



Our Ref. : CO(M)4/21/02
Date : 11th November 2021
To : Valued Clients of KLSCCCI

Dear Sir/Madam,

Certificate of Origin Endorsement – Documents Submission for the Year 2022

Please be informed that your esteemed company is required to submit the following documents to the Chinese Chamber of Commerce and Industry of Kuala Lumpur and Selangor (KLSCCCI) for the year 2022 to facilitate the Certificate of Origin endorsement:

		Manufacturer	Trader															
1.	Letter of Indemnity [Appendix 1] <i>with Stamping from Stamp Duty Unit, Lembaga Hasil Dalam Negeri (LHDN)</i>	√	√															
2.	Specimen Signatures of Authorised Signatories [Appendix 2] <i>with IC copies to be certified by the authorised signatory of the applicant's company with company stamp</i>	√	√															
3.	Statutory Declaration [Appendix 3] <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></th> <th>Company incorporated before 31st January 2017 under Companies Act 1965</th> <th>Company incorporated after 31st January 2017 under Companies Act 2016</th> </tr> </thead> <tbody> <tr> <td>Certificate of Registration</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>Change of Company Name</td> <td>Form 13</td> <td>Section 28 Form</td> </tr> <tr> <td>Particulars of Directors</td> <td>Form 49</td> <td>Section 14 Form and/or Section 58 Form</td> </tr> <tr> <td colspan="3" style="text-align: center;">Enterprise (Sole Proprietorship / Partnership) Form D (Certificate of Registration) & 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 st January 2017 under Companies Act 1965	Company incorporated after 31 st January 2017 under Companies Act 2016	Certificate of Registration	Form 9 for Sdn Bhd / Form 8 for Berhad / Form 20 (Conversion to Berhad)	Section 17 Form (Certificate of Incorporation)	Change of Company Name	Form 13	Section 28 Form	Particulars of Directors	Form 49	Section 14 Form and/or Section 58 Form	Enterprise (Sole Proprietorship / Partnership) 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 [Appendix 4i] & Cost Analysis [Appendix 4ii]	√																
7.	Letter of Declaration from Supplier/Manufacturer for Malaysian Origin Products [Appendix 5]		√															
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) & (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>		√															

** The above documents should be submitted together with Check-List 1 **[Appendix 6]**.

Please contact Ms. Chow / Ms. Peggy Chin of the Secretariat for enquiries and clarification,
Tel: 03-4253 2135 or E-mail: inquiry@chinesechamber.org.my / co.klsccci@gmail.com .

Thank you for your kind attention and cooperation.

Yours faithfully,



HO SOO FONG
Executive Director



D6-03-21/CSF