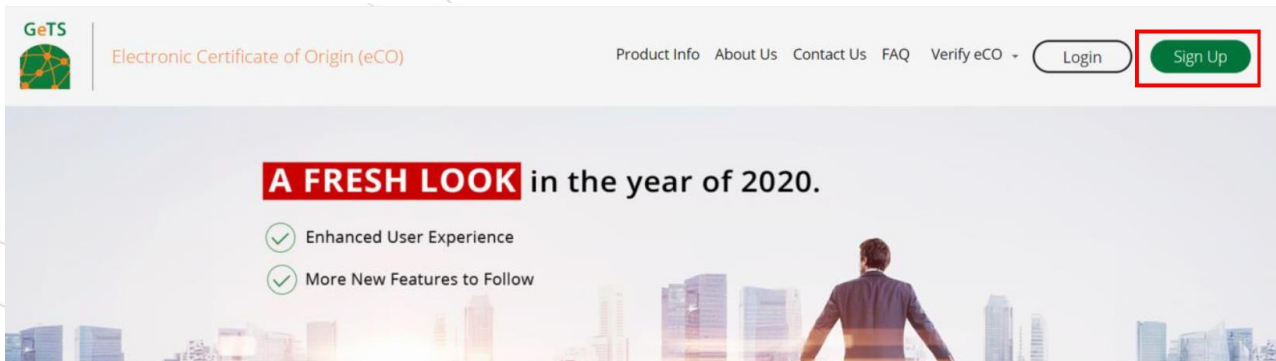
### Cost Saving and Control

- Save on courier fees
- Save on manpower time

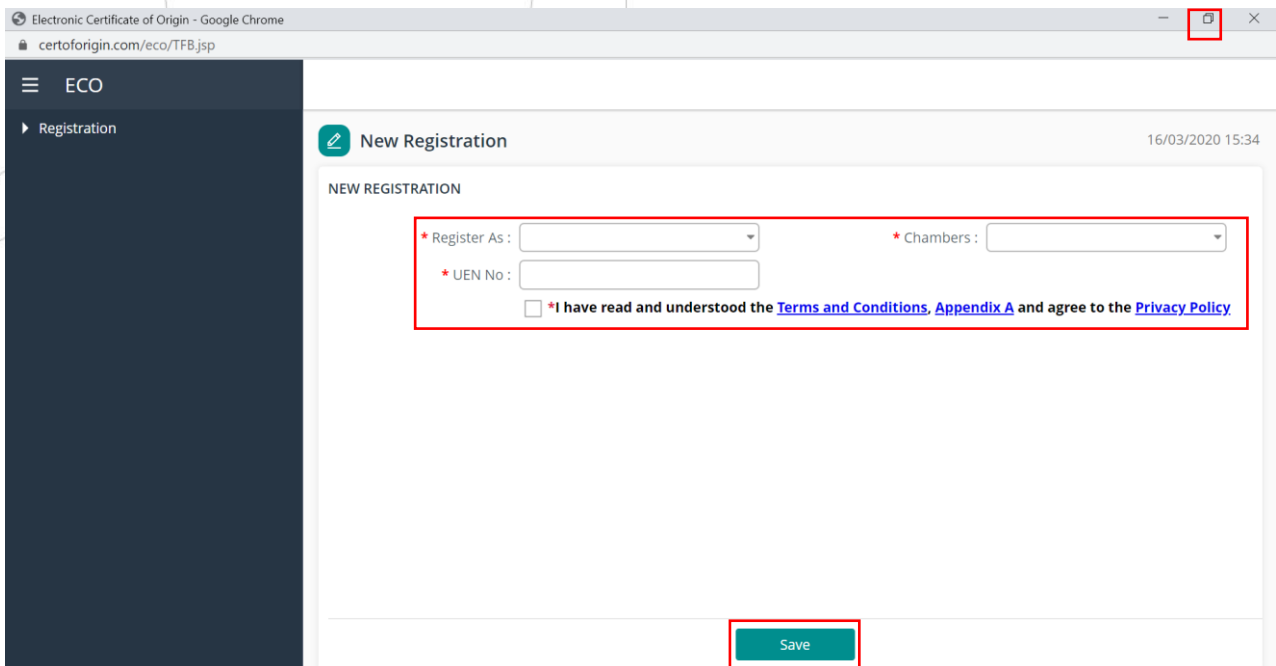
\* For more information, please contact GeTS at [sales@globaletrade.services](mailto:sales@globaletrade.services).

## How to Sign Up?

1. Go to [www.certoforigin.com](http://www.certoforigin.com). Click Sign Up.



2. Ensure your window is maximized. Fill in the details and click Save.



3. Fill in your Company details, Signatory details including the digital signature, and Supporting documents. Click Submit at Registration tab once done.

### Tips:

- a. You might want to email and attach your soft copy signature to [Support@globaletrade.services](mailto:Support@globaletrade.services) for resizing of your digital signature for eCO.
- b. Please take note of your TRN number once you Save your registration. This enables you to load your previously saved Registration to continue where you left off.

Access it by repeating Step 1, and maximizing your window. Click Registration> Search Registration.



ECO

Registration

New Registration

Search Registration

Dashboard >

16/03/2020 15:45

SEARCH REGISTRATION

\* Transaction No : TRN123455678

\* UEN No : 2012323234R

Search

4. **Once Chamber / Authorised Organisation has approved your registration, you will receive an email notification with further instructions.** (Please note that Chamber / Authorised Organisation will require your original letters submitted to them.)

**Tips:**

1. *The email will attach a CMS (application) and Giro form.*

*During the Circuit Breaker, please note that Giro processing will be suspended.*

*In order for users to have their account released, please scan the completed CMS form to [SalesOps@globaletrade.services](mailto:SalesOps@globaletrade.services) and choose from one of the following payment:*

- a. *Setting Payment mode as Credit Card*
- b. *\$200 Deposit/Bank Transfer*

*Bank Name: DBS Current Account  
Bank Account Name: CRIMSONLOGIC PTE LTD  
Bank Account No: 006-008186-0  
Branch Code: 006  
Bank Code: 7171  
Swift Code : DBSSGSG*

- c. *\$200 Credit Card Deposit*

*SalesOps team (who support and process registrations) will provide further instructions to you.*

2. *During the filling up of CMS form, you will need to assign Staff (Users) to roles.*

*There are 3 types of roles for eCO: Clerk (who creates the CO), Signatory (who cross checks the CO and is the one signing off on the CO), and an Administrator who is in charge of registration / amending registration to reflect the updated letters on eCO.*

*A user can be both Clerk and Signatory too.*

*Only one user can be assigned the Administrator role.*

***For assistance during sign up, please contact 6887 7333 and press 1.***



**A. For electronic CO application, you may click the following documents for your reference**

Procedures for Application, Issuance, Endorsement and Certification

Annex I - Specimen Signatures of Authorised Signatories

Annex II - Letter of Indemnity (Strictly for Members Only)

Annex III - Letter of Indemnity (For Non-members of Authorised Organisations)

Annex IV - Letter of Declaration by a Manufacturer

Annex V 1 - Letter of Declaration as a Supplier (For Foreign Origin Goods Purchased from Local Supplier)

Annex V 2 - Letter of Declaration as a Supplier (For Singapore Origin Goods Purchased from Local Supplier)

Annex VI - Guide to Origin Criteria

Annex VII - Manufacturing Cost Statement

Annex VIII - Letter of Undertaking (For eCO Application only)

**B. Endorsement Charges (w.e.f. 1 October 2019)**

**OPTION A: eCO SELF-PRINTED AT APPLICANT'S PREMISES**

Applicant(s) can print their approved eCO at their own premises. Approved eCO is digitally stamped, signed and dated.

	Member	Non-Member
1st set of 4 copies of eCertificate of Origin comprising 1 to 2 pages (inclusive of the Original)	\$6.00	\$9.00
Additional copies (per copy)	\$3.00	\$4.00
Additional pages (per page)	\$1.00	\$2.00

**OPTION B: eCO PRINTED AT THE CHAMBER'S PREMISES**

Applicant(s) can choose to print their approved eCO at the SCCC I Certificate of Origin Offices. Approved eCO is **manually** stamped, signed and dated by SCCC I's authorised signatory.

	Member	Non-Member
1st set of 4 copies of Certificate of Origin comprising 1 to 2 pages (inclusive of the Original)	\$7.00	\$10.00
Additional copies (per copy)	\$3.00	\$4.00
Additional pages (per page)	\$1.00	\$2.00



**OPTION C: PRINTED ON CO FORMS (PINK) <sup>NEW</sup>**

Applicant(s) can choose to print their approved CO on CO Forms (Pink) at their own premises. Approved CO is **digitally** stamped, signed and dated by SCCCI's authorised signatory.

<b>PRINTED ON CO FORM (PINK) AT APPLICANT'S PREMISES</b>	<b>Member</b>	<b>Non-Member</b>
1st set of 4 copies of Certificate of Origin comprising 1 to 2 pages (inclusive of the Original)	\$6.00	\$9.00
Additional copies (per copy)	\$3.00	\$4.00
Additional pages (per page)	\$1.00	\$2.00

**OPTION D: PRINTED ON CO FORMS (PINK) <sup>NEW</sup>**

Applicant(s) can choose to print their approved CO on CO Forms (Pink) at SCCCI Certificate of Origin Offices. Approved CO is **manually** stamped, signed and dated by SCCCI's authorised signatory.

<b>PRINTED ON CO FORM (PINK) AT THE CHAMBER'S PREMISES</b>	<b>Member</b>	<b>Non-Member</b>
1st set of 4 copies of Certificate of Origin comprising 1 to 2 pages (inclusive of the Original)	\$7.00	\$10.00
Additional copies (per copy)	\$3.00	\$4.00
Additional pages (per page)	\$1.00	\$2.00

For more information on CO Application, simply visit our website at <https://www.sccci.org.sg/trade-documentation>

<p><b>Peninsula Plaza</b> 111 North Bridge Road #06-11 Peninsula Plaza Singapore 179098 Monday to Friday 8.30am to 5.30pm (No Lunch Break)</p>	<p><b>Trade Association Hub</b> 9 Jurong Town Hall Road, #B1-02 Trade Association Hub, Jurong Town Hall Singapore 609431 Monday to Friday 9.00am to 5.30pm (Lunch Break: 1.00pm to 2.00pm)</p>
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This notice supersedes and replaces the notice dated March 29, 2019.



**C. Process Flow**

