

PENANG CHINESE CHAMBER OF COMMERCE

Procedures for Endorsement of Non-Preferential Certificate of Origin (NPCO)

1. The Penang Chinese Chamber of Commerce's NPCO certificate service is available for members and non-members.
2. Applicant must use stipulated forms available at the Chamber, a Letter to Purchase CO Form must be submit to purchase the original CO Form.
3. An application must be stipulated together with the following documents prepare by local exporter :

----- Before Apply NPCO (Renew Annually) -----

(All letter templates can be downloaded from PCCC website:

www.pccc.org.my → About PCCC → PCCC Services → Certificate of Origin)

Item 1-3 need to be typed using the Company's Letterhead and

[*sign by the director who name in Corporate Information and Section 58*](#)

- **Letter of Indemnity**

(valid date within the submission week, eg: 21st June 2023-31st Dec 2023, submit docs within 19-23/06/23)
(must be with RM 10 Hasil Stamp and stamped at LHDN office before submitted to PCCC, stamping through online pls make sure the second notify party as Penang Chinese Chamber Of Commerce)



- **Statutory Declaration**

(director personal address must be the same as NRIC, company address that appears at CO as shipper & certified by [Commissioner for Oaths](#) must be submitted together with NRIC)

- **Authorized Signatories** (valid date same as LOI)

(specimen of Authorized Signatories together with photocopy of NRIC/ Passport & specimen of company stamp which is used to chop CO)

- **PCCC Checklist A** (download from PCCC website)

===== To complete either  or  =====



For Sdn. Bhd.

- i. Company Registration Certificate (Form 9, Form 13 or Section 28)
** Must submit with [Original](#) Certified True Copy chop & sign with [latest issued date by company secretary](#) or [latest Digital Certified True Copy \(DCTC\) date from SSM e-info website](#)
- ii. Corporate Information (also called ROC / Company Profile)
** Can be purchase at SSM e-info website
* * Must be [the latest printed date](#)

For Trading, Enterprise or Sole Proprietorship


- i. Company Business Registration (Form D)
- ii. Corporate Information (ROC / Company Profile)
** Can be purchase at SSM e-info website
* * Must be the [latest printed date](#) and [latest Digital Certified True Copy \(DCTC\) date](#)

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===== To complete either  or  =====

 **For Manufacturers**

- ✓ Manufacturing License or other documentation evidence of manufacturing activities (on annually basic)

 **For Traders (From supplier)**

- ✓ A letter from Manufacturing Supplier with **Original Letterhead** (PCCC format)
(If the supplier company are the parent's company, this letter **couldn't** signed by the same director who sign the LOI, SD & AS)
- ✓ A photocopy of Manufacturing License
- ✓ A photocopy of Company Registration Certificate (Form 9, Form 13 or Companies Act 2016)

OR

A photocopy of Company Business Registration (Form D)

----- **Documents needed to apply NPCO** -----

- CO application form (purchase from PCCC)
- Original Bill of Lading/ DO/ Airway Bill
(Photocopy and bear the signatures of the issuing officer and company chop)
- Original invoice (Photocopy)
- Original packing list (Photocopy)
- A photocopy of original :
 - K2 Customs Form & EDI Receipt or CRD

OR

- FTZ (ZPB) K8 Customs Form & K8 Chit Export
- PCCC Checklist B (download from PCCC website)
- Samples/ Photos/ Catalogues (If applicable)
- Any other document(s) as may be deemed necessary (if applicable)

4. The Non-Preferential Certificates of Origin (NPCO) from PCCC only available for shipment exporting to foreign countries, shipped to local is not allowed. The goods and products exported must be produced or processed in Malaysia.
5. PCCC will only accept applications for endorsement of NPCO for shipments within a month after the date of export. Applications for endorsement of NPCO before the date of export will not be entertained except for air shipments.
6. NPCO that apply two days in advanced is only available for air shipment . Exporter needs to attach an undertaking letter to guarantee submission of the short-supplied documents within 2 working days.

**NPCO will only be issued when documents are submitted in order.
PCCC reserves the right to reject any applications at its sole discretion.**

For more information, please contact :

Ms Ooi
04- 2505058
co@pccc.org.my

Hours for endorsement of NPCO are as below:

Submission & Collection of NPCO :

Monday - Friday: 9:00am to 1:00pm (except Public Holiday)
2:00pm to 5:00pm (except Public Holiday)

Submission : In envelope (as being implemented)
*the endorsement of NPCO will **NOT** be done on the spot

Collection : Companies can only collect the endorsed NPCO in the labelled box provided after paid
*submit morning collect by same day noon or next working day
*submit noon collect by next working day

Payment : Cashless (online payment or TNG as being implemented ; only made payment **AFTER** receive the cash bill from PCCC)

Info should be written on envelope are as below:

3. Info should write on the envelope

- * Company's name
- * PIC, PIC contact number & email
- * Number of CO submitted
- * **For separate invoice, please mention**
- * Multiple company CO in an envelope - **NOT ALLOW**

Example A :

Company : Company A
PIC : Ms Lim (04-222 2222)
Email: xxx@gmail.com
CO submitted: 6 sets

Example B:

For forwarding agent only forwarder details been written
Company : XXX Forwarding C/O Company A
PIC : Ms Lee (04-333 3333)
Email: yyv@gmail.com
CO submitted : 6 sets