



## CIRCULAR

PR 5.1

23 May 2013

All Plants and Plant Products Importers/Declaring Agents

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

Dear Sir/Mdm,

### **SUBMISSION OF SUPPORTING DOCUMENTS ELECTRONICALLY FOR TRADENET<sup>®</sup> DECLARATIONS FOR IMPORT, EXPORT AND TRANSHIPMENT OF PLANTS AND PLANT PRODUCTS**

The TradeNet<sup>®</sup> has a feature that allows users to attach supporting documents electronically together with the TradeNet<sup>®</sup> declarations to the competent authorities to process the declarations.

2 AVA would like to engage all declaring agents to transmit supporting documents electronically through TradeNet<sup>®</sup> 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
- 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 1<sup>st</sup> January 2014**, all submissions of supporting documents for the declaration of import, export and transshipment of plants and plant products consignments will only be accepted in electronic formats via TradeNet<sup>®</sup>. Faxed copies of supporting documents will not be accepted for the processing and approval of permits.

You are strongly encouraged to start using electronic submission of supporting documents now to familiarise yourself with the procedures and to reap the benefits mentioned in paragraph 2.

4 Some examples of supporting documents that are required for the import of plants and plant products are Phytosanitary certificates, CITES permits for CITES listed plants and plant products such as orchids, agarwood etc, invoice, bill of lading, treatment certificates and post entry inspection application form. Declarations submitted to AVA on or after 1<sup>st</sup> January 2014 without the required supporting documents **in electronic format** would be on hold and pending for approval.

5 Please note the following when submitting electronic supporting documents in TradeNet<sup>®</sup>:

- i. Up to six supporting documents can be attached for each declaration
- ii. File formats accepted are:
  - o MS Word
  - o MS excel
  - o Adobe PDF
  - o Bitmap
  - o JPEG
  - o EMF Image
  - o GIF Image
  - o PNG Image
  - o TIF Image
- iii. Please make sure the documents are legible
- iv. Should you require any assistance on the process of attaching the supporting documents to your TradeNet<sup>®</sup> declarations, please consult your TradeNet<sup>®</sup> Front-end solution provider
- v. Please ensure the documents are virus free for smooth transmission

6 If requested by AVA, you can follow up to attach the relevant supporting documents electronically via the TradeNet<sup>®</sup> BackEnd User Interface for your specific declarations that are still pending at AVA.

7 Please do not hesitate to contact the Plant Health Section of AVA at Tel: 67519815 or email: AVA\_Phytosanitary@ava.gov.sg if you need clarifications. Thank you for your cooperation.

Yours sincerely,  
ONG Ai Khim (Ms)  
Senior Executive Manager (Plants)  
Import & Export Regulation Department  
Quarantine & Inspection Group  
For Director-General  
Agri-Food and Veterinary Services

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