

Aziz of Company XYZ wants to export Yellowfin tuna to Japan.  
How can he do that?



**STEP 1** Is your company registered to the Registry of Companies and Business Names (ROCBN)?

**Yes**

Proceed to Step 2

**No**

Register your Business Name at [One Common Portal](#) or visit Registry of Companies and Business Name Counter @ Level 1, Ministry of Finance and Economy

After registration, Proceed to **STEP 2**

**STEP 2**

Have you registered with Royal Customs and Excise Department (RCED)?

**Yes**

Proceed to Step 3

**No**

Register with [\(RCED\)](#)

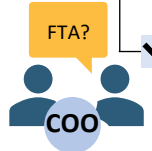
After registration, Proceed to **STEP 3**

**STEP 3**

Are you familiar with **Free Trade Agreements (FTAs)** and other **Trade Related Information** such as **Certificate of Origin (CO)**, **HS Codes**, **FTA Rates**, **Rules of Origin**, **Non Tariff Measures**?

**Yes**

**Commence Export Process.**  
Are your goods /materials eligible for preferential tariff treatments.  
If Yes, follow the steps below:



**Self-Assessment Checklist:**

- Exporting Country: \_\_\_\_\_, [FTAs](#)?
- Are your goods eligible for preferential tariff treatment?

**Yes**



Visit **Certificate of Origin (CO) Office** at Level 1 Ministry of Finance and Economy



Submit the [Registration Form](#) to Certificate of Origin Office, Trade Division, Ministry of Finance and Economy



Prepare and submit [Manufacturing Cost Statement \(MCS\)](#) using the prescribed format for verification that the goods / Materials meet the necessary [Origin Requirements](#)



An inspection to the exporters / manufacturer's factory will be arranged to examine that it has the facilities and manpower to manufacture the products and keeps proper records of its operation



Once registration is approved, proceed to apply for the [Preferential Certificate of Origin](#) with the supporting documents (*invoice, packing list & bill of lading / delivery order*) at Certificate of Origin Office, Level 1, Ministry of Finance and Economy

**No**

Nonetheless, there may be cases where there is a requirement from the importing countries for Ordinary CO.

**Ordinary CO** is issued for goods / materials which are produced / Manufactured in Brunei Darussalam.

However, this COO is not eligible for preferential tariff.



Visit **Certificate of Origin (CO) Office** at Level 1 Ministry of Finance and Economy to apply **Non-preferential COO / Ordinary COO**.

Go to [www.bruneitrade.mofe.gov.bn](http://www.bruneitrade.mofe.gov.bn) Click on **Trade Information and Document** to further understand details on FTAs and Trade related Information

Go to [Contact us](#) to send your queries or e-mail us at [coo.officebrunei@mofe.gov.bn](mailto:coo.officebrunei@mofe.gov.bn) and [tf@mofe.gov.bn](mailto:tf@mofe.gov.bn)

Visit **Certificate of Origin**  
Level 1, Ministry of Finance and Economy  
Monday – Thursday & Saturday  
8 AM – 12 PM  
2 PM – 4.30 PM



Approval by Trade Division, Ministry of Finance and Economy

**CO Approval Process is Completed**