

**SAMPLE FORMAT**

**MANUFACTURING STATEMENT FOR PRODUCT QUALIFYING FOR EXPORT UNDER THE SJFTA**

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

This Statement is for \_\_\_\_\_ Unit(s) Date of Statement : \_\_\_\_\_

	*HS Code	Country of Origin	Supplier's Name (if Locally Manufactured)	Unit Cost (CIF)			
				Local	Jordan	Foreign	Total
1. Raw Materials, (Please give detailed breakdown)							
a)							
b)							
c)							
d)							
e)							
f)							
g)							
h)							
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)							

\* HS codes for (1) Raw materials are required only for export of textile products.

Calculations (Not applicable for textile and apparel products)

$$\text{Local Value Content} = \frac{\text{Appraised Value (FOB)} - \text{Value of Non-Originating Materials (Foreign material cost)}}{\text{Appraised Value (FOB)}} \times 100 = \text{_____} \%$$

**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 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 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 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 Statement for the product to 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 (applicable for local value content) of materials used, labour and overhead costs in each 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 Jordan origin and you want your product to qualify for the bilateral accumulation, please submit the Preferential CO as proof that the material originates in Jordan.
- 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 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.