SINGAPORE CUSTOMS

Notice No: 19/2022
8 Nov 2022

Traders and Declaring Agents

Dear Sir/Madam

CHANGES TO SUBMISSION PROCEDURES FOR RETURN OF SUPPORTING DOCUMENTS FOR SELECTED PERMITS VIA FORMSG

With effect from 1 December 2022, Customs will extend our e-services via FormSG to the submission of supporting documents for selected permits at the NTP website at www.ntp.gov.sg > Government Service > Voluntary Disclosures, Statements and Document Submissions > Return of Supporting Documents for Selected Permits:

a) TradeNet Permit issued with permit conditions **Z02**, **Z06** or **Z18**; or
b) TradeNet Permit queried by Permits Compliance Branch via letter references prefixed with S" (e.g., S19FQ00001, S19AR00003); or
c) ACCESS permit queried by the Permits Compliance Branch of Singapore Customs.

2   There will be a one month transition period from 1 to 31 December 2022. Please note that the submission of supporting documents for such selected permits via NTP Data Repository will not be accepted after 31 December 2022.

3   Please refer to the list of Frequently Asked Questions (FAQs) in **Annex A** and the Quick Reference Guide in **Annex B**.

Yours faithfully

Ivy Chong
Head Permits Compliance
for Director-General of Customs
Singapore Customs

(*This is a computer-generated notice. No signature is required.*)

We hope that this notice has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this notice at customs_tnreq@customs.gov.sg.

FREQUENTLY ASKED QUESTIONS

Q1: Can I continue to submit the supporting documents for the selected permits via NTP Data Repository after 31 December 2022?

A1: There will be a one month transition period from 1 to 31 December 2022. Please note that the submission of supporting documents for such selected permits via NTP Data Repository will not be accepted after **31 December 2022**. With effect from **1 January 2023**, all supporting documents for TradeNet permits issued with Z02, Z06, and Z18 permit conditions; in response to TradeNet permit queries (letter references prefixed with "S" e.g., S19FQ00001); or ACCESS permit queries by Permit Compliance Branch (PCB) of Singapore Customs must be submitted via FormSG.

Q2: What is/are the acceptable file format(s), maximum file size and the number of files that I can upload onto the FormSG?

A2: Please compress your supporting documents (Commercial Invoice, Permit (CCP), Packing List, Airway Bill / Bill of Lading, CIDBC) in one zip folder, as you can only attach one file with maximum file size of 7MB for each FormSG submission.

If there are additional supporting documents that could not be attached, please submit another FormSG and indicate in the remarks the intended TradeNet Permit Number (e.g., IG1A123456A_2) or ACCESS HAWB Number (e.g., HAWB1234567_2).

Quick Reference Guide:
Return of Supporting Documents for Selected Permits via FormSG

Return of Supporting Documents for Selected Permits (Permits Compliance Branch)

1. Documents submission for

　○　TradeNet permit

　○　ACCESS permit

1) On the FormSG page, please scroll down and read the instruction on the submission clearly.

1. Documents submission for

　◉　TradeNet permit

　○　ACCESS permit

2. Permit Number
Please provide the permit number

2) Click on the permit type which you will be submitting the supporting documents.

3) Insert the Permit Number if you selected TradeNet permit as the permit type.

1. Documents submission for

　○　TradeNet permit

　◉　ACCESS permit

2. HAWB Number
Please provide the HAWB number of the ACCESS permit

4) Insert the HAWB Number if you selected ACCESS permit as the permit type.

3. Your Designation

Please provide your designation (e.g. Manager, Supervisor)

[   ]

4. Your Name

Please provide your name.

[   ]

5. Your Singapore Contact Number

Please provide a valid contact number (Singapore local numbers only).

[   ]

6. Supporting Documents

Please compress & attach your supporting documents (Commercial Invoice, Permit (CCP), Packing List, Airway Bill / Bill of Lading, CIDBC) in zip folder (Max size 7MB).

[☁ UPLOAD FILE]

Max File Size: 7 MB

7. Do you have more documents to submit for this TradeNet or Access permit?

✕ NO	✓ YES

[SUBMIT]

7. Do you have more documents to submit for this TradeNet or Access permit?

✕ NO	✓ YES

8. Please number your files accordingly.

e.g. IG1A123456A_2 or HAWB1234567_2

[   ]

[SUBMIT]

5) Provide your designation, your name, and Singapore Contact Number (local number only).

6) Upload the document which you would like to submit in one file with a maximum file size of 7MB.

7) If you do not have any more documents to be submitted, please select "NO" and click on "Submit".

8) If you have more documents to be submitted, please select "YES" and input the number of your files accordingly in the text entry box for question 8 before clicking on "Submit".