

**SAMPLE FORMAT**

**COST STATEMENT FOR THE EXPORT OF PRODUCT UNDER THE AJCEP AGREEMENT**

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

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 or Japan	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)							

**\* Please declare the HS Subheading Code (first 6-digit) of foreign materials and materials of undetermined origin.**

Calculations :

$$\text{Regional Value Content (See Note 5 overleaf)} = \frac{\text{FOB Price} - \text{Value of Non-Originating Materials}}{\text{FOB Price}} \times 100 = \underline{\hspace{2cm}} \%$$

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 TTSB.
- 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 #09-01  
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 that is manufactured locally. If the material is of ASEAN or Japan origin and you want your product to qualify under the AJCEP Cumulative Content, please submit the Form AJ CO as proof that the material originates in ASEAN or Japan.
- 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](mailto:customs_roo@customs.gov.sg) for advice when you need clarification in preparing the Cost Statement.