



Singapore Manufacturers'
Federation

CERTIFICATES OF ORIGIN & ELECTRONIC CO

Having continuously served the business community for more than 70 years, Singapore Manufacturers' Federation (SMA) gives you one of the best services available at the following location:-

2 Bukit Merah Central
#03-00 SPRING Singapore Building
Singapore 159835

SMA is one of the five authorised bodies in Singapore authorized to administer related procedures for Certificate of Origin and Electronic CO.

If Certificates of Origin and Electronic CO forms an essential and integral part of your business transactions, please **contact us** for all your relevant trade Documentation needs.

Certificates of Origin

- ❖ We are authorized by the Singapore Customs, pursuant to Regulation 23 of Imports and Exports Regulations (Cap.272A, R1, 1999 ed.), to issue Certificates of Origin as well as Electronic CO. A copy of the circular from Singapore Customs is attached.
- ❖ In most instances, we will be able to endorse your Certificates of Origin **immediately**. As such, you can **collect your documents on the same day**.

Electronic CO

You can also apply for the ECO by registering with us through the ECO website: <http://www.certoforigin.com>.

CertOfOrigin is a web-based Certificate of Origin (CO) application and certification system. With this system, exporters can now apply for a CO and print the approved CO from the comfort of their office. This saves them time and money required to physically send the supporting documents required for the CO application, and collect the COs from the Authorised Organisations upon approval.

Quality Assurance:

You can be assured that our friendly staff will be able to provide you with quality service for your CO needs. Our front-line staff will be available at your service at the following contacts: -

Mrs Linda Khoe (Manager) - Tel: 68263066 (e-mail: lindakhoe@smafederation.org.sg)
Ms Christie Chua - Tel: 68263067 (e-mail: christiechua@smafederation.org.sg)
Fax: 68263022

For further information, please do not hesitate to contact the front-line staff. They will be most happy to assist you with regards to the procedures of application for applying for both Certificates of Origin and Electronic CO through internet.

OUR PROMISE IS TO DELIVER QUALITY
AND CUSTOMER-FRIENDLY SERVICE TO
MEET ALL YOUR CO NEEDS
LOOKING FORWARD TO BE OF SERVICE TO YOU
THANK YOU

OPERATION TIMES

Monday to Friday:

**9 am to 5 pm
(No lunch break)**

CHARGES FOR CERTIFICATES OF ORIGIN

<u>MANUAL CO</u>	<u>SMa MEMBER</u>	<u>NON-MEMBER</u>
1 set of 5 copies of Cos	\$ 7.00 per set	\$ 10.00 per set
Any additional copies	\$ 3.00 per copy	\$ 4.00 per copy
Additional page (from 3rd page onwards)	\$ 1.00 per page	\$ 2.00 per page

EXPRESS SERVICE

1. To serve you better, our office offers an **express service** for the endorsement of CO.
The charges for the express service will be **50% more than the fee** of the normal service. A different queue number will be issued for the express service at the CO counter.

Charges are as follows: -

- a) \$ 7.00 per set (normal fee) - **\$ 10.50 per set (express fee) for members**
- b) \$ 10.00 per set (normal fee) - **\$ 15.00 per set (express fee) for non members**

ELECTRONIC CO

1 set of 5 copies of Cos	\$ 5.00 per set	\$ 8.00 per set
Any additional copies	\$ 1.00 per copy	\$ 2.00 per copy
Additional page (from 3rd page onwards)	\$ 1.00 per page	\$ 2.00 per page

* **CO Blank Form is also available at \$6.00 per pad (8 sets)**

Yours sincerely

Emmeline Lam
Director
Global Business Groups