

Application of Certificate of Origin (C.O.) Yearly Registration Documents

With effect from 1st January 2026, the applicant's company is required to submit the following documents to the Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) before applying for Certificate of Origin (C.O.):

		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><tr><td></td><td>Company incorporated before 31st January 2017 under Companies Act 1965</td><td>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></td><td colspan="2"><u>Enterprise (Sole Proprietorship / Partnership)</u> Form D (Certificate of Registration) & Business Profile</td></tr></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 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		<u>Enterprise (Sole Proprietorship / Partnership)</u> 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																
	<u>Enterprise (Sole Proprietorship / Partnership)</u> Form D (Certificate of Registration) & Business Profile																	
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 (please refer to No. 4); (iii) Cost Analysis of Products (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.</i>		√															
9.	Sample / Picture / Catalogue (Where applicable)	√	√															

**** All the above mentioned documents should be submitted with the CHECK-LIST 1 (Appendix 6).**

Letter of Indemnity

(should be typed on the company's letterhead)

Date:

The Executive Secretary
Negeri Sembilan Chinese Chamber Of Commerce And Industry (NSCCCI)
2-D, 1st Floor, Jalan Dato' Chen Man Hin,
70200 Seremban,
Negeri Sembilan Darul Khusus.

**RM 10.00
Revenue
Stamp**

Dear Sir,

LETTER OF INDEMNITY

In consideration of your endorsing the all certificate of origin, invoice, Packing List and all documents whatsoever required of you by us during the period of **1st January 2026 to 31st December 2026**, we hereby undertake and agree to indemnity you in full against all consequences, liabilities of any kind whatsoever directly arising from or relating to the said endorsement.

Yours faithfully,

(Signature of **Proprietor, Partner, Director or Company Secretary** & Company Stamp)

(Full Name of Authorised Signatory)

(Designation of Authorised Signatory)

Date

**** This document MUST be stamped at any Government Stamping Office before being submitted to the Chamber.**

For Reference

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

The screenshot shows the LHDN Stamp Assessment and Payment System interface. At the top, there is a header with the LHDN Malaysia logo and the title "STAMP ASSESSMENT AND PAYMENT SYSTEM". Below the header, there are navigation tabs: "Ruang Pemohonan", "Setoran", "Penyenggaraan", "Cukai", "Bayaran", and "Gantian". A message states: "Ruang yang bertanda * mesti diisi dengan lengkapnya." Below this, there are tabs for "Maklumat Axi", "Bahagian A", "Bahagian B", "Lampiran", and "Penakuit". The main section is titled "A. MAKLUMAT PIHAK PERTAMA/ PIHAK KEDUA". It contains two sub-sections: "1. MAKLUMAT PIHAK PERTAMA" (Details of Applicant Company) and "2. MAKLUMAT PIHAK KEDUA" (Details of NSCCCI). Each sub-section has a table with fields for "Bil", "Nama", "No KP / Passport/ Syarikat", "No Cukai", "Alamat", and "Telefon/Email".

1. MAKLUMAT PIHAK PERTAMA					
Details of Applicant Company					
Terdah Individu atau Syarikat/Pemegang/Ageni					
Bil	Nama	No KP / Passport/ Syarikat	No Cukai	Alamat	Telefon/Email

2. MAKLUMAT PIHAK KEDUA					
Details of NSCCCI					
Terdah Individu atau Syarikat/Pemegang/Ageni					
Bil	Nama	No KP / Passport/ Syarikat	No Cukai	Alamat	Telefon/Email
	NSCCCI	PPM0030527111950		2-D, 1st Floor, Jalan Temiang, 70200 Seremban, Negeri Sembilan	06-7617662

Appendix 2

SPECIMEN SIGNATURES OF AUTHORISED SIGNATORIES

(Please type on the Company's Letterhead)

Date:

Executive Secretary
Negeri Sembilan Chinese Chamber Of Commerce And Industry (NSCCCI)
2-D, 1st Floor, Jalan Dato' Chen Man Hin,
70200 Seremban,
Negeri Sembilan Darul Khusus.

Dear Sir

LIST OF SPECIMEN SIGNATURE FOR THE APPLICATION OF CERTIFICATE OF ORIGIN FOR YEAR 2026

I, the undersigned, hereby append below the list of names with their specimen signatures who are authorized to sign on the application of Certificate of Origin (CO) by my company:

No.	Name/Designation	I.C. No.	Signature

Yours faithfully,

(Signature of **Proprietor, Partner, Director** & Company Stamp)

(Full Name of Authorised Signatory)

(Designation of Authorised Signatory)

Date

** This letter MUST be attached with photocopies of Authorised Signatories' Identity Cards.
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Appendix 3

Statutory Declaration should be typed using Company Letterhead

STATUTORY DECLARATION

I _____ (name of applicant) (NRIC No. _____) of _____ (address) solemnly and sincerely declare the following:

1. That I am _____ (position in Company) in _____ (Company name and 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 Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) 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 Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) 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 Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) or incurred or become payable by Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) 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 Negeri Sembilan Chinese Chamber of Commerce and Industry (NSCCCI) 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)	Company's Rubber Stamp,
		Signature of Applicant
		(Director/ Proprietor/ Partner)

Before me,

.....
COMMISSIONER FOR OATHS

Appendix 4(i)

(Please type on Company Letterhead)

Date:

Executive Secretary
Negeri Sembilan Chinese Chamber Of Commerce And Industry (NSCCCI)
2-D, 1st Floor, Jalan Dato' Chen Man Hin,
70200 Seremban,
Negeri Sembilan Darul Khusus.

Dear Sir,

LIST OF PRODUCTS

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

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

Thank you.

Yours faithfully,

(Signature of Proprietor, Partner, Director & Company Stamp)

(Full Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Please type on Company Letterhead)

COST ANALYSIS FOR RAW MATERIALS OF PRODUCT

□ Name of Manufacturer :

□ Description of Product :

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

□ Finished Product HS Code :
HS Code (10 digits)

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 :**

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

Prepared by:

(Signature of Proprietor, Partner, Director & Company Stamp)_____
(Full Name of Authorised Signatory)_____
(Designation of Authorised Signatory)

Appendix 5

LETTER OF DECLARATION BY MANUFACTURER OF PRODUCTS

To be submitted by Manufacturer of Products Selling to Trading Companies
(Please type on Company Letterhead)

Executive Secretary
Negeri Sembilan Chinese Chamber Of Commerce And Industry (NSCCCI)
2-D, 1st Floor, Jalan Dato' Chen Man Hin,
70200 Seremban,
Negeri Sembilan Darul Khusus.

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 Proprietor, Partner, Director & Company Stamp)

(Full Name of Authorised Signatory)

(Designation of Authorised Signatory)

(Date)

Appendix 6

NEGERI SEMBILAN CHINESE CHAMBER OF COMMERCE AND INDUSTRY CERTIFICATE OF ORIGIN CHECKLIST A

Name of Company: _____

Please tick "✓"

Documents to be submitted :

Yes No

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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>																	
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9.	Sample / Picture / Catalogue (Where applicable)																	

** Applicable for Manufacturer's Applicant.

Checked by: _____
(For Chamber's Use)

Date: _____