

SAMPLE FORMAT

COST STATEMENT FOR THE EXPORT OF PRODUCT UNDER ATIGA

Name of Manufacturer : _____ Entity Identifier/UEN: _____
 Description of Product : _____ HS Code: _____
 Model No : _____ Unit Price: _____
 Country exported to : _____ S\$ (FOB)

This Cost Statement is for _____ Unit(s) Date of Cost Statement : _____

	HS Code *	Country of Origin	Supplier' s Name (if Locally Manufactured)	Unit Cost (CIF)			
				Local	Foreign	ASEAN	Total
1. Raw Materials, Parts & Components (Please give detailed breakdown)							
a)							
b)							
c)							
d)							
2. Direct Labour Cost : Wages Other benefits (CPF, medical benefits etc) (Please give detailed breakdown)							
3. Direct Overhead Cost : (eg Factory rent, Depreciation costs, Maintenance) (Please give detailed breakdown)							
4. Ex-Factory Cost (1+2+3)							
5. Profit							
6. Ex-Factory Price (4+5)							

* **Applicable for products – qualifying under the Change in Tariff Classification (CTC) rule. Please declare the HS subheading code (1st 6 digits) of foreign materials and materials of undetermined origin.**

Calculations :

1. **Single Country Content** =
$$\frac{\text{Local Material Cost + Direct Labour \& Direct Overheads + Profit}}{\text{FOB Price}} \times 100 = \underline{\hspace{2cm}} \%$$

OR

2. **ASEAN Cumulative Content** =
$$\frac{\text{Local \& ASEAN Material Cost + Direct Labour \& Direct Overheads + Profit}}{\text{FOB Price}} \times 100 = \underline{\hspace{2cm}} \%$$

 (See Note 5 overleaf)

Declaration : I declare that the information provided by me is true and correct. The last production process of the good is carried out in Singapore and the good meets the rules of origin under this FTA. I will permit, as and when required, inspection of our factory/goods by officers of the Singapore Customs and undertake to maintain up-to-date costing records.

Signature & Name of Managing Director

Signature & Name of Accountant

This cost statement is prepared by :

Signature : _____

Tel :

(Please see next page for Guidelines)

SINGAPORE CUSTOMS

TARIFFS AND TRADE SERVICES BRANCH

GUIDELINES ON THE PREPARATION OF THE MANUFACTURING COST STATEMENT

The following procedures will apply when submitting the Cost Statement for Singapore Customs' verification:

- 1) Check with the Tariffs and Trade Services Branch (TTSB) of Singapore Customs on the origin criteria that your product must comply with to qualify for preferential treatment.
- 2) Prepare the Cost Statement for every product model to be exported. This must be prepared on your Company's letterhead according to the format prescribed by the Tariffs and Trade Services Branch.
- 3) Submit your Cost Statement for the product which must reach TTSB at least 7 working days before the export of goods. The mailing address is indicated as follow:

By Post

Singapore Customs
Attn: Rules of Origin Section
55 Newton Road #07-01
Revenue House
Singapore 307987

By Courier

Drop the documents into **Box Number 2** at
Level 7 Revenue House
Attn: Rules of Origin Section

- 4) Give actual cost of materials used, labour and overhead costs in each Cost Statement. Projection of production costs is not allowed.
- 5) Submit supplier's invoice of every material used which is manufactured locally. If the material is of ASEAN origin and you want your product to qualify under the ASEAN Cumulative Content, please submit the Form D CO as proof that the material originates in ASEAN.
- 6) Update TTSB on your costing yearly or when there are variations in your prices, costs, sources of materials used etc, whichever earlier.
- 7) Ensure that the Cost Statement is declared to be true and correct by the Managing Director/ Authorized Senior Management and the Accountant.
- 8) Contact TTSB at customs_roo@customs.gov.sg for advice when you need clarification in preparing the Cost Statement.