

Frequently Asked Questions (FAQs) on Certificates of Origin (CO)

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To: All Traders, Freight Forwarders,
Cargo Agents and Carriers

We are pleased to list below for your information the answers to the FAQs by traders and declaring agents in applying for the Certificates of Origin (COs):

Question 1

If my company is not a TradeNet user, can I appoint a freight forwarder to apply a CO on my behalf?

Answer

If you are not a TradeNet user, you may appoint a declaring agent to submit the CO applications on your behalf. The declaring agent can be a freight forwarder or Service Centre which has the relevant TradeNet application software.

Question 2

Where and how can I collect the printed COs when my CO applications via TradeNet have been approved by TDB?

Answer

The COs are printed at the SNS Customer Service Centre located at 230 Victoria Street, #07-02 Bugis Junction Office Tower, Singapore 188024. For CO applications for plants such as fresh-cut orchids, aquatic plants, invertebrates and ornamental fishes which are exported by air, you should collect the approved COs from Trade Development Board, Imports and Exports Airport Office (Changi Airfreight Centre), #04-18 Cargo Agent's Building C, Singapore 819455. You must produce to the counter officer an Authorisation Letter, a copy of the invoice and duly signed Export Cargo Clearance Permit at the time of collection.

Question 3

If my company is a trading firm, can I apply for a preferential Certificate of Origin for my exports?

Answer

You can apply for preferential Certificate of Origin provided that the manufacturer of the product is registered with the Regulatory Unit of TDB, and the manufacturer has a valid approved Manufacturing Cost Statement covering the product.

Question 4

Are there any preferential Scheme for my exports to Vietnam?

Answer

Vietnam has joined ASEAN with effect from 1 Jan 96 and may trade under the Common Effective Preferential Tariff (CEPT) Scheme. You may apply for the CEPT Form D for the eligible products so that your importer in Vietnam can enjoy certain tariff reductions when they clear the goods from the Customs Authority.

Question 5

I have exported some goods to Vietnam last year. As I was not aware that Vietnam has joined ASEAN, I did not apply for the CEPT Form D. My buyer has asked me whether I could apply for a CEPT Form D. What can I do to apply for a CEPT Form D?

Answer

Under the CEPT Scheme, the Customs Authorities in ASEAN can allow the importer to claim retroactive tariff rebates for consignments that were cleared previously. You may submit a covering letter detailing the purpose of application and the following documents to TDB for manual processing:

- a. 1 set of Export Permit Application
- b. 1 set of CEPT Form D
- c. a copy of the Exporter's Invoice
- d. a copy of the previously approved Cargo Clearance Permit
- e. a copy of the Cost Statement Approval Letter

The CEPT Scheme has also specified that all retroactive applications are only applicable for consignments that are shipped within a year.

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for TRADE DEVELOPMENT BOARD