

## TO BE TYPED ON APPLICANT COMPANY'S ORIGINAL LETTERHEAD

<b>LETTER OF DECLARATION AND INDEMNITY FOR CERTIFICATE(S) OF ORIGIN ISSUED RETROSPECTIVELY</b>
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Date of Issuance : DD/MM/YYYY

To : The Chief Executive  
Singapore International Chamber of Commerce  
6 Raffles Quay #10-01  
Singapore 048580

Dear Sir

**Certificate(s) of Origin Issued Retrospectively (Transaction/Receipt No. \_\_\_\_\_)**

1. This is to confirm that no Certificate of Origin has been issued for the shipment.
2. The reason for the late application is as follows:  
(Note to CO Applicant: Where appropriate, to enclose letter of request from importer/foreign buyer.)
3. In consideration of your issuing, endorsing or certifying at our request such certificate(s) of origin issued retrospectively, commercial invoices, packing lists and all other documents whatsoever required of you by us, we hereby undertake to fully indemnify you and to keep you fully indemnified against all actions, suits, proceedings, claims, expenses, loss, damages, costs, charges and liabilities whatsoever which may be taken or made against you or incurred or become payable by you by reason of or on account of or arising out of your issuing, endorsing or certifying the aforesaid documents.
4. We declare that the information contained in our application for any such certificates or certifications as referred to above is true and correct.
5. 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 not exceeding 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 and 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 sincerely

Signature of Authorised Signatory*
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Name of Authorised Signatory  
Designation of Authorised Signatory

Company's Official Rubber Stamp
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\* 1) Incorporated Company: CEO or his deputy or any of the authorised signatories registered with SICC

\*2) Unincorporated Company: Sole Proprietor or firm's partner or any of the authorised signatories registered with SICC.