



Date : 6 Nov 2023

To : All valued Clients of KCCCI

Notice

Implementation of Guidelines for the issuance of Non-Preferential Certificates of Origin for Year 2024

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 on 1st January of year 2024 before applying Certificate of Origin.**

Please refer to the Check list attachments from page 1 – 18 for the guidelines.

Kindly please contact KCCCI Secretariat for enquiries and clarifications Tel : 03-3343 9289
Whatsapp : 010-3769289 . (E-mail: klang.ccci@gmail.com or Website : www.kccci.org.my)

Your faithfully

Boon Soh Huai
Executive Secretary



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 20 January 2022)

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	Per Pad (with 50 sheets of ORIGINAL Form or COPY Form)	RM 30
	Per Sets (with 10 sheets of ORIGINAL Form + 15 sheets of COPY Form)	RM 20

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: _____

KCCCI Member Non-Member

FOR YEARLY REGISTRATION ONLY

No	Documents Required	KCCCI Member	Non-Member	
		Please (✓)	Please (✓)	
1.	Checklist for submission (Appendix 1)			
2.	Letter of Indemnity (Appendix 2)			
3.	Director's Statutory Declaration together 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.	Cost Analysis (Appendix 5)			
6.	Manufacturing License / Other Majlis License			
7.	Form D & B (Certificate of Registration of a Business) OR			
	Company Registration Certificate for Company Incorporated Under Companies Act 1965 BEFORE OR ON January 31, 2017:			
	➤ Form 9 (Certificate of Incorporation of SDN BHD & Sole Proprietor)			
	➤ Form 8 (Certificate of Incorporation of BERHAD)			
	➤ Form 49 (Particulars of Director / Officer)			
	➤ Form 13 (Change of Company Name)			
	Company Registration Certificate for Company Incorporated Under Companies Act 2016 AFTER JANUARY 31, 2017:			
	➤ Suruhanjaya Syarikat Malaysia (SSM) / Certificate of Incorporation (Akta Syarikat 2016)			
	➤ Suruhanjaya Syarikat Malaysia (SSM) (Particulars of Director / Officer)			
	➤ Application for Change of Name; Section 28			
	8.	Sample / Photograph / Catalogue (if applicable)		
	9.	Any other documents deemed necessary Please state:		

Manufacturer

FOR ENDORSEMENT

Name of Company: _____

KCCCI Member Non-Member

No	Documents Required	KCCCI Member	Non-Member
		Please (✓)	Please (✓)
1.	ONE Original & ONE Copy Completed Certificate of Origin		
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: _____

KCCCI Member Non-Member

FOR YEARLY REGISTRATION ONLY

No	Documents Required	KCCCI Member	Non-Member
		Please (✓)	Please (✓)
1.	Checklist for submission (Appendix 1)		
2.	Letter of Indemnity (Appendix 2)		
3.	Director's Statutory Declaration together 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.	A Letter of Declaration (Appendix 6) on Malaysian Origin Products from Manufacturer		
6.	Form D & B (Certificate of Registration of a Business)		
	OR		
	Company Registration Certificate for Company Incorporated Under Companies Act 1965 BEFORE OR ON January 31, 2017:		
	➤ Form 9 (Certificate of Incorporation of SDN BHD & Sole Proprietor)		
	➤ Form 8 (Certificate of Incorporation of BERHAD)		
	➤ Form 49 (Particulars of Director / Officer)		
	➤ Form 13 (Change of Company Name)		
	Company Registration Certificate for Company Incorporated Under Companies Act 2016 AFTER JANUARY 31, 2017:		
	➤ Suruhanjaya Syarikat Malaysia (SSM) / Certificate of Incorporation (Akta Syarikat 2016)		
	➤ Suruhanjaya Syarikat Malaysia (SSM) (Particulars of Director / Officer)		
➤ Application for Change of Name; Section 28			
7.	Sample / Photograph / Catalogue (if applicable)		
8.	Any other documents deemed necessary Please state:		

Traders or Exporters
FOR ENDORSEMENT

Name of Company: _____

KCCCI Member Non-Member

No	Documents Required	KCCCI Member	Non-Member
		Please (✓)	Please (✓)
1.	ONE Original & ONE Copy Completed Certificate of Origin		
2.	Commercial Invoice		
3.	Packing List		
4.	Supplier Invoice		
5.	Supplier Manufacturing License or Other Majlis License		
6.	Customs Export declaration (Form K2) and official Receipt		
7.	Bill of lading / Airway Bill		
8.	Sample / Photograph / Catalogue (if applicable)		
9.	Raw material and product invoices (if applicable)		
10.	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: _____

KCCCI Member Non-Member

FOR YEARLY REGISTRATION ONLY

No	Documents Required	KCCCI Member	Non-Member
		Please (✓)	Please (✓)
1.	Checklist for submission (Appendix 1)		
2.	Letter of Indemnity (Appendix 2)		
3.	Director's Statutory Declaration together 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 D & B (Certificate of Registration of a Business) OR		
	Company Registration Certificate for Company Incorporated Under Companies Act 1965 BEFORE OR ON January 31, 2017:		
	➤ Form 9 (Certificate of Incorporation of SDN BHD & Sole Proprietor)		
	➤ Form 8 (Certificate of Incorporation of BERHAD)		
	➤ Form 49 (Particulars of Director / Officer)		
	➤ Form 13 (Change of Company Name)		
	Company Registration Certificate for Company Incorporated Under Companies Act 2016 AFTER JANUARY 31, 2017:		
	➤ Suruhanjaya Syarikat Malaysia (SSM) / Certificate of Incorporation (Akta Syarikat 2016)		
	➤ Suruhanjaya Syarikat Malaysia (SSM) (Particulars of Director / Officer)		
	➤ Application for Change of Name; Section 28		
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.	ONE Original & ONE Copy Completed 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**.

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.

PART III: CERTIFICATION PROCEDURES

1. Application for back-back C.O can only be issued for goods that pass through Malaysia before re-exported to 3rd countries.
2. Back-toback / Transshipment NPCO must carry first country origin.
3. A valid original Certificate of Origin (1st Country) must be presented.
4. The consignment which is to be re-exported with the back-to-back C.O must not undergo any further processing in the intermediate Party, except for repacking and logistics activities.
5. In the case of partial shipments, the partial export value shall be shown. The total quantity re-exported under the partial shipment should not exceed the total quantity of the 1st Country C.O.
6. The period of validity of the back-to-back C.O should not exceed the period of validity of the 1st Country C.O.
7. For those who export partial quantity from the imported quantity, kindly attached with the Monitoring Sheet as per Appendix 7.

Checked by: _____

Date: _____

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
Wisma KCCCI,
No. 77, 79, 81, Lorong Tiong,
Taman Eng Ann,
41050 Klang, Selangor,
Malaysia.

Dear Sir,

LETTER OF INDEMNITY FOR YEAR 2024

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 January 2024 to 31ST December 2024**, 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
Wisma KCCCI,
No. 77, 79, 81, Lorong Tiong,
Taman Eng Ann,
41050 Klang, Selangor,
Malaysia.

Dear Sir,

LIST OF SPECIMEN SIGNATURE FOR THE APPLICATION OF CERTIFICATE OF ORIGIN FOR YEAR 2024

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.

Appendix 5

COST ANALYSIS FOR ISSUANCE OF NPCO (To be typed using the Company's letterhead)

Name of Manufacturer :
Description of Product :
Finished Product HS Code :

This Cost Statement is for 1 Unit

List of Raw Materials	HS Code (6 digits)	Unit Cost (MYR)	Country of Origin
Raw Materials, Parts & Components (Please give detailed breakdown)			
MALAYSIA ORIGINATING MATERIALS			
a.			
b.			
c.			
1. Total of Originating Raw Materials			
NON-MALAYSIA ORIGINATING MATERIALS (VNM)			
a.			
2. Total of VNM			
3. Total Raw Materials (1+2)			

Evaluation of Origin Criteria

Qualifying Value Content (QVC) Calculation :

$$\frac{\text{Total of Raw Materials - VNM}}{\text{Total of Raw Materials}} \times 100 = \quad \%$$

Prepared by:

.....
(SIGNATURE of Proprietor, Partner, Director or Company Secretary and COMPANY STAMP)

.....
(Full name of authorized signatory)

.....
(Designation of authorized signatory)

Appendix 6

LETTER OF DECLARATION BY MANUFACTURER OF PRODUCTS **To be submitted by Manufacturer of Products Selling to Trading Companies** **(To be typed using the Company's letterhead)**

Executive Secretary
Klang Chinese Chamber of Commerce and Industry
Wisma KCCCI,
No. 77, 79, 81, Lorong Tiong,
Taman Eng Ann,
41050 Klang, Selangor,
Malaysia.

Dear Sir,

LETTER OF DECLARATION

We hereby declare that we are the manufacturer of the products _____ (Name of Product) which we have sold to our customer _____ (Name of Trading Company).

Our factory is located at the following address:
(To provide address only if it is different from address on the letterhead)

Tel: _____ Fax: _____

Attach herewith the Form 9, Form 13*, Manufacturing License and other related documents for your reference and kind perusal.

Thank you.

Yours faithfully,

.....
(SIGNATURE of **Proprietor, Partner, Director or Company Secretary** and COMPANY STAMP)

.....
(Full name of authorized signatory)

.....
(Designation of authorized signatory)

.....
Date :

* Only for those that change company name.

Appendix 7

(Should be typed using the Company's letterhead)

**Executive Secretary
Klang Chinese Chamber of Commerce and Industry
Wisma KCCCI,
No. 77, 79, 81, Lorong Tiong,
Taman Eng Ann,
41050 Klang, Selangor,
Malaysia.**

Dear Sir / Madam,

Monitoring Sheet

This monitoring sheet is referred to:

Supplier's Invoice No. & Date : _____
Manufacturer's C.O. No. & Date : _____
Product Description : _____

Please refer to the attachment list for further details.

Yours faithfully,

.....
(SIGNATURE of **Proprietor, Partner, Director or Company Secretary** and COMPANY STAMP)

.....
(Full name of authorized signatory)

.....
(Designation of authorized signatory)

.....
Date :

Attachment List:

No.	Date	Gross Weight or Other Quantity (Import / Balance)	Gross Weight or Other Quantity (Export)	Product Description (Export)	Consignee's Name	Applicant's Company Stamp & Sign	Chamber Stamp & Sign
1.							
2.							
3.							
4.							
5.							

Appendix 8

LETTER OF PURCHASE CERTIFICATE OF ORIGIN (C.O.) FORM (To be typed using the Shipper Company's letterhead)

**Executive Secretary
Klang Chinese Chamber of Commerce and Industry
Wisma KCCCI,
No. 77, 79, 81, Lorong Tiong,
Taman Eng Ann,
41050 Klang, Selangor,
Malaysia.**

Dear Sir,

LETTER OF PURCHASE CERTIFICATE OF ORIGIN (C.O.) FORM

We hereby authorized our dispatch / forwarder _____ (Name of Dispatch / Forwarder), IC No. _____, from _____ (Name of Company) to purchase ____ (Quantity) sets/pad* of Original C.O. and ____ (Quantity) sets/pad* of Copy C.O. Form from Klang Chinese Chamber of Commerce and Industry.

Attach herewith the Photocopy IC for your reference and kind perusal.

Thank you.

Yours faithfully,

.....
(SIGNATURE of **Proprietor, Partner, Director or Company Secretary** and COMPANY STAMP)

.....
(Full name of authorized signatory)

.....
(Designation of authorized signatory)

.....
Date :

Explanatory notes:

- * - Per Pad (with 50 sheets of ORIGINAL Form or COPY Form)
- * - Per Sets (with 10 sheets of ORIGINAL Form + 15 sheets of COPY Form)