

To: All Customers

19 October 2021

**CERTIFICATES OF ORIGIN (CO)
Application/Endorsement Procedures**

To expedite the processing of your CO and other endorsement applications, all customers are requested to please **update and submit** the following documents to the Chamber **by 3 January 2022**. All documents are available in fillable PDF format at www.sicc.com.sg:

1. **List of Authorized Signatories and Specimen Signatures of Applicants for Endorsement of COs –**
2. **Annex 1 (valid for 2 calendar years)**

Helping businesses

All CO applicants are required to submit to the Chamber a list of their employees who are authorized to apply for Certificates of Origin, together with their specimen signatures and an impression of their companies' official rubber stamps. This list may include the **Name/Designation/Contact No. of not more than 6 authorized signatories** and, in order to expedite the processing of your certification/endorsement applications, this list must be accompanied by a copy of the:

- Official letter from Singapore Customs on Notification of Registration of your company's Unique Entity Number (UEN) and
- Company/Business Registration Certificate or ACRA Biz File Printout
(Note: New CO applicants are to provide an up to date ACRA Biz File Printout).
- a) all amendments made on the list of authorized signatories must be signed by the CEO or his/her deputy appointing the signatories.

6 Raffles Quay #10-01
Singapore 048580

General
T +65 6500 0988
F +65 6224 2785

Certification Dept
T +65 6500 0950
F +65 6534 1052

3. Renewal of Letter of Indemnity – Annex II (valid for 2 calendar years)

All CO applicants wishing to use the Chamber's Certification Services are required to submit a continuing Letter of Indemnity.

W www.sicc.com.sg

E heretohelp@sicc.com.sg

4. Letter of Declaration by Manufacturer (if applicable) obtainable from manufacturers of Singapore Origin goods:

- I) Annex III (for each CO application) – this applies to one-off exports of Singapore origin goods and must be submitted for each CO application.
- II) Annex IV (valid for 2 calendar years) – this applies to your regular exports

Important Note:

The above-mentioned documents must be:

- a) printed on the applicant's original company letterhead.
- b) updated on the first working day of January every 2 years and whenever there are changes during the 2 years.
- c) submitted before or with the first application of the Certificate of Origin otherwise we will not be able to process and approve your applications.

With my thanks for your continued co-operation and best regards.

Nisha Ibrahim
Director, Certification Services