

Annex XVII - How to complete the Ordinary CO/CP Certificate

1. Exporter (Name & Address)	REPUBLIC OF SINGAPORE CERTIFICATE OF ORIGIN/PROCESSING No.	
2. Consignee (Name, Full Address & Country)	NO UNAUTHORISED ADDITIONAL/ALTERATION MAY BE MADE TO THIS CERTIFICATE ONCE IT IS ISSUED	
3. Departure Date	8 DECLARATION BY THE EXPORTER We hereby declare that the details and statements provided in this Certificate are true and correct. Signature: Name: Designation: Date: Stamp	
4. Vessel's Name/Flight No.		
5. Port of Discharge		
6. Country of Final Destination		
7. Country of Origin of Goods		
9. Marks & Numbers	10. No. & Kinds of Packages Description of Goods	11. Quantity & Unit
12 CERTIFICATION BY THE COMPETENT AUTHORITY We hereby certify that evidence has been produced to satisfy us that the goods specified above originate in/were processed in the country shown in box 7. This Certificate is therefore issued and certified to the best of our knowledge and belief to be correct and without any liability on our part.		

TDB 3

Please note that the above format is a specimen copy only.

How to Complete the Ordinary Certificate of Origin and the Commonwealth Preference Certificate * Form TDB 3

(See above specimen Ordinary CO/CPC)

Box 1 Exporter

Type the name, address and country of the exporter. The name must be the same as the exporter described in the invoice.

Box 2 Consignee

Type the name, address and country of the importer. The name must be the same as the importer described in the invoice. For third party trade, you may type "To Order".

Box 3 Departure Date

Type the date when the vessel left port. If you do not have the exact date, type "on or about" followed by the date.

Box 4 Vessels' Name/Aircraft Number

Type the vessel's name or the aircraft flight number e.g. SQ121.

Box 5 Port of Discharge

Type the final port at which the products will be discharged.

Box 6 Country of Origin Of Goods

Type the country in which the products were produced/manufactured and given their final form.

Box 7 Country of Final Destination

Type the country of final destination to which the products will be exported.

Box 8 Declaration by the Exporter

This box must be signed by the Company's authorised signatory.

Box 9 Marks and Numbers

Type the marks and numbers of the products covered by the Certificate. This information should be identical to marks and numbers on your packages.

Box 10 Number and Kind of Packages, Description of Goods

Type the number and kind of packages and the complete description of products exported. The description should be identical to the description of products as stated in the invoice. An accurate description will help the Customs Authority of the country of destination to clear your products quickly.

Box 11 Quantity & Unit

Type the nett weight or other quantity (such as pieces, kg) of the products covered by the Certificate.

Box 12 Certification by the Competent Authority

Leave it blank. The TDB will certify in this Box. Authorised issuing organisations may also certify here.

*** For Commonwealth Preference Certificates**

To apply for the Commonwealth Preference Certificate you must type "COMMONWEALTH PREFERENCE CERTIFICATE" below the phrase "REPUBLIC OF SINGAPORE" on the Certificate form.
