

**LETTER OF INDEMNITY  
(Please type on the Company's Letterhead)**

The Executive Director  
The Chinese Chamber of Commerce & Industry  
of Kuala Lumpur & Selangor  
7<sup>th</sup> Floor, Wisma Chinese Chamber,  
258, Jalan Ampang,  
50450 Kuala Lumpur.



\*\*

Dear Sir,

**Letter Of Indemnity For The Year 2024**

In consideration of your endorsing all Certificates of Origin, Invoices, Packaging Lists and all documents whatsoever required of you by us during the period of **1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024**, we hereby undertake and agree to indemnify you in full from and against all consequences, liabilities, actions, proceedings, damages, costs, claims, demands, expenses or losses which you may suffer, incur or sustain by reasons or account of your having endorsed such documents for us.

Yours faithfully,

\_\_\_\_\_  
(Signature of **Director / Proprietor / Partner**)

Company Stamp

\_\_\_\_\_  
(Full Name of Authorised Signatory)

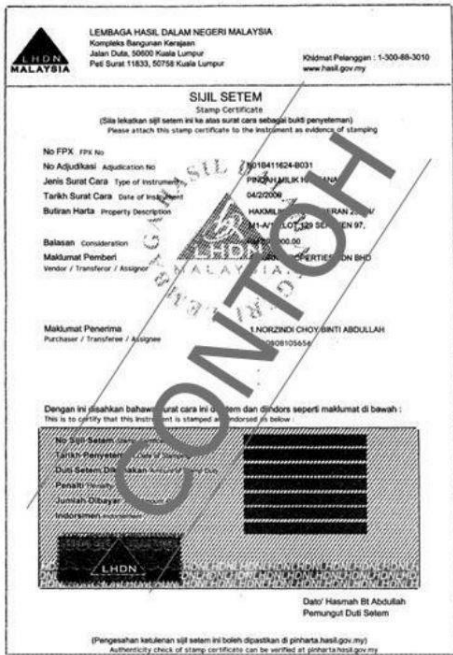
\_\_\_\_\_  
(Designation of Authorised Signatory)

\_\_\_\_\_  
Date

**\*\* This document MUST be duly stamped by Lembaga Hasil Dalam Negeri (LHDN) OR attached with LHDN Stamp Certificate before being submitted to the Chamber.**

**For Reference**

Sample of LHDN Stamp Certificate (apply at LHDN STAMPS website)



Please fill in the details as below when applying for LHDN Online Stamping.

Utama Tukar Peran Tambah Penerima/Pembeli (Syarikat Berdaftar Dengan SSM)

**STAMPS ASSESSMENT**  
Borang Permohonan Senarai Penyelesaian

**A. MAKLUMAT PIHAK PERTAMA/ PIHAK KEDUA**  
*Applicant's Company*

**1. MAKLUMAT PIHAK PERTAMA**  
Tambah Individu atau Syarikat Berdaftar Dengan SSM atau Syarikat/ Agensi

Bil	Nama	No KP / Passp
	KLSCCCI	

**2. MAKLUMAT PIHAK KEDUA**  
Tambah Individu atau Syarikat Berdaftar Dengan SSM atau Syarikat/ Agensi

Bil	Nama	No KP / Passp

**3. Butiran Pengguna**

Tambah Penerima/Pembeli (Syarikat Berdaftar Dengan SSM)

Nama Seperti Dalam Perjanjian \*: KLSCCCI

Jenis Perniagaan \*: Koperasi / Pertubuhan

No. Pendaftaran Syarikat (Lama) \*: NO. 190 SELANGOR  TIADA

No. Pendaftaran Syarikat (Baharu) \*: No Syarikat  TIADA

Syarikat \*: Tempatan

Alamat \*: 7TH FLOOR, WISMA CHINESE CHAMBER, 258, JALAN AMPANG,

Bandar \*: KUALA LUMPUR

Negeri \*: Wilayah Persekutuan Kuala Lumpur

Negara \*: MALAYSIA

Poskod \*: 50450

No. Telefon \*: 03-42532135

E-mail :

**SPECIMEN SIGNATURES OF AUTHORISED SIGNATORIES**  
**(Please type on the Company's Letterhead)**

The Executive Director  
The Chinese Chamber of Commerce & Industry  
of Kuala Lumpur & Selangor  
7<sup>th</sup> Floor, Wisma Chinese Chamber,  
258, Jalan Ampang,  
50450 Kuala Lumpur.

Dear Sir,

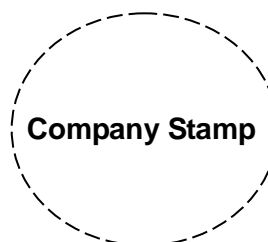
**Specimen Signatures for the Application of Certificate of Origin**

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We append the following Authorised Signatories for the applications of Certificate of Origin (C.O.):

No.	Name	I/C No.	Designation	Signature

\_\_\_\_\_  
(Signature of **Director / Proprietor / Partner**)



\_\_\_\_\_  
(Full Name of Authorised Signatory)

\_\_\_\_\_  
(Designation of Authorised Signatory)

\_\_\_\_\_  
(Date)

**\*\* This letter MUST be attached with IC photocopies of Authorised Signatories that are certified by the authorised signatory of the applicant's company with company stamp.**

**STATUTORY DECLARATION**

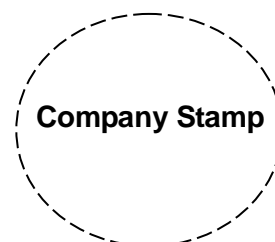
I \_\_\_\_\_ (Name of Applicant) (NRIC No. \_\_\_\_\_) of \_\_\_\_\_ (Residence Address) solemnly and sincerely declare the following:

1. That I am \_\_\_\_\_ (Position in Company) in \_\_\_\_\_ (Company Name and Company Address) and am duly authorised to affirm this declaration on behalf of the Company;
2. I make this declaration in full knowledge and awareness of **The Chinese Chamber of Commerce & Industry of Kuala Lumpur & Selangor (KLSCCCI)** reliance on this declaration as an inducement or basis to endorse/certify on document(s) presented by our Company;
3. I undertake and agree to fully indemnify **KLSCCCI** in full from and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, or losses whatsoever which may be taken or made against **KLSCCCI** or incurred or become payable by **KLSCCCI** by reason of or on account of or arising out of it issuing, endorsing or certifying the aforesaid documents;
4. I am fully aware that it is a criminal offence to induce **KLSCCCI** to endorse on our documents on the basis of a false declaration;
5. I am also aware that the penal consequences for a false declaration in respect of the above may include:
  - a) imprisonment for a term not exceeding three (3) years and shall also be liable to a fine pursuant to Section 193 of the Penal Code read together with Section 199 or 200 of the Penal Code; or
  - b) imprisonment for a term not less than one (1) year and not exceeding ten (10) years and with whipping and shall also be liable to a fine pursuant to Section 420 of the Penal Code; or
  - c) fine not exceeding RM500,000.00 (Five Hundred Thousand Ringgit) or to imprisonment for a term not exceeding five (5) years or to both under Section 133 of Customs Act 1967.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly )  
declared by the abovenamed )  
at \_\_\_\_\_ )  
in the state of \_\_\_\_\_ )  
on this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ )

.....  
**Signature of Applicant (Director / Proprietor / Partner)**



Before me,

.....  
COMMISSIONER FOR OATHS

**(Please type on the Company's Letterhead)**

The Executive Director  
The Chinese Chamber of Commerce & Industry  
of Kuala Lumpur & Selangor  
7<sup>th</sup> Floor, Wisma Chinese Chamber,  
258, Jalan Ampang,  
50450 Kuala Lumpur.

Dear Sir,

**LIST OF PRODUCTS**

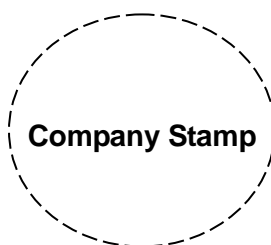
We hereby declare that we are the manufacturer of the below list of products:

	<b>Product Name</b> <i>[The description of product details should be the same for all documents (List of Products, Cost Analysis &amp; Invoices)]</i>	<b>HS Code (10 digits)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Thank you.

Yours faithfully,

\_\_\_\_\_  
(Signature of **Director**)



\_\_\_\_\_  
(Full Name of Authorised Signatory)

\_\_\_\_\_  
(Designation of Authorised Signatory)

\_\_\_\_\_  
(Date)

**(Please type on the Company's Letterhead)**

**COST ANALYSIS FOR RAW MATERIALS OF PRODUCT**

Name of Manufacturer : \_\_\_\_\_

Product Name: \_\_\_\_\_

*[The description of product details should be the same for all documents (List of Products, Cost Analysis & Invoices)]*

Finished Product  
HS Code (10 digits) : \_\_\_\_\_

**This Cost Statement is for 1 Unit**

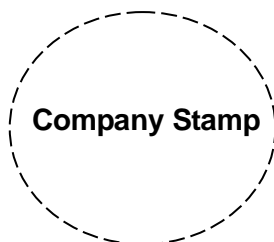
List of Raw Materials	HS Code (10 digits)	Unit Cost (MYR)	Country of Origin
- Raw Materials, Parts & Components (Please give detailed breakdown) - Packaging & Labour Cost should be excluded from the breakdown			
<b>(A) RAW MATERIALS OF MALAYSIA ORIGIN</b>			
a.			
b.			
c.			
<b>TOTAL (A)</b>			
<b>(B) RAW MATERIALS OF NON-MALAYSIA ORIGIN</b>			
a.			
b.			
<b>TOTAL (B)</b>			
<b>GRAND TOTAL (A+B)</b>			

**Evaluation of Origin Criteria**

**Qualifying Value Content (QVC) Calculation :**

$$\frac{\text{TOTAL (A) RM}}{\text{GRAND TOTAL (A+B) RM}} \times 100 = \quad \%$$

\_\_\_\_\_  
(Signature of Director)



**Company Stamp**

\_\_\_\_\_  
(Full Name of Authorised Signatory)

\_\_\_\_\_  
(Designation of Authorised Signatory)

\_\_\_\_\_  
(Date)

**LETTER OF DECLARATION BY MANUFACTURER OF PRODUCTS**  
**To be submitted by Manufacturer of Products Selling to Trading Companies**  
**(Please type on the Company's Letterhead of Manufacturer)**

The Executive Director  
The Chinese Chamber of Commerce & Industry  
of Kuala Lumpur & Selangor  
7<sup>th</sup> Floor, Wisma Chinese Chamber,  
258, Jalan Ampang,  
50450 Kuala Lumpur.

Dear Sir,

**LETTER OF DECLARATION**

We hereby declare that the following products which we have sold to our customer \_\_\_\_\_ (Name of Trading Company) is/are manufactured by us and comply with the origin criteria for the issue of a Certificate of Origin. Cost Analysis (Appendix 4ii) of the products are attached together as the proof of its origin.

	<b>Product Name</b>	<b>HS Code (10 digits)</b>	<b>Origin Criteria*</b>
1.			
2.			
3.			
4.			
5.			

*(Please attach a separate list if space is insufficient)*

**\*Origin Criteria:**

- A. wholly obtained (i.e. wholly grown or produced)
- B. manufactured in Malaysia with minimum 25% of local content *(Please indicate the local content percentage of your products)*
- C. attained a change of tariff classification at 6 digit level

Our factory is located at (address) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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.

We are aware that under the Customs Act 1967, the penalty for making a false declaration is:

- a) imprisonment for a term not exceeding three (3) years and shall also be liable to a fine pursuant to Section 193 of the Penal Code read together with Section 199 or 200 of the Penal Code; or

- b) imprisonment for a term not less than one (1) year and not exceeding ten (10) years and with whipping and shall also be liable to a fine pursuant to Section 420 of the Penal Code; or
- c) fine not exceeding RM500,000.00 (Five Hundred Thousand Ringgit) or to imprisonment for a term not exceeding five (5) years or to both under Section 133 of Customs Act 1967.

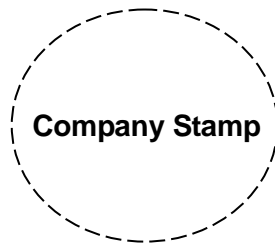
Attached herewith the Company Registration Certificate, Manufacturing License and Cost Analysis for your reference and kind perusal.

Thank you.

Yours faithfully,

\_\_\_\_\_

(Signature of **Director**)



\_\_\_\_\_

(Full Name of Authorised Signatory)

\_\_\_\_\_

(Designation of Authorised Signatory)

\_\_\_\_\_

(Date)



**THE CHINESE CHAMBER OF COMMERCE & INDUSTRY  
OF KUALA LUMPUR & SELANGOR (KLSCCCI)  
CERTIFICATE OF ORIGIN  
CHECK-LIST 1**

Name of Company: \_\_\_\_\_

KLSCCCI member Non-member Please tick "✓"  
YES NO

Documents to be submitted :

1.	Letter of Indemnity <b>[Appendix 1]</b> <i>with Stamping from Stamp Duty Unit, Lembaga Hasil Dalam Negeri (LHDN)</i>																	
2.	Specimen Signatures of Authorised Signatories <b>[Appendix 2]</b> <i>with IC copies to be certified by the authorised signatory of the applicant's company with company stamp</i>																	
3.	Statutory Declaration <b>[Appendix 3]</b> <i>to be witnessed by the Commissioner for Oaths</i>																	
4.	Required Documents: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 40%;">Company incorporated before 31<sup>st</sup> January 2017 under Companies Act 1965</th> <th style="width: 40%;">Company incorporated after 31<sup>st</sup> January 2017 under Companies Act 2016</th> </tr> </thead> <tbody> <tr> <td><b>Certificate of Registration</b></td> <td>Form 9 for Sdn Bhd / Form 8 for Berhad / Form 20 (Conversion to Berhad)</td> <td>Section 17 Form (Certificate of Incorporation)</td> </tr> <tr> <td><b>Change of Company Name</b></td> <td>Form 13</td> <td>Section 28 Form</td> </tr> <tr> <td><b>Particulars of Directors</b></td> <td>Form 49</td> <td>Section 14 Form and/or Section 58 Form</td> </tr> <tr> <td colspan="3" style="text-align: center;"><b><u>Enterprise (Sole Proprietorship / Partnership)</u></b> Form D (Certificate of Registration) &amp; Business Profile</td> </tr> </tbody> </table> <i>(Submitted documents must be duly certified by the Company Secretary or SSM, and the validity period of the certified true copy should be within 12 months calculating from the date of submission.)</i>		Company incorporated before 31 <sup>st</sup> January 2017 under Companies Act 1965	Company incorporated after 31 <sup>st</sup> January 2017 under Companies Act 2016	<b>Certificate of Registration</b>	Form 9 for Sdn Bhd / Form 8 for Berhad / Form 20 (Conversion to Berhad)	Section 17 Form (Certificate of Incorporation)	<b>Change of Company Name</b>	Form 13	Section 28 Form	<b>Particulars of Directors</b>	Form 49	Section 14 Form and/or Section 58 Form	<b><u>Enterprise (Sole Proprietorship / Partnership)</u></b> Form D (Certificate of Registration) & Business Profile				
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5.	Manufacturing License / Business License issued by Local Councils ▲ <i>to be certified by the authorised signatory of the applicant's company with company stamp</i>																	
6.	List of Products <b>[Appendix 4i]</b> & ▲ Cost Analysis <b>[Appendix 4ii]</b>																	
7.	Letter of Declaration from Supplier/Manufacturer for Malaysian Origin Products <b>[Appendix 5]</b> ★																	
8.	Supplier/Manufacturer (i) Manufacturing License / Business License; ★ (ii) Company Documents ( <i>please refer to No. 4</i> ); (iii) Cost Analysis of Products ( <i>please refer to Appendix 4ii</i> ) <i>(i) &amp; (iii) must be duly certified by Supplier's/Manufacturer's Director with company stamp, while (ii) to be certified by their Company Secretary/SSM.</i>																	
9.	Sample / Picture / Catalogue (Where applicable)																	

▲: Applicable for Manufacturer's Applicant.

★: Applicable for Trader's Applicant.

Checked by: \_\_\_\_\_  
(For Chamber's Use)

Date: \_\_\_\_\_