



Date : 14th June 2021

Dear Sir/Madam,

KLSCCCI'S CERTIFICATE OF ORIGIN ENDORSEMENT SERVICE

We are pleased to inform that KLSCCCI has obtained the approval letter from MITI to provide limited Certificate of Origin (CO) endorsement service during the Full Movement Control Order (FMCO) period (1/6/2021-28/6/2021) with strict compliance with the prescribed new standard operating procedures (SOPs).

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

Operation Hours	Process Details
<u>Submission of Application</u> Tuesday, Thursday: 9.00am~1.00pm	<ol style="list-style-type: none">1. Prepare the application documents in two sets. One set is for Chamber's retention (including checklist, CO copy, Invoice, Packing List, BL, K2 Form, K2 Receipt); another set is CO 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 must be clearly written on the envelope.4. Company is required to make online payment in advance via: (i) JomPAY Biller Code: 60970 Ref-1: CO 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 of 7th Floor, Wisma Chinese Chamber.



	<ol style="list-style-type: none">7. Please take note that NO Collection on the spot.8. Only complete CO will be processed.
<p><u>Collection of Application</u> <i>The next working day after submission</i> Wednesday, Friday: 9.00am~1.00pm</p>	<ol style="list-style-type: none">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.

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

Should you have any enquiries, please contact CO Department via tel: 03-4253 2135 / 011-1765 2038, or email: co.klsccci@gmail.com.

Thank you.

Yours sincerely,

HO SOO FONG
Executive Director