

**Perak Chinese Chamber of Commerce & Industry (PCCCI)
Non-Preferential Certificate of Origin (NPCO)
GUIDELINES**

(A) YEARLY REGISTRATION

Documents stated below are required for Registration as PCCCI's Client to facilitate the endorsement of Certificate of Origin:

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| 1. | Letter of Indemnity with validity for the current year duly stamped (RM10) at any Government Stamping Office and certified true copy by the Company Secretary. | |
| 2. | Statutory Declaration duly endorsed by Commissioner for Oaths | |
| 3. | Specimen signatures of authorized signatories together with photocopies of authorised signatories' Identity Cards (IC). | |
| 4. | Directors' Circular Resolution certified true copy by the Company Secretary | |
| 5. | SSM Corporate Information | |
| 6. | Manufacturing licence by MITI / Royal Malaysian Customs / Local Authorities | |
| 7. | Letter of Declaration on Malaysian Origin Products from Manufacturer and certified true copy by the Company Secretary. (Only applicable for Trader or Exporters) | |
| 8. | Sample / Photograph / Catalogue (if applicable) | |
| 9. | Any other documents deemed necessary. Please state: | |

**All photocopied documents should be certified true copy by the Company Secretary or Companies Commission of Malaysia (SSM).

(B) ENDORSEMENT OF CERTIFICATE OF ORIGIN

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| 1. | Original copy of completed Certificate of Origin (1 copy for PCCCI filing) | |
| 2. | Tax Invoice | |
| 3. | Packing List | |
| 4. | Bill of Lading / Airway Bill | |
| 5. | Royal Malaysian Customs Declaration Form (K2) | |
| 6. | EDI Receipt from Royal Malaysian Customs | |
| 7. | Supplier Invoice (Only applicable for Traders or Exporters) | |
| 8. | Supplier Manufacturing License / Local Authorities License (Only applicable for Traders or Exporters) | |

(C) CHARGES

| Description | Member |
|---|--------|
| Certificate of Origin Form (per pack) | RM 18 |
| Endorsement of Certificate of Origin (per signature) | RM 5 |

(D) NOTES

- I. PCCCI would not consider the Certificate of Origin application for shipment exceeding one month from the export date.
- II. PCCCI would not consider any advance Certificate of Origin application (before the export date) except for shipments by Air.
- III. PCCCI reserve the rights to endorse or reject any application of Certificate of Origin at its sole discretion.

Any enquiries, please do not hesitate to contact Ms Choo or Ms Cheang of PCCCI Secretariat at Tel: 05-242 1366 or Email: pkcchcm@gmail.com.

Thank you for your kind cooperation.