

SICCI Electronic CO (ECO) Documentation Services

Letter of Undertaking

(To be valid for 2 calendar years)

(To Be Typed on User's Letterhead)

Date of Issuance : 01/01/2026

Singapore Indian Chamber of Commerce & Industry
31 Stanley Street
SICCI Building
Singapore 068740

Dear Sirs

**SICCI ELECTRONIC CO (ECO) DOCUMENTATION SERVICES
LETTER OF UNDERTAKING
VALID FROM 01/01/2026 TO 31 DECEMBER 2027**

In consideration of your processing, endorsing, issuing or certifying at our request such electronic applications and amendments and cancellations to such approved applications to the [Insert the Name of the Authorised Organisation] (SICCI) for Electronic Certificates of Origin (ECO) and all other documents as may be requested by us, we hereby:-

1. Agree to be bound by all the terms and conditions as specified in your document entitled **SICCI Electronic CO (ECO) Documentation Services: Terms and Conditions (Appendix A)**;
2. Undertake to fully indemnify **SICCI** and to keep you fully indemnified against all actions, suits, proceedings, claims, expenses, losses, damages, costs, fines, penalties, charges and liabilities whatsoever which may be taken or made against you or incurred or become payable by you by reason of or on account of or arising out of your processing, endorsing, issuing or certifying our ECO and all other applications including amendments and cancellations of ECOs processed by **SICCI** or any matter relating thereto, your issuing of any documents whatsoever relating thereto, and any declaration made therein; and the performance or non-performance of the computer system, programming and communications facilities required for the operation of the said Services (the System);

3. Declare and undertake to ensure that the particulars and statements as provided, made or declared by us or our representatives to you in connection with all our ECO and all other applications including amendments and cancellations of ECOs processed by **SICCI** are and shall be true and correct;
4. Undertake to protect and accept full responsibility, at all times, for the confidentiality of the User ID No. and Password issued by CrimsonLogic eTrade Asia Pte Ltd to our authorised staff and ensure control of both User ID No. and Password for authorised access to the Services, and as such,
5. Undertake to fully indemnify **SICCI** for any damages or claim by any party arising out of any unauthorised use of the confidential ID No. and Password.

We are aware that under the Regulation of Imports and Exports Regulations, the penalty for making a false declaration is:

6. on the first conviction, fine not exceeding S\$100,000 or 3 times the value of the goods in respect of which the offence was committed, whichever is greater, or imprisonment for a term not exceeding 2 years or both; and
7. on the second and subsequent conviction, a fine not exceeding S\$200,000 or 4 times the value of the goods in respect of which the offence was committed, whichever is greater, or imprisonment for a term not exceeding 3 years or both.

Yours Sincerely

Applicant's Rubber Stamp

Signature of Authorised Signatory (1)

Name of Authorised Signatory

Designation of Authorised Signatory (2)

Note:

XXXXX **Insert** the abbreviation of the specific Authorised Organisation.

- (1) If the applicant is an incorporated company, the Managing Director, Chief Executive Officer, Executive Chairman, Executive President or any authorised person whose authority must be evidenced by an extract of the relevant board resolution certified by the company secretary or, if the applicant is an unincorporated firm, the sole proprietor or a partner of the firm.
- (2) As proof of the designation, this letter must be accompanied by a certified copy of Form 49, Form 49A or Form D, extracted from the Registry of Companies and Businesses or an extract of a board resolution certified by the company secretary indicating the appointment, as the case may be.