



Date : 5th May 2020

Dear Sir/Madam,

KLSCCCI NPCO ENDORSEMENT SERVICE

We are pleased to inform that KLSCCCI will provide limited NPCO endorsement service from 12th May 2020 onwards in line with the Conditional Movement Control Order period as per below operation guideline.

In compliance with the "contactless" strategy, the NPCO endorsement service will be done through back-office which is required by MITI during MCO Period. Therefore, NPCO clients are advised to refer to the following process to seek endorsement of their NPCO.

Operation Hours	Process Details
<u>Submission of Application</u> Monday ~ Friday: 9.00am~1.00pm	<ol style="list-style-type: none">1. Separate the application documents in two sets. One set is for Chamber's retention (including checklist, NPCO copy, Invoice, Packing List, BL, K2 Form, K2 Receipt); another set is NPCO original copy or such other documents which needed to be endorsed and brought back by the company.2. Put the application documents in an envelope.3. Company's name, PIC's contact number/email address, number of NPCO submitted must be clearly written on the envelope.4. Company is required to make online payment via: (i) JomPAY Bill Code: 60970 Ref-1: NPCO Ref-2: Company Name (ii) Maybank2u Account Name: KLSCCCI Account Number: MBB 0140 1133 0950 (RM5 per endorsement for Member; RM10 per endorsement for Non-member.)5. The Payment Slip shall be attached together in the envelope with the application documents.6. Put the envelope in the Submission Box on the table which will be placed at the Lift Lobby



	<p>of 7th Floor, Wisma Chinese Chamber.</p> <p>7. Please take note that NO Collection on the spot.</p> <p>8. Only complete NPCO will be processed.</p>
<p><u>Collection of Application</u> <i>The next working day after submission</i> Monday ~ Friday: 9.00am~1.00pm</p>	<p>1. Company may come to collect their documents the next working day after submission, from the Collection Box on the table which will be placed at the Lift Lobby of 7th Floor, Wisma Chinese Chamber.</p>

Please follow the below procedures for other service related to NPCO endorsement:

OTHERS:	
<p><u>Submission of Yearly Registration Documents</u> Monday ~ Friday: 9.00am~1.00pm</p>	<p>1. For new applicant of NPCO at KLSCCCI, please submit related yearly registration documents to us, kindly refer to our website (www.chinesechamber.org.my) for further details.</p> <p>2. Prepare Yearly Registration Documents accordingly and put inside an envelope.</p> <p>3. Company's name, PIC's contact number / email address must be clearly written on the envelope.</p> <p>4. Submit the envelope in the Submission Box on the table which will be placed at the Lift Lobby of 7th Floor, Wisma Chinese Chamber.</p> <p>5. Our NPCO Dept. officer will check the documents and inform the company for further action of NPCO application.</p> <p>6. Should your company have any enquiries, please communicate with our NPCO Dept via telephone or email as stated below. No walk in enquiries will be entertained during this period.</p>



Purchase of NPCO Forms

Monday ~ Friday:
9.00am~1.00pm

1. Charges for NPCO Forms:

Type	Details	Price
1 Pad	100pcs ORIGINAL	RM 25
1 Pad	100pcs COPY	RM 25
1 Set	10pcs ORIGINAL + 50pcs COPY	RM 15

2. Company is required to make online payment for the purchase of NPCO Forms, and must email the transaction slip to our NPCO Dept.
3. NPCO Dept. officer will later contact Company to collect their NPCO Forms from the **Collection Box** on the table which will be placed at the Lift Lobby of 7th Floor, Wisma Chinese Chamber.

Your kind cooperation and attention are highly appreciated to facilitate the process of NPCO Endorsement.

Should you have any enquiries, please contact CO Department via tel: 03-4253 2135, or email: co.klsccci@gmail.com.

Thank you.

HO SOO FONG
Executive Director