

LETTER OF INDEMNITY
[Please type on the Company's Letterhead]

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

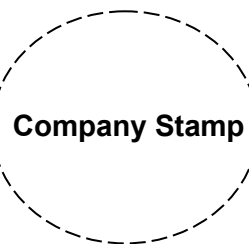
Dear Sir,

Letter Of Indemnity For The Year 2025

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 **1st January 2025 to 31st December 2025**, 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**)



(Full Name of Authorised Signatory)

(Designation of Authorised Signatory)

Date

**** This letter must be attached with LHDN Stamp Certificate.**

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




IBU PEJABAT
LEMBAGA HASIL DALAM NEGERI MALAYSIA
MENARA HASIL
PERSIARAN RIMBA PERMAI
CYBER 8, 63000 CYBERJAYA
SELANGOR DARUL EHSAN

SIJIL SETEM ASAL
STAMP CERTIFICATE
(Sila lekatkan sijil setem ini ke atas surat cara sebagai bukti penyeteraman)
Please attach this stamp certificate to the instrument as evidence of stamping

Cara Bayaran / Payment Method FPX TRANSACTIONS
No. Adjudikasi / Adjudication No.
Jenis Surat Cara / Type Of Instrument SURAT CARA UTAMA
Tarikh Surat Cara / Date Of Instrument
Balasan / Consideration RM 0.00

Maklumat Pihak Pertama / Penjual / Pemberi First Party / Vendor / Transferor / Assignor
Maklumat Pihak Kedua / Pembeli / Penerima Second Party / Purchaser / Transferee / Assignee
Butiran Harta / Suratcara Property / Instrument Description


SAMPLE
 MALAYSIA

Dengan ini disahkan surat cara ini disetem dan diindeks seperti maklumat di bawah:
 This is to certify this instrument is stamped and indexed as below:

No. Sijil Setem / Stamp Certificate No. Tarikh Penyeteraman / Date of Stamping Duti Setem Dikenakan / Amount of Stamp Due Penalti / Penalty Pelarasan / Adjustment Jumlah Dibayar / Total Amount Paid	[Grid area for stamping details]
--	----------------------------------

Please fill in the details as below when applying for LHDN Online Stamping.
Pihak Pertama : Applicant's Company

Pihak Kedua : KLSCCCI


 Tambah Penerima/Pembeli (Syarikat Berdaftar Dengan SSM) ➤

Nama Seperti Dalam Perjanjian *:	KLSCCCI
Jenis Perniagaan *:	Sila pilih... KOPERASI/PERTUBUHAN ▼
No. Pendaftaran Syarikat (Lama) *:	No Syarikat NO. 190 SELANGOR <input type="checkbox"/> TIADA
No. Pendaftaran Syarikat (Baharu) *:	No Syarikat PPM-007-14-30081950 <input type="checkbox"/> TIADA
Syarikat *:	Sila pilih... TEMPATAN ▼
Alamat *:	7TH FLOOR, WISMA CHINESE CHAMBER,
	258, JALAN AMPANG,
Bandar *:	KUALA LUMPUR
Negeri *:	WILAYAH PERSEKUTUAN KUALA LUMPUR ▼
Negara *:	MALAYSIA MALAYSIA ▼
Poskod *:	50450
No. Telefon *:	03-2303 6723
E-mail :	co.klsccci@gmail.com

Simpan

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
7th Floor, Wisma Chinese Chamber,
258, Jalan Ampang,
50450 Kuala Lumpur.

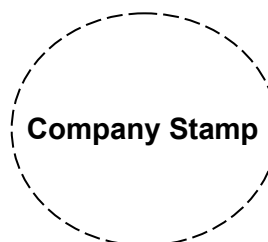
Dear Sir,

Specimen Signatures for the Application of Certificate of Origin

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 document must be attached with IC photocopies of the Authorised Signatories, certified by the authorised signatory of the applicant's company with company stamp.**

STATUTORY DECLARATION

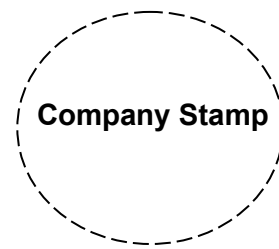
I _____ (Name of Applicant) (NRIC No. _____) of _____ (Residence Address) solemnly and sincerely declare the following:

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
7th Floor, Wisma Chinese Chamber,
258, Jalan Ampang,
50450 Kuala Lumpur.

Dear Sir,

LIST OF PRODUCTS

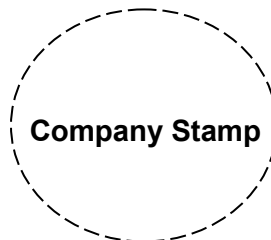
We hereby declare that we are the manufacturer of the below list of products:

	Product Name <i>[The description of product details should be the same for all documents (List of Products, Cost Analysis & Invoices)]</i>	HS Code (10 digits)
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

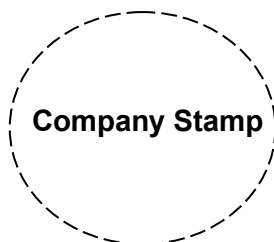
List of Raw Materials	HS Code (10 digits)	Unit Cost (MYR)	Country of Origin
- Raw Materials, Parts & Components (Please give detailed breakdown) - Packaging & Labour Cost should be excluded from the breakdown			
(A) RAW MATERIALS OF MALAYSIA ORIGIN			
a.			
b.			
c.			
TOTAL (A)			
(B) RAW MATERIALS OF NON-MALAYSIA ORIGIN			
a.			
b.			
TOTAL (B)			
GRAND TOTAL (A+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
7th 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.

	Product Name	HS Code (10 digits)	Origin Criteria*
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

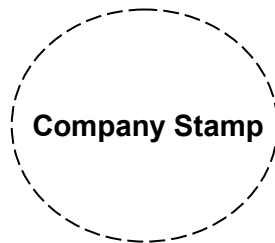
- b) imprisonment for a term not less than one (1) year and not exceeding ten (10) years and with whipping and shall also be liable to a fine pursuant to Section 420 of the Penal Code; or
- c) fine not exceeding RM500,000.00 (Five Hundred Thousand Ringgit) or to imprisonment for a term not exceeding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

<p>THE CHINESE CHAMBER OF COMMERCE & INDUSTRY OF KUALA LUMPUR & SELANGOR (KLSCCCI) CERTIFICATE OF ORIGIN CHECK-LIST 1</p>
--

Name of Company: _____

KLSCCCI member

Non-member

Please tick “√”
YES NO

Documents to be submitted :

1.	Letter of Indemnity [Appendix 1] with LHDN Stamp Certificate																	
2.	Specimen Signatures of Authorised Signatories [Appendix 2] with IC copies to be certified by the authorised signatory of the applicant’s company with company stamp																	
3.	Statutory Declaration [Appendix 3] to be witnessed by the Commissioner for Oaths																	
4.	<p>Company Documents:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:25%; text-align:center;">Company incorporated before 31st January 2017 under Companies Act 1965</td> <td style="width:25%; text-align:center;">Company incorporated after 31st January 2017 under Companies Act 2016</td> </tr> <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> </table> <p>(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.)</p>		Company incorporated before 31st January 2017 under Companies Act 1965	Company incorporated after 31st 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				
	Company incorporated before 31st January 2017 under Companies Act 1965	Company incorporated after 31st 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																		
5.	Manufacturing License / Business License issued by Majlis Bandaraya ▲ to be certified by the authorised signatory of the applicant’s company with company stamp																	
6.	List of Products [Appendix 4i] & ▲ Cost Analysis [Appendix 4ii]																	
7.	Letter of Declaration from Supplier/Manufacturer for Malaysian Origin Products [Appendix 5] ★																	
8.	Supporting Documents from 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) & (iii) must be duly certified by Supplier’s/Manufacturer’s Director with company stamp, while (ii) to be certified by their Company Secretary/SSM.																	
9.	Sample / Picture / Catalogue (Where applicable)																	

▲ : Applicable to Manufacturer’s Applicant.

★ : Applicable to Trader’s Applicant.

Checked by: _____

Date: _____

(For Chamber’s Use)