

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, e.g.: 16 June 2026-31 Dec 2026, submit docs within 16-20/06/26)

(RM 10 stamping required before submitted to PCCC. The stamping can be stamped through LHDN website. Pls make sure the second notify party as Penang Chinese Chamber of Commerce *registration no. PPM0020725101950)

- **Statutory Declaration**

(Director personal address must be the same as NRIC. If director are foreigner pls make sure the passport no. column been fill in the passport issuance country. The company address was the address that appears at CO as shipper. The letter needs certified by Commissioner for Oaths & must be submitted together with NRIC of director)

- **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. If director are foreigner pls make sure the passport no. column been fill in the passport issuance country.)

===== 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 be signed by the same director who signs 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 advance is only available for air shipment. Exporters need 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- 2263474
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 SOP 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

Payment : **Cashless** (online payment as being implemented ; only made payment **after** receive the invoice by 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: yvy@gmail.com
CO submitted : 6 sets