

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> <i>For applications that meet the origin criteria;</i> 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 EksportApplication 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 Kos Analisis adalah 14 hari bekerja selepas penerimaan dokumen lengkap manakala, Piagam Pelanggan bagi pemprosesan permohonan Sijil Tempasal Bukan Keutamaan (NPCO) adalah tiga (3) hari bekerja dari tarikh permohonan diterima. Permohonan akan diproses berdasarkan prinsip *First-in-First-Out* (FIFO).

Note : *Our client charter for processing Cost Analysis (CA) applications is within 14 working days upon the receipt of complete submission. Meanwhile, the Non-Preferential Certificate of Origin (NPCO) application will be processed within three (3) working days from the application received. Applications will be processed on a First-In-First-Out (FIFO) basis.*