

SENARAI SEMAK PERMOHONAN PENGESAHAN SIJIL TEMPASAL **BUKAN KEUTAMAAN**

CHECKLIST FOR APPLICATION OF NON-PREFERENTIAL CERTIFICATE OF ORIGIN

Nama Syarikat : _____
Name of Company :

Dokumen yang perlu dikemukakan :
Documents need to be submitted :

<u>Permohonan Pengesahan Sijil Tempasal Bukan Keutamaan (STBK)</u> <i>Application for Non-Preferential Certificate Of Origin (NPCO) Endorsement</i>	Ya/Tidak Yes/No	Untuk Kegunaan Rasmi (MITI)
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PERMOHONAN KOS ANALISIS (COST ANALYSIS - CA)				
1.	Surat permohonan kelulusan CA daripada pemohon <i>Application Letter for CA Approval from the applicant</i>		()	()
2.	Salinan Sijil Pendaftaran Syarikat (SSM) Perlu dikemukakan sekali sahaja bagi setiap permohonan <i>Copy of Company Registration Certificate To be submitted only once for each application</i>	MANUFACTURER/ TRADER	()	()
3.	Salinan Lesen Pihak Berkuasa Tempatan (PBT) <i>Copy of Local Authority License</i>		()	()
4.	Surat Kebenaran daripada Pengilang (Untuk Trader) <i>Letter of Authorization from the Manufacturer (For Trader)</i>		()	()
5.	Salinan Invois Bahan Mentah & Produk - Bagi bahan mentah tempatan, sila sediakan invois dan surat pengesahan tempasal		()	()

	- Bagi bahan mentah yang diimport, sila sediakan invois dan borang K1 <i>Copy of Invoice for Raw Materials & Products</i> - For local raw material, please provide invoice and declaration letter of origin - For imported raw material, please provide invoice and K1 form		
6.	Borang Kos Analisis (Annex I) Bagi permohonan yang memenuhi kriteria tempasal; <i>Cost Analysis Form (Annex I)</i> For applications that meet the origin criteria; i. Wholly obtained dan Change in Tariff Classification (CTSH) - Borang Kos Analisis sah sehingga satu tahun. <i>The Cost Analysis Form is valid for one year</i> ii. Qualifying Value Content (QVC) - Borang Kos Analisis perlu dihantar setiap kali pengeksportan (penghantaran) <i>The Cost Analysis Form must be submitted for each exportation (shipment)</i>	()	()
7.	Surat Akuan Berkanun (Annex II) <i>Statutory Declaration</i> Sah sehingga satu (1) tahun <i>Valid for one (1) year</i>	()	()
8.	Sampel/Gambar/Katalog <i>Sample/Photo/Catalogue</i>	()	()
9.	Carta Alir Proses Pengeluaran <i>Flowchart of production process</i>	()	()

PERMOHONAN PENGESAHAN TEMPASAL**Permohonan SEBELUM Eksport***Application BEFORE export*

1.	Invois kepada Pengimport <i>Invoice to Importer</i>	MANUFACTURER/ TRADER	()	()
2.	Senarai Barang <i>Packing List</i>		()	()
3.	Bil Muatan <i>Bill of Lading</i> (Dikemukakan dalam tempoh 14 hari selepas eksport) <i>(To be submitted within 14 days after export)</i>		()	()
4.	Borang Pengisytiharan Kastam (K2) (Dikemukakan dalam tempoh 14 hari selepas eksport) <i>Custom Declaration Form (K2)</i> <i>(To be submitted within 14 days after export)</i>		()	()

Permohonan SELEPAS Eksport*Application AFTER export*

1.	Senarai Barang <i>Packing List</i>	MANUFACTURER/ TRADER	()	()
2.	Invois kepada Pengimport <i>Invoice to Importer</i>		()	()
3.	Bil Muatan <i>Bill of Lading</i>		()	()
4.	Borang Pengisytiharan Kastam (K2) <i>Custom Declaration Form (K2)</i>		()	()

Nama, emel dan no. telefon pemohon untuk dihubungi

Name, email and phone number of the applicant to contact

Nama (Name) :

Emel (Email) :

No. Telefon (Telephone No.):

Sekiranya terdapat sebarang pertanyaan ataupun dokumen tambahan yang diperlukan, bolehlah menghubungi pegawai berikut;

Should you have any further assistance or additional documentation is required, please do not hesitate to contact below focal points:

a) Ms. Nurmaziatul Akmal Che Azhar

Principal Assistant Director

Email: npcos@miti.gov.my

b) Mr. Muhammad Faris Muhiddin Siddik

Assistant Director

Nota : Piagam pelanggan bagi pemprosesan permohonan Sijil Tempasal Bukan Keutamaan (NPCO) adalah 14 hari bekerja selepas penerimaan penghantaran lengkap, dan permohonan akan diproses berdasarkan prinsip *First-in-First-Out* (FIFO).

Note : *Our client charter for processing Non-Preferential Certificate of Origin (NPCO) applications is within 14 working days upon the receipt of complete submission, and the applications will be processed on a First-In-First-Out (FIFO) basis.*