CIRCULAR

QID/IERD/Food/2013

17 April 2013

All Food Importers / Declaring Agents

All declaring agents are requested to inform the importers on the contents of the circular.

Dear Sir/Madam

SUBMISSION OF SUPPORTING DOCUMENTS ELECTRONICALLY FOR TRADENET® DECLARATIONS FOR IMPORT, EXPORT & TRANSHIPMENT OF FOOD

One of the features in TradeNet® is to allow users to attach supporting documents electronically together with your TradeNet® declarations to the competent authorities to process your declarations.

2   AVA would like to engage all declaring agents to transmit supporting documents electronically through TradeNet® to AVA, instead of faxing. This would facilitate the processing and approval of permits by AVA. The benefits are as follows:

- Electronic submission reduces waiting time as compared to transmission through fax
- No need to label supporting document with declaration job number
- Supporting documents can be viewed concurrently with declaration, allowing faster response and processing of permits
- Environment-friendly by cutting down on paper usage

3   We would like to inform you that with effect from the following implementation dates in Table 1, all submissions of supporting documents for the declaration of import, export and transhipment of food consignments will be accepted only in electronic formats via TradeNet®. Faxed copies of supporting documents will not be accepted for the processing and approval of permits.

Table 1: Implementation timeline for the different food commodities

S/N	Types of food products	Implementation date on submission of supporting documents electronically through TradeNet®
1	Fresh fruits and vegetables	1 December 2013
2	Seafood	1 December 2013
3	Processed Food	1 April 2014
4	Meat and meat products	1 August 2014

While it is not compulsory for you to use electronic submission of supporting documents until the respective implementation dates, we encourage you to start using this procedure from now onwards, to familiarise yourself with it and to reap the benefits mentioned in paragraph 2.

4   Some examples of supporting documents that are required for the import of meat, fish, fresh fruits and vegetables and processed food (where applicable) are health certificate, laboratory

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reports, certificate of origin, document on regulated source and Phytosanitary certificates. Declarations submitted to AVA without the required supporting documents in electronic format would continue to be on hold and pending for approval. Please refer to the AVA website below for more information on the import requirements and documents required for the import of various food products to Singapore:
http://www.ava.gov.sg/FoodSector/ImportExportTransOfFood/ReqToImportExportTransshipFood/.

5   Please note the following when submitting electronic supporting documents in TradeNet$^{®}$:

i. Up to 6 supporting documents can be attached for each declaration
ii. File formats that are accepted are:
- MS Word
- MS Excel
- Adobe PDF
- Image Files:
    - Bitmap
    - JPEG
    - GIF Image
    - EMF Image
    - PNG Image
    - TIF Image
iii. Please make sure that the documents are legible.
iv. Should you require any assistance on the process of attaching the supporting documents to your TradeNet$^{®}$ declarations, please consult your TradeNet$^{®}$ Front-end solution provider.
v. To be assured of smooth submission, please ensure the documents are free from virus.

6   You can follow up to attach the relevant supporting documents electronically via the TradeNet® BackEnd User Interface for your specific declarations that are still pending at AVA, if requested by AVA.

7   Please do not hesitate to contact the Food Section of AVA at Tel: 6325 7576 or email: ava_import&export_foodstuff@ava.gov.sg, if you have any other queries.

        Thank you for your cooperation.

Yours faithfully

June Choo (Ms)
Senior Executive Manager (Food)
Import & Export Regulation Department
Quarantine & Inspection Group
for Director-General
Agri-Food & Veterinary Services

This is a computer generated circular and no signature is required.