

15 August 2012



Police Licensing & Regulatory
Department
391, New Bridge Road
Block D #02-701
Police Cantonment Complex
Singapore 088762
Fax No: 62234704

Dear Sir / Mdm

REQUEST FOR IMPORT / EXPORT/ TRANSHIPMENT OF ARMS AND EXPLOSIVES

Since 25 July 2011, Police Licensing & Regulatory Department (PLRD) has stopped issuing any in-principal approval for applications to import / export / transshipment of arms and explosives. Instead, a request form is to be submitted to PLRD and this will be processed via your submitted applications ie import, export and transshipment applications in the TradeNet system.

2 When your company has a consignment to be imported / exported / transshipped, you shall submit your request to us using the **Request Form**, together with the following supporting documents, to our office via fax or post to the above address for our consideration:-

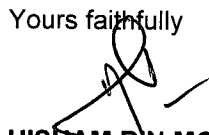
- (a) End User Certificate;
- (b) Invoice;
- (c) Manifest or Packing List;
- (d) Bill of Lading or Airway Bill;
- (e) Material Safety Data Sheet (MSDS for Explosive Precursors only); and
- (f) Import Licence or Approval letter from government authorities of final destination.

3 Upon submission of the Request Form to PLRD, the applicant or his appointed freight forwarder shall ensure that his TradeNet application is submitted in the TradeNet system. Please note that the TradeNet Unique Reference No. is a compulsory field in the Request Form. (Note: The unique reference number is issued by the TradeNet system and consists of 3 data elements. They are your Unique Entity Identifier or UEN, the date of submission and the Sequence Number. Eg 291436746W 20110128 3003.)

4 Our general processing timing for TradeNet is **5 working days** upon receipt of all supporting documents. Applicants may however do a check on their application status from the TradeNet System from the next working day onwards. For applications where the status is stated as pending processing or rejected in the TradeNet System, applicants are to log into the system to find out the details. Please refer to **Annex A** for a collated a list of common errors in the TradeNet application submission.

5 Lastly, applicants are reminded to comply with conditions pertaining to the Import and Export of Arms, Explosive and Explosive Precursors. The list of conditions can be found in www.spf.gov.sg/licence. For further queries, you may contact us at **6835 0000** or email to us at spf_licensing@spf.gov.sg.

Yours faithfully


HISHAM BIN MOHD SAAD
OC LICENSING (GENERAL LICENSING)
POLICE LICENSING & REGULATORY DEPARTMENT
SINGAPORE POLICE FORCE

REASONS FOR REJECTION in TRADENET SYSTEM

Fields in TradeNet	Common Rejection Reasons	Rejected By
Dealer Licence	<ul style="list-style-type: none"> Wrong Licence Number was keyed. Eg Expired licence no. was used; 	AEB
Country of Final Destination	<ul style="list-style-type: none"> Country name does not tally with the destination stated in the Bill of Lading/Airway Bill 	AEB
Items Description	<ul style="list-style-type: none"> Description must be specific and provide a detailed breakdown of items. Eg. General terms such as Liferaft or Life saving appliances should not be used but to state the details such as the quantity of handflares, distress signal, smoke flares etc Items do not tally with the manifest/invoice or packing list; Classification and UN number must be stated for all explosive items 	AEB
Product Code	<ul style="list-style-type: none"> Wrong Product Code was used 	Auto Rejection by TradeNet system

Supporting Documents Received:

List of Supporting Documents	Please indicate a tick if documents are received
End User Certificate	
Invoice	
Manifest or Packing List	
Bill of Lading or Airway Bill	
(e) Import Licence or Approval letter from government authorities of final destination <i>(*This is not required if the end-user is a government body)</i>	

Remarks:

*(*Companies who engage Forwarding Agents to do the declaration are liable to ensure the whole declaration process is in order.)*

Decision: **Approved / Rejected**

Officer In Charge : _____

Date : _____

Validity : _____

