

ANNEX VII

(TO BE TYPED ON COMPANY'S ORIGINAL LETTERHEAD)

***Vessel that has already departed for more than 3 Weeks is considered as Late Application.
Therefore, applicant needs to submit the following documents besides the normal requirements.***

Date of Issuance:

To : Chief Executive Officer
Singapore Manufacturing Federation
438A Alexandra Rd
Singapore 119967

Dear Sir,

LATE APPLICATION

1. **Paragraph 1**

State your reasons

2. **Paragraph 2**

We have not apply any Certificate of Origin with any Chamber of Commerce or Authorised Organisation for _____ (invoice number) by vessel _____ to _____ (name of the port) in _____ (name of the country).

3. **Paragraph 3**

We are aware that under the Regulation of Imports and Exports Regulations 1995, with effect from 1 December 1995, the penalty for making a false declaration in respect of any such Certificates, permit or certification is a fine of up to S\$100,000.00 or 3 times the value of the goods whichever is greater or up to 2 years' imprisonment or to both for the first offence. For the second or subsequent offence, a fine of up to S\$200,000.00 or 4 times the value of the goods whichever is greater, is up to 3 years' imprisonment or to both.

- * **In support of your explanation letter, a copy of your fax or telex of your buyer request for a Certificate of Origin must be attached.**
- * **Please note that we will not be able to approve your Certificate of Origin if your shipment has departed for more than 6 months.**

Yours sincerely,

**Affix Company's official rubber stamp here/
Signature of Signatory**

Name of Signatory

Designation of Signatory