

## Guidelines to apply for Preferential Certificate of Origin (PCO)

Manufacturers / Exporters need to determine the origin of their products to enjoy tax reduction or elimination by presenting the Preferential Certificate of Origin (PCO) to the Importing Country. In Malaysia, all applications must be made online through the Electronic Preferential Certificate of Origin (ePCO) System operated by DagangNet Technologies Sdn Bhd (DNT).

The ePCO system is a web-based application and approval system. All attachments need to be uploaded online with no hardcopy documents to be sent to MITI. The system can be accessed at [www.newepco.dagangnet.com.my](http://www.newepco.dagangnet.com.my).

Other functions for the system include online enquiry of application status and to provide support and guidance for users. There are two modules available in the ePCO system, one of it is the Standard Module provided for the traders and manufacturers to apply online Cost Analysis (CA) and Preferential Certificate of Origin (PCO). The other module is the Manufacturer Module specific for manufacturers who would like to assign their CA to other Traders (to be used for PCO Form application) without exposing their finished products' actual costs (which can be obtained from CA application).

Pocket Talks on PCO are held regularly by MITI for exporters who wish to gain more information.

Click [HERE](#) to Register.

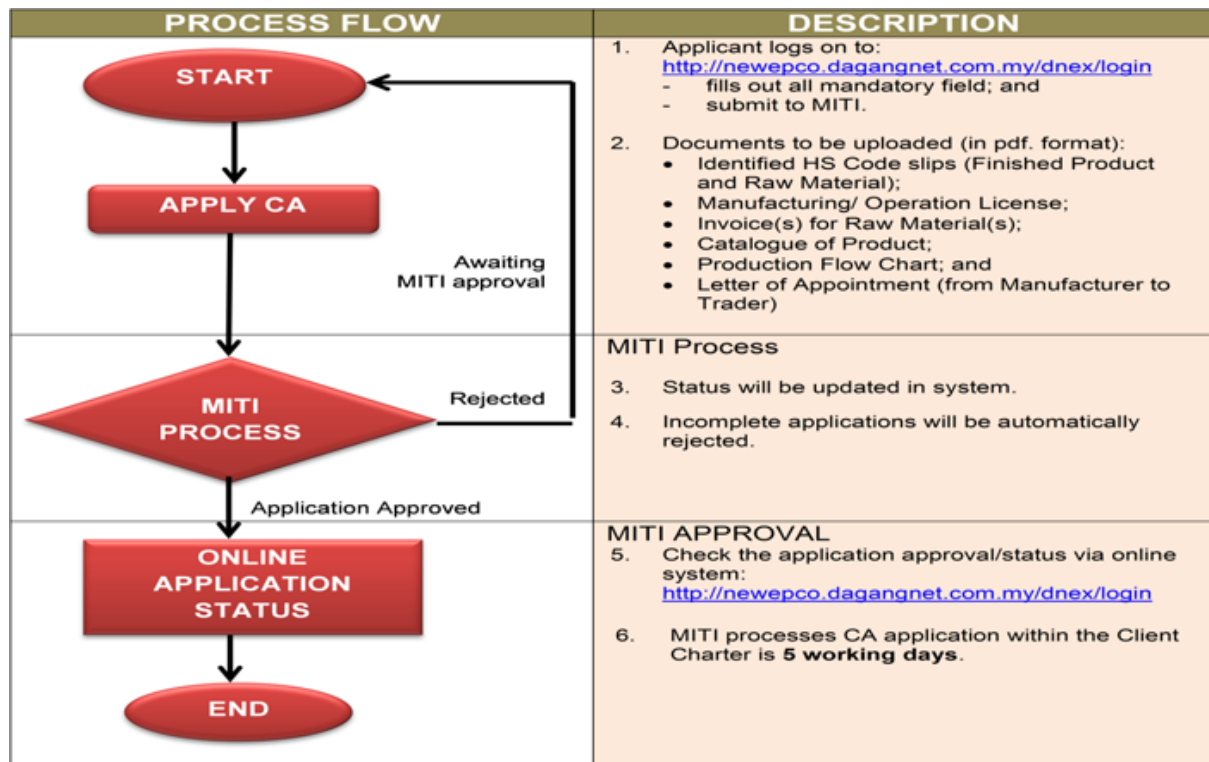
Click [HERE](#) to view Pocket Talk Slide on Introduction to PCO.

### STEP 1 - Register your company with Dagangnet

1. Register online at [www.dagangnet.com](http://www.dagangnet.com)
2. ePCO Registration Procedures With MITI (Application checklist [Manufacturer & Trader](#))
3. Once approved, companies will be provided with User ID and Password.
4. Study the online tutorial provided or attends classes conducted by the Service Provider.

### STEP 2 - Application for Cost of Analysis (CA)

1. Establish tariff classification or Harmonized System (HS) code of product.  
(**Note:** HS code for every product or raw materials used can be referred to Division of Classification, Royal Customs of Malaysia)
2. Check if the product is included in the tariff reduction and elimination schedule.
3. Fill in all information required and upload relevant documents through the Electronic Preferential Certificate of Origin (ePCO) system.



### STEP 3 - Application for Preferential Certificate of Origin (PCO)

Fill in all information required and upload relevant documents through the Electronic Preferential Certificate of Origin (ePCO) system based on approved Cost of Analysis (CA).

PROCESS FLOW	DESCRIPTION
<pre> graph TD     START([START]) --&gt; APPLY_CO[APPLY CO]     APPLY_CO --&gt; MITI_PROCESS{MITI PROCESS}     MITI_PROCESS -- "Awaiting MITI approval" --&gt; APPLY_CO     MITI_PROCESS -- "Approved by MITI" --&gt; PRINT_SIGN[PRINT &amp; MITI SIGNATURE]     PRINT_SIGN --&gt; END([END]) </pre>	<p><b>Application of Preferential Certificate of Origin (PCO)</b></p> <ol style="list-style-type: none"> <li>Upon Cost Analysis (CA) approval, applicant log on to: <a href="http://newepco.dagangnet.com.my/dnex/login">http://newepco.dagangnet.com.my/dnex/login</a> <ul style="list-style-type: none"> <li>Key in mandatory fields required; and</li> <li>Submit to MITI for approval.</li> </ul> </li> <li>Documents to be uploaded (in pdf. format): <ul style="list-style-type: none"> <li><i>Application of PCO before export:</i> <ul style="list-style-type: none"> <li>Invoice; and</li> <li>Packing List.</li> </ul> </li> <li><i>Application of PCO After Export:</i> <ul style="list-style-type: none"> <li>Invoices;</li> <li>Packing List;</li> <li>Bill of Lading; and</li> <li>Customs Form K2.</li> </ul> </li> </ul> </li> </ol>
	<p><b>MITI Process</b></p> <ol style="list-style-type: none"> <li>MITI will process the PCO and the Client Charter is 24 working hours.</li> <li>Status will be updated in system: <a href="http://newepco.dagangnet.com.my/dnex/login">http://newepco.dagangnet.com.my/dnex/login</a></li> </ol>
	<p><b>Printing and Endorsement of PCO</b></p> <ol style="list-style-type: none"> <li>The approved PCO need to be printed on PCO Form (Form AJ, D, AANZ, AK, E, AI, MNZ, MPCEPA, MAFTA, MCFTA, MJEPA and MICECA) by applicant and submitted to MITI for endorsement with specimen signature.</li> </ol>

#### STEP 4 - Endorsement of PCO

- Print out approved PCO on pre-printed Certificate of Origin (CO) forms in accordance with respective schemes.
- Required documents for endorsement:
  - Printed Certificate of Origin
  - Original copy of Invoices
  - Original Packing List
  - Original Bill of Lading
  - Original Customs Form K2
- The certifying authority for all the Preferential Certificates of Origin is the Trade and Industry Cooperation Section of MITI.
- The approval and CO endorsement services are also available at MITI offices below:

OFFICE		TIME
KUALA LUMPUR	Level 2, Menara MITI, Jalan Sultan Haji Ahmad Shah, 50480 Kuala Lumpur	Monday – Thursday  9.00am – 5.00pm  Lunch Break:  Monday –Thursday  (1.00pm-2.00pm)  Friday (9am -5.00pm)  Lunch Break:  (12.15pm-2.45pm)
MALACCA	Pejabat SME Corp Negeri Melaka  Level 3, Menara MITC  Jalan Konvensyen  75450 Ayer Keroh  Melaka	Monday – Friday  8.30am – 4.30pm  Lunch Break:  Monday –Thursday  (12.30pm-2.30pm)  Friday (11.30am -2.45pm)
PERAK	Pejabat MITI Wilayah Perak  Aras 4, Perak Techno Trade Centre (PTTC) Bandar Meru Raya off Jalan Jelapang Peti Surat 210, 30720 Ipoh, Perak	Monday – Friday  8.30am – 5.00pm  Lunch Break:  Monday –Thursday  (1.00pm-2.00pm)  Friday (12.15pm – 2.45pm)

PENANG	Pejabat MITI Wilayah Utara  Tingkat 8 Bangunan Tuanku Syed Putra  10300 Pulau Pinang	Monday – Friday  8.30am – 5.00pm  Lunch Break:  Monday –Thursday (1.00pm-2.00pm)  Friday (12.15pm – 2.45pm)
JOHORE	Pejabat MITI Wilayah Johor  Aras 13, Lot 1-4 Bangunan TH (Tabung Haji)  Jalan Ayer Molek,  80000 Johor Bahru	Monday – Thursday  9.00am – 5.00pm  Lunch Break:  Monday –Thursday (1.00pm-2.00pm)  Friday (9am -5.00pm)  Lunch Break:  (12.15pm-2.45pm)
KELANTAN	Pejabat MITI Wilayah Kelantan  Aras 3 Kanan, Wisma PERKESO  Jalan Kota Darul Naim  15538 Kota Bharu, Kelantan	Sunday – Wednesday  8.00am - 5.00pm  Thursday  8.00am - 3.30pm  Lunch Break :  Sunday - Thursday  1.00pm - 2.00pm

PAHANG	Pejabat MITI Wilayah Pahang  Suite 8, Tingkat 9, Teruntum Complex  Jalan Mahkota, Peti Surat 74  25000 Kuantan, Pahang	Monday – Friday  8.00am – 5.00pm  Lunch Break:  Monday –Thursday  (1.00pm-2.00pm)  Friday (12.15pm – 2.45pm)
SABAH	Pejabat MITI Wilayah Sabah  Tingkat 3, Block D & E, KWSP Building  49, Jalan Karamunsing  88622 Kota Kinabalu, Sabah	Monday – Friday  8.00am – 5.00pm  Lunch Break:  Monday –Thursday  (1.00pm-2.00pm)  Friday (11.45am – 2.15pm)
SARAWAK	Pejabat MITI Wilayah Sarawak  Tingkat 3 Bangunan Bank Negara Malaysia  Jalan Satok 93400 Kuching Sarawak	Monday – Friday  7.30am – 5.00pm  Lunch Break:  Monday –Thursday  (1.00pm-2.00pm)  Friday (11.45am – 2.15pm)

LINK:

<https://www.miti.gov.my/index.php/pages/view/3911?mid=95>