

**SINGAPORE MANUFACTURERS' FEDERATION**



**SINGAPORE MANUFACTURERS' FEDERATION .... YOUR PARTNER IN TRADE DOCUMENTATIONS**

Singapore Manufacturers' Federation (SMF) is authorised by the Singapore Government (Singapore Customs ("SC")) to issue, endorse and certify Certificates of Origin and other supporting documents under Section 3 of the Exportation (CO & Commonwealth Preference Cert.) Order '71. In this regard, SMF, has been dutifully serving the business community by endorsing COs for more than 20 years.

**PROCEDURES FOR APPLICATION, ISSUANCE, ENDORSEMENT AND CERTIFICATION**

**1) Registration of Applicant's Authorised Signatories For The Issuance, Endorsement or Certification of Certificates of Origin and Issuance of Letters of Indemnity.**

All applicants, regardless of their membership status, are required to provide a list of their authorized employees to SMF for the Application of Certificates of Origin, or Endorsement, or Certification on Certificates of Origin with the relevant supporting documents and Issue Letters of Indemnity.

This submitted list will include the following details:

- 1) Names
- 2) NRIC Numbers
- 3) Designations
- 4) Specimen signatures of not more than 6 authorised signatories
- 5) Impression of their companies' official rubber stamps

**BY:**

**A. If the applicant is an incorporated company**

The Chief Executive Officer or his Deputy (whose authorisation may need to be evidenced by an extract of the relevant board resolution, certified by the company secretary).

**B. If the applicant is not an incorporated company**

The sole proprietor or partner of the firm.

(Must be updated annually or whenever there are material changes, in accordance to a standard format for registration (Annex I)

## 2) Letter Of Indemnity

The required Letters of Indemnity from members and non-members are to conform to a standard format and will bear the applicant's official letterhead (Annex II). The Letters of Indemnity must be signed by either:

### A. If the applicant is an incorporated company

The Chief Executive Officer or his Deputy or any of the authorised signatories registered with SMF.

### B. If the applicant is not an incorporated company

The sole proprietor or partner of the firm or any of the authorised signatories registered with SMF.

## 3) Required Supporting Documents For Verification of Application For A Certificate Of Origin:

To avoid delays in processing applications for the issuance of Certificates of Origin, applicants are required to ensure that their authorised staff submits the required supporting documents. The various categories of documentation required are itemised below:

### A) When Applying For A Certificate Of Origin For Locally Manufactured Goods:

The following documents must be submitted:

- 1) **Letter of Declaration By A Manufacturer (Annex III)** – to qualify for Singapore origin, a product must have at least 25% local content. The manufacturer must submit this letter to confirm that the goods are locally manufactured by him and have complied with the origin criteria applicable to the products; and
- 2)
  - a) Manufacturer's Invoice (if the Applicant is the Manufacturer).....or
  - b) Exporter's Invoice (if the Applicant is not the Manufacturer) and his Supplier's Invoice;.....and
  - c) Any other documents as may be deemed necessary. These include Approved Outward Declaration, Factory Licence or Singapore Customs Manufacturer's Registration, Packing List, Signed Bill of Lading/Airway Bill, Manufacturing Cost Statement, etc.

SMF reserves the right, but has no obligation, to conduct inspection of premises where the goods under application are being manufactured or processed. Applicants are therefore required to submit their application before shipment of the goods.

## B) When Applying For A Certificate of Origin For Goods For Re-Export

The following documents must be submitted:

- 1) Certificate of Origin from the Supplier's country (where applicable, the date of issue **should not be later than 24 months**).....or
- 2) If (1) is not obtainable, Foreign Supplier's Invoice;.....and
- 3) In addition to (1) or (2), a copy of signed Bill of Lading/Airway Bill from the Supplier's country; or failing which any other documents;.....and
- 4) Exporter's Invoice;.....and
- 5) Any other documents as may be deemed necessary. These include **Declaration By Manufacturer's Representative For Foreign Origin Of Goods (Annex IV) or Declaration by Exporter for Foreign Origin Goods (Annex V)**. Approved Outward/Inward Declarations, Packing List, Outgoing Signed Bill of Lading/Airway Bill, etc.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and marked "**Certified True Copy**".

SMF reserves the right, but has no obligation, to conduct physical inspection of the goods under application and to verify the particulars furnished by the applicants. Applicants are therefore required to submit their application before the shipment of the goods.

## C) When Applying For A Certificate Of Origin For Direct Shipment From A Second Country To A Third Country

The following documents must be submitted:

- a) Letter of Credit from the Importer to the Singapore Exporter (for L/C transactions); .....and
- b) Exporter's Invoice;.....and
- c) A copy of signed Bill of Lading or Airway Bill from the Supplier's country; ...and
- d) i) Either a Certificate of Origin from the Supplier's country  
or  
ii) a Foreign Supplier's Invoice;.....and
- e) Any other documents as may be deemed necessary. These include Packing List, etc.
- f) Where applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and marked "**Certified True Copy**".

**D) When Applying For A Certificate of Origin For Goods After The 21 Days but Within 1 Year From Date Of Shipment, the following Conditions Must Be Met:**

The applicant must provide the following documents:

- a) The standard Late Application Letter (Annex VII) which shall also confirm that no Certificates of Origin has already been issued earlier for the shipment, and to give the reason for the late application (to enclose letter of request from importer/foreign buyer where appropriate);.....and
- b) Copy of signed Bill of Lading or Airway Bill.....and
- c) Any other documents as may be deemed necessary.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are available, photocopies are to be submitted provided they are clear and marked **“Certified True Copy”**.

Such Certificates of Origin shall be dated as of the date of issue and marked **“Issued Retrospectively”**.

**4) SMF To Retain A Copy Of Certificate Of Origin Issued Or Documents Endorsed Or Certified**

SMF is required to retain a copy of each Certificate of Origin issued or documents endorsed/certified, together with a set of the relevant supporting documents. Each application for a Certificate of Origin together with an appropriate set of supporting documents must, therefore, be accompanied by a duplicate copy/set.

Wherever applicable, the original copies of supporting documents are to be submitted. However, if they are not available, photocopies are to be submitted provided they are clear and marked **“Certified True Copy”**.

Applicants are required to present the original of supporting documents for sighting by SMF. The originals may be returned together with the endorsed certificates/documents. Copies will be retained by SMF together with the duplicate Certificate of Origin.

**5) Confidentiality**

All applications for the issuance, endorsement and certification of Certificates of Origin/other trade documents will be dealt with by authorised SMF staff in the strictest confidence.

**6) Reservations Regarding The Issue Of Certificates**

SMF reserves the right to require applicants to produce additional documentary evidence to allow sufficient verification of the particulars submitted.

SMF also reserves the right, at its absolute discretion, to decline to issue or endorse or certify a Certificate of Origin or other trade documents without stating its reasons.

Occasions may arise when an applicant has difficulty in producing the full supporting documentation listed above. Where applicants have valid reasons for their inability to comply in full, they should consult the Certification Officer of SMF.

When the applicant is unable to meet any of the requirements, a Banker’s Guarantee may be required.

## 7) Penalties

Under the Export (Certificates of Origin and Commonwealth Preference Certificates) Order, any person (s) who:

- a) obtain a Certificate of Origin which is false in any material particular;
- b) makes or presents any declaration or statement or representation which is false in a material particular for the purpose of obtaining such a Certificate;
- c) uses such a Certificate in respect of any goods other than the goods of origin;
- d) makes or causes to be made any alteration whether by addition, insertion, obliteration, erasure, removal or otherwise; or
- e) substitutes or permits or allows any other person to substitute any goods for any; in respect of which such a Certificate has been issued.

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding S\$100,000 or 3 times the value of the goods whichever is greater or up to 2 years imprisonment or to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000 or 4 times the value of the goods whichever is greater, or up to 3 years imprisonment or to both.

Yours sincerely

Emmeline Lam  
Director  
Global Business Groups

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### **CERTIFICATE OF ORIGIN & ELECTRONIC CERTIFICATE OF ORIGIN**

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**6826 3091 (Eddy Poon)**

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