

## Remote Payment Guide:

1. Prepare the document for submission.
  2. Determine the amount payable – please refer to the documentation fees applicable at: <https://sicc.com.sg/certification/certificates-of-origin/endorsement-fees-for-certificate-of-origin/>
  3. Make payment – please select from options above.
  4. After payment is made, please **email immediately** to [certification@sicc.com.sg](mailto:certification@sicc.com.sg) with the following:
    - i) Attach the screenshot of the payment advice
    - ii) Please provide:
      - **Name of account holder (Payee)\***
      - Exporter's full company's name
      - Documents the payment are for
      - Specify the reference number (e.g. Invoice number)
- \*If the payment is made via company's account, please indicate the full company's name.*
- If payment is made **via personal account**, please provide the payee's name as **registered with the bank**.*
5. Upon successful submission of your physical documents, a receipt will be generated and given to your representative at the submission counter.
  6. Please **produce the respective receipt** to our counter staff **upon collection** of the documents.