

## **CRITERIA FOR APPLICATION OF NON-PREFERENTIAL CERTIFICATES OF ORIGIN (NPCO)**

- Manufacturers or traders must be registered with Suruhanjaya Syarikat Malaysia (Companies Commission of Malaysia)
- Products that are:
  - a. Manufactured in Malaysia and use 100% local material; or
  - b. Manufactured in Malaysia through a transformation process which alters the tariff code classification at six (6) digit level; or
  - c. Manufactured in Malaysia and contain at least 25% local material

### **TRADERS**

STEP 1 – Registration as CO Customer:

#### **A) Trader Documents**

- 1) Certificate of Incorporation / Certificate of Registration in Malaysia under the Companies Act 2016 and Certificate of Change of Name (*if relevant*)
- 2) Director's Statutory Declaration together with Form 49 / Section 14 / Section 58
- 3) Specimen of authorised signatories together with photocopy of NRIC / Passport
- 4) Business Licence and other relevant licences
- 5) Any other documents deemed necessary
- 6) Checklist 1A

#### **B) Supplier (Manufacturer) Documents**

- 1) Manufacturing Licence and/or Business Licence and other relevant licences
- 2) Confirmation as supplier
- 3) Cost analysis and required supporting document
- 4) Process pictorial flow chart
- 5) List of employees as proof of manufacturing activity (*please state nationality for foreign employees*)
- 6) Any other documents deemed necessary

STEP 2 – Application for endorsement of Non-Preferential Certificates of Origin

- 1) Original Certificate of Origin (2 copies, filled, signed & stamped)
- 2) Commercial Invoice (signed & stamped)
- 3) Packing List (signed & stamped)
- 4) Customs export declaration (Borang K2)
- 5) Final Bill of Lading / Airway Bill
- 6) Supplier Invoice and Confirmation of products sold to trader
- 7) Any other documents deemed necessary
- 8) Checklist 1B

---

**Endorsement of Non-Preferential Certificates of Origin will be issued provided the above documents are in order. MICCI reserves the right to reject any application at its sole discretion.**

---

#### **Notes:**

- a) MICCI will only accept applications for endorsement of Non-Preferential Certificates of Origin (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.
- b) Registrations expire on 31<sup>st</sup> May of each year