

**LETTER OF DECLARATION BY SINGAPORE  
MANUFACTURER FOR THE PURPOSE OF APPLYING ORDINARY  
(NON-PREFERENTIAL)  
CERTIFICATE OF ORIGIN**

Date of Issuance: \_\_\_\_\_

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

Dear Sir

**CONFIRMATION OF ORIGIN OF GOODS**  
**VALID FROM** \_\_\_\_\_ **TO 31st DECEMBER** \_\_\_\_\_

We hereby declare that the product(s) listed below:

Description of Goods	

is/manufactured by us and comply with the relevant origin criterion, **indicated with a tick as follows:**

Wholly obtained (i.e. wholly grown or produced)

Manufactured in Singapore with minimum 25% local content based on the ex-factory price of the finished product.

Attained a change of tariff classification at 6digit level, i.e. change in sub-heading (CTSH) When compared against imported or foreign/undetermined raw materials used in production.

Undergone a chemical reaction (applicable only for products under HS Chapters 27 to 40)

2. Our factory is located at \_\_\_\_\_

\_\_\_\_\_  
We enclosed herewith a copy of the Certificate of Registration of a Factory issued by the Ministry of Manpower (MOM)/our Factory Notification (together with the MOM's email confirmation on the conversion to the Factory Notification Scheme/Confirmation of Risk Management Declaration).

3. We are aware that this Letter of Declaration is issued for the purpose of obtaining a Certificate of Origin for our products. We declare that the information given above is true and correct.

4. 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

\_\_\_\_\_  
Company's Official Rubber Stamp

Name of Authorised Signatory \_\_\_\_\_

Designation of Authorised Signatory \_\_\_\_\_