

Before company sign-up as MTMA eCO user at MTMA official website (<http://www.fashion-asia.com>), the company needs to provide the following supporting documents by sending them to MTMA Kuala Lumpur Office: -

1. **Company Registration Certificate** issued by Registry of Companies under Companies Act 1965
2. **Business License** (Form D) *(if is Trader)*
3. **Manufacturer License** *(if is Manufacture and this license is issued by MITI)*
4. **Statutory Declaration** *(renewal yearly and need to be sign by the Director)*
5. **Specimen Signature of Officer endorsing the eCo** *(for those companies that had submitted the Specimen Signature of Officer, only need to submit it there are changes based on your current record with MTMA)*
6. **Non-member information form (Appendix II)** *(need to be complete by Non MTMA Member)*
7. **Latest EFP Contribution List** *(upon request)*
8. **Latest Machinery List** *(upon request)*

The Company Registration Certificate and License need to be certified by the Company Secretary.

When submitting your eCO to be endorsed at MTMA, please submit the following supporting documents: -

1. Completed MTMA eCO form *(Please also provide an original copy of the completed MTMA eCO form for MTMA record purpose. Please DO NOT provide a photocopy)*
2. Sales Invoice *(if photocopy, please certify it)*
3. Packing List
4. Bill of Lading
5. K2 *(if photocopy, please certify it)*
6. K1 and Invoice of Raw Materials *(upon requested)*

Please submit your eCO with the supporting documents to be endorsed by MTMA Secretariat in Kuala Lumpur.