Submitting and Retrieving a Form D via the ASEAN Single Window (ASW) in International Connectivity Service (ICS)

Last Revised: Apr 2023

Guidelines on the Submission and Retrieval of a Form D to and from an ASEAN Member State (AMS) via the ASEAN Single Window Gateway in International Connectivity Service (ICS)

Please take note of the following before proceeding.

- The TradeNet Frontend screenshots shown in this document are for reference only as they are extracted from the Government TradeNet Frontend Application which may differ from the solutions provided by commercial TradeNet Frontend Solution Providers. In the event you are unable to locate or provide the required information in a specific declaration field, please liaise directly with your Frontend Solution Provider.
- The ICS screenshots shown in this document are for reference only as they are extracted from the pre-release environment and may deviate from that in post-release/production environment.
- The exporter and their authorised declaring agents **must have a Network Trade Platform (NTP) account** for the electronic submission and retrieval of e-ATIGA Form D. For more information on how to register for an NTP account, please refer to www.ntp.gov.sg > Support > Register an NTP Account.
- You are advised to comply with the guidelines provided.
- Singapore Customs shall not be held liable for any mismatch of information between the hard copy print out of the e-ATIGA Form D and the e-ATIGA Form D stored in the System due to any non-compliance or non-action on the part of the entities concerned.

1. Live Operation of the ASEAN Single Window (ASW)

Under the live operation of the ASW, participating companies of the ASW have the option to electronically transmit via the ASW Gateway, any of their Form Ds intended for an exchange-ready AMS. It is the common goal of all ASEAN Member States to cease the printing of hard copy Form D and for businesses to more towards full transmission of Form D in ASW by end 2023. The transmitted Form D, referred to as ATIGA e-Form D, will be recognised by the importing customs authority for preferential tariff treatment. Only in the event when the ASW is down due to technical glitches, will hard copy Form D be printed and made available for collection at the usual Preferential Certificate of Origin Printing Centres.

As of 24 Apr 2023, the following AMS have commenced the live operation of the ASW:

- Brunei Darussalam
- Cambodia
- Indonesia
- Laos
- Malaysia
- Myanmar
- Singapore
- The Philippines
- Thailand
- Viet Nam

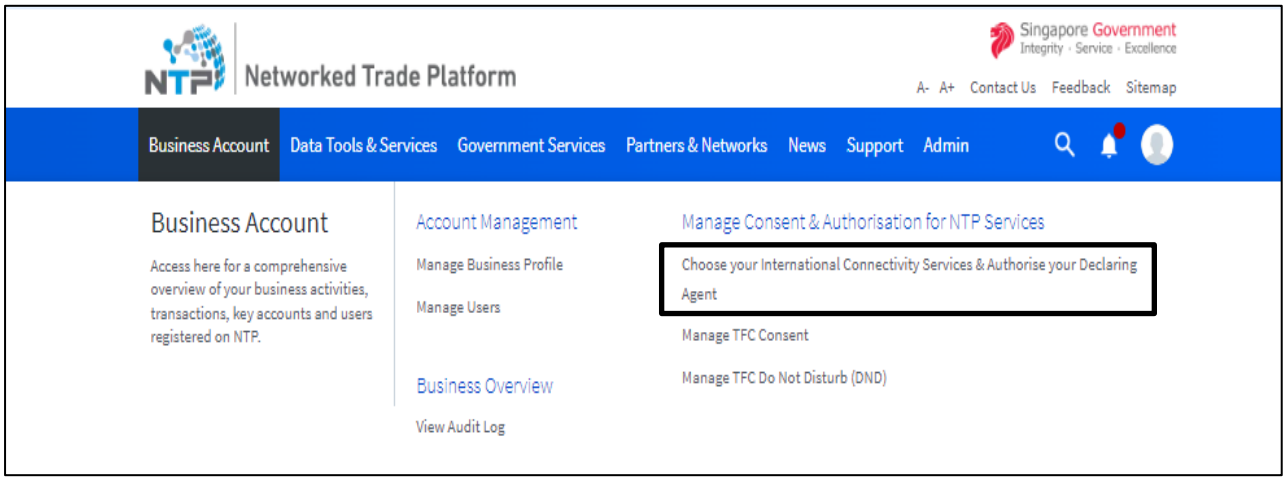
As a participating company, you have the option to select, in NTP, the specific Form D you would like to transmit electronically to a participating AMS. You are required to ensure that the Form D you wish to transmit electronically to the importing AMS contains the necessary information.

2. Registering to be a Participating Company

The exporter is to log in to NTP at www.ntp.gov.sg and access the Exporter-DA Form by clicking on "Government Services" > "Choose your International Connectivity Services & Authorise your Declaring Agent".

After having obtained the permission of your declaring agents, the exporter may add the UEN of the declaring agents whom you had authorised to transmit ATIGA e-Form D via the ASW to the importing country Customs authorities, on your company's behalf. Do note that the same declaring agent transmitting the ATIGA e-Form D must also had declared the specific Form D in TradeNet.

After submitting the form, the details will be auto registered in the system.



3. Form D Application via TradeNet Frontend

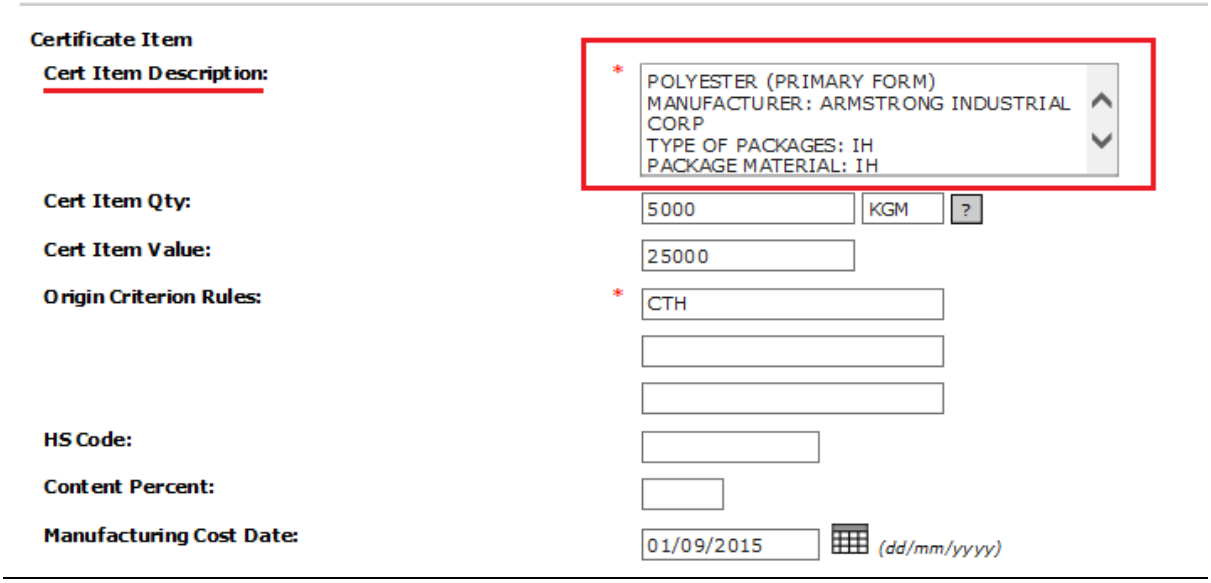
Please minimally provide the following information under the "*Certificate Item Description*" field when you submit your Form D application via your TradeNet Frontend Solution, especially if you intend to subsequently transmit the Form D electronically:

a. <u>For all Form D applications</u>
- Product description
- Name of manufacturer
- Trademark, if any
- HS code of importing country
- Package type *aka* type of packages (code)*
- Number of packages
- Package material (code)*

(- the code is to be in accordance with UN/ECE Recommendation No. 21)*

b. For Form D applications where the invoice(s) specified on the Form D is(are) issued by a company in a third country

- Name of company issuing the third country invoice
- Country of company issuing the third country invoice



Additionally, please ensure that all Form D-relevant fields, including *"Transport identifier", "Conveyance Reference Number"*, "*Marks and Numbers*" and "*Invoice Number"* are duly provided in your Form D application. The "Conveyance Reference Number" shall be specified in your application, regardless of the transport mode.

4. Adjustments required for updating the Approved Form D in ICS before Electronic Transmission

You must access ICS and make adjustments to the approved Form D before submitting it for electronic transmission. These adjustments are necessary as the additional information provided are helpful to the customs authorities in the importing AMS to verify the physical goods with the e-ATIGA Form D in a timely manner and shorten the goods' time-to-market, potentially through faster Customs clearance.

This is how you should carry out the aforementioned steps. Log in to www.ntp.gov.sg and select Government Services > ATIGA e-Form D. You will be directed to the outbound page "ATIGA Form D (SG to AMS)" page. Please do a search for the approved Form D that you would like to transmit electronically. Before submitting the Form D for electronic submission, please update it with the required inputs via the steps outlined in **Annex A**.

5. Amendments and Cancellations

No amendments can be made once the ATIGA e-Form D is transmitted. Any amendments to the details on an electronic Form D shall be made by applying for a new Form D via TradeNet®.

If the Form D was applied in a single TradeNet declaration with the export permit and the details to be amended is under an amendable field, you may amend it online via TradeNet Frontend and a new Form D will be issued. You may then transmit the new Form D electronically by following the steps outlined in **Annex A**.

Otherwise, or if the Form D was applied as a standalone TradeNet declaration (e.g. as a "pure CO"), please submit a new standalone TradeNet declaration with the amendments indicated.

In either case, previous Form D replaced by the new Form D is to be cancelled by filling in the FormSG.

Should you wish to cancel an electronic Form D that has been successfully transmitted to the importing country, similar cancellation procedures apply by the submission of the FormSG.

Please submit the request for cancellation within 7 days of the transmission of the new electronic Form D to the importing details so that we may communicate the cancellation to the authorities of the importing country in a timely fashion to prevent any delays in the importing country.

6. Retrieving Form D sent from AMS to Singapore in ICS

You can retrieve the ATIGA e-Form D sent from another AMS to you via ICS. Log in to www.ntp.gov.sg and select Government Services > ATIGA e-Form D. Click on "Inbound Enquiry" > "ATIGA Form D (AMS to SG) and fill in all the fields to do a search for the ATIGA e-Form D received. The steps are outlined in **Annex B**.

7. Transmission Status of ATIGA e-Form D

SG to AMS (Outgoing e-ATIGA Form D)		
Transmission Status	**Document Status**	**Remarks**
-	Pending Submission	Draft, pending adjustments and submission by the exporter/DA
In Progress	Submitted	Transmission to AMS is in progress
Success	Submitted	Transmission to AMS is successful
	Cancelled	Transmission is successful and the Form D is cancelled
Failure	Submitted	Submission is rejected by the system of the importing AMS

AMS to SG (Incoming ATIGA Form D)		
Internet Transmission Status	**Internet Document Status**	**Remarks**
Success	Received	Received by Singapore Customs
	Processed	Received by Singapore Customs
	Cancelled	Cancelled

8. Contact Us

If you require any assistance about the electronic transmission of your Form D, please contact us.

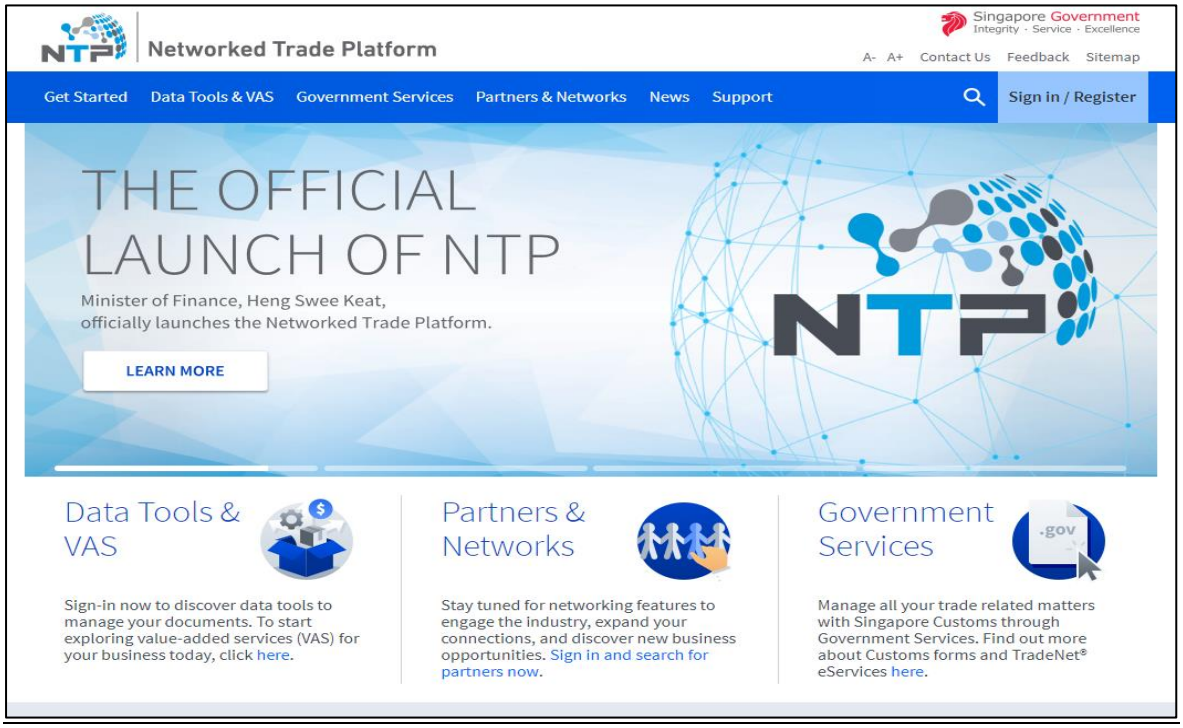
- Ms Amanda Ng OR Ms Lam Yi Xin

  Email: customs_roo@customs.gov.sg

Annex A: Step-by-Step Guide in submitting Form D via ICS (Outgoing ATIGA e-Form D (SG to AMS))

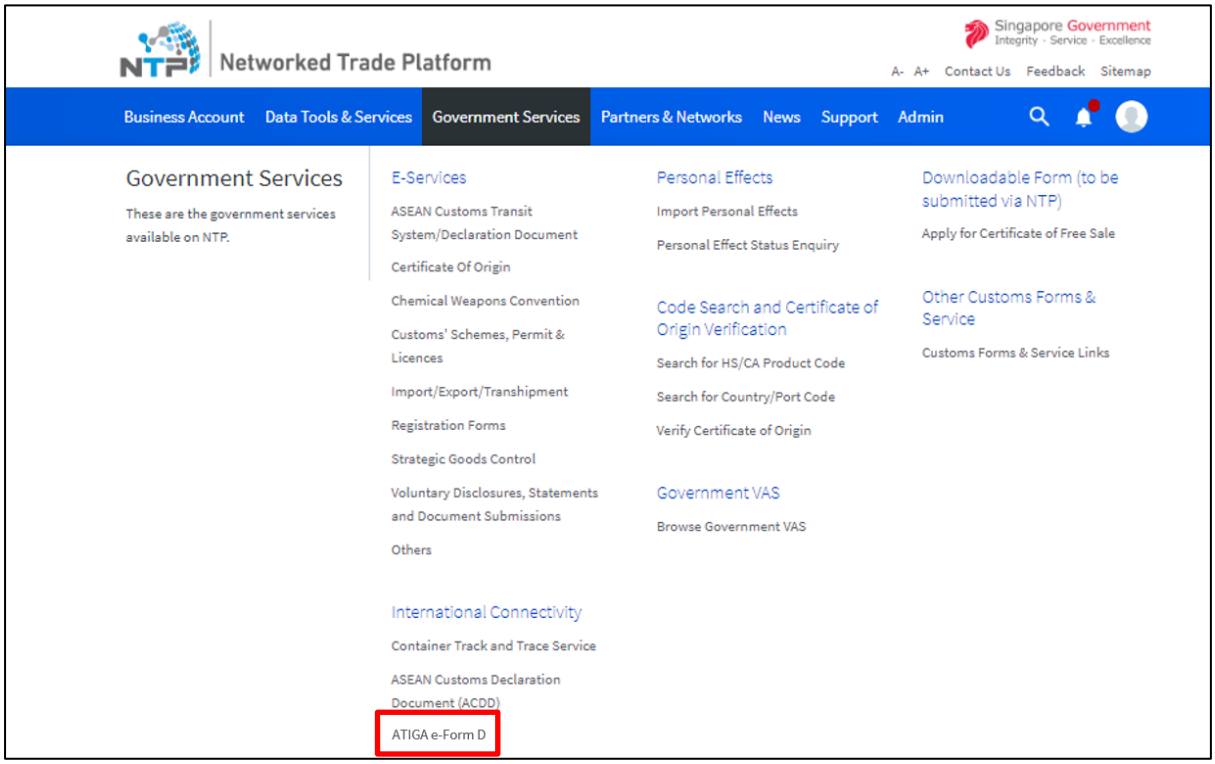
Step 1

Go to Networked Trade Platform (NTP) and log in via Singpass.



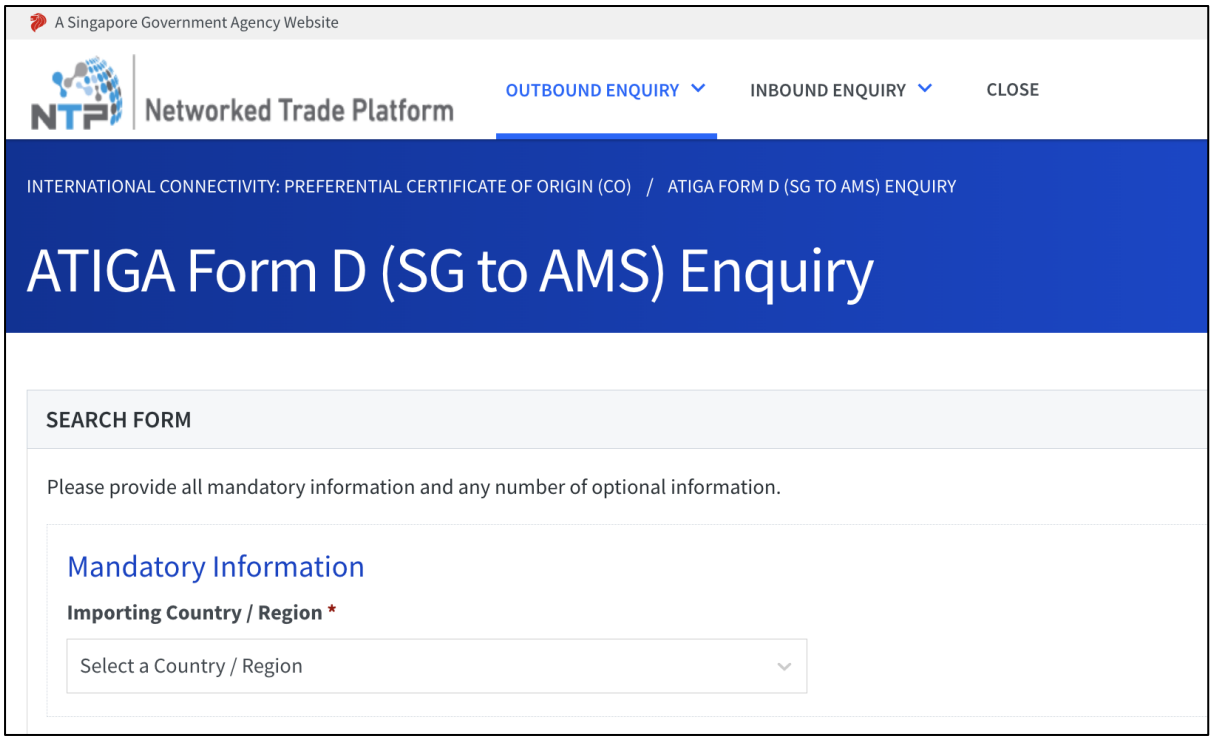
Step 1(a)

Select “Government Services” > “ATIGA e-Form D”.



Step 1(b)

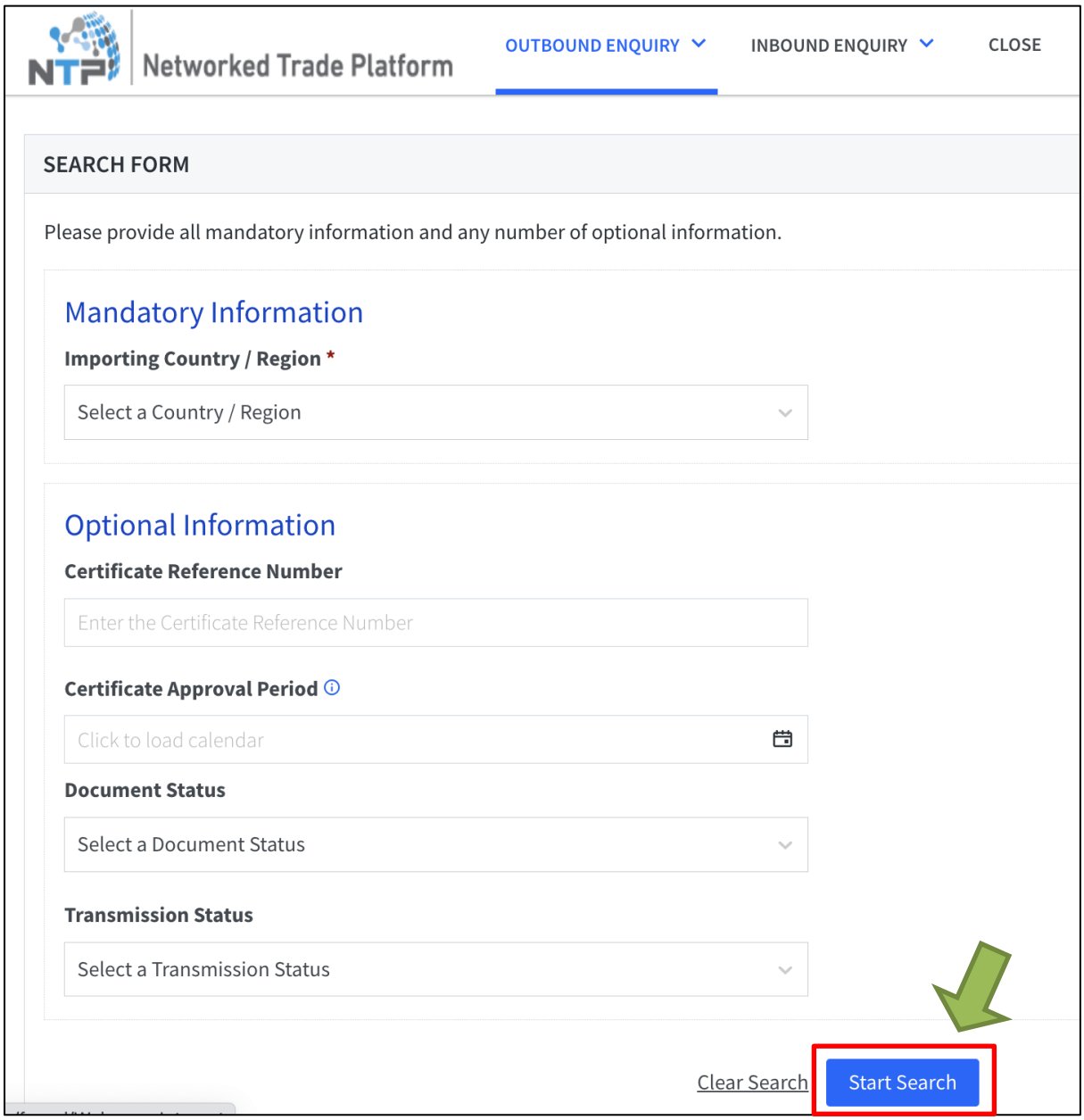
You will be directed to ICS ATIGA e-Form D landing page as shown below. The Outbound Enquiry screen will be shown by default.



Step 2

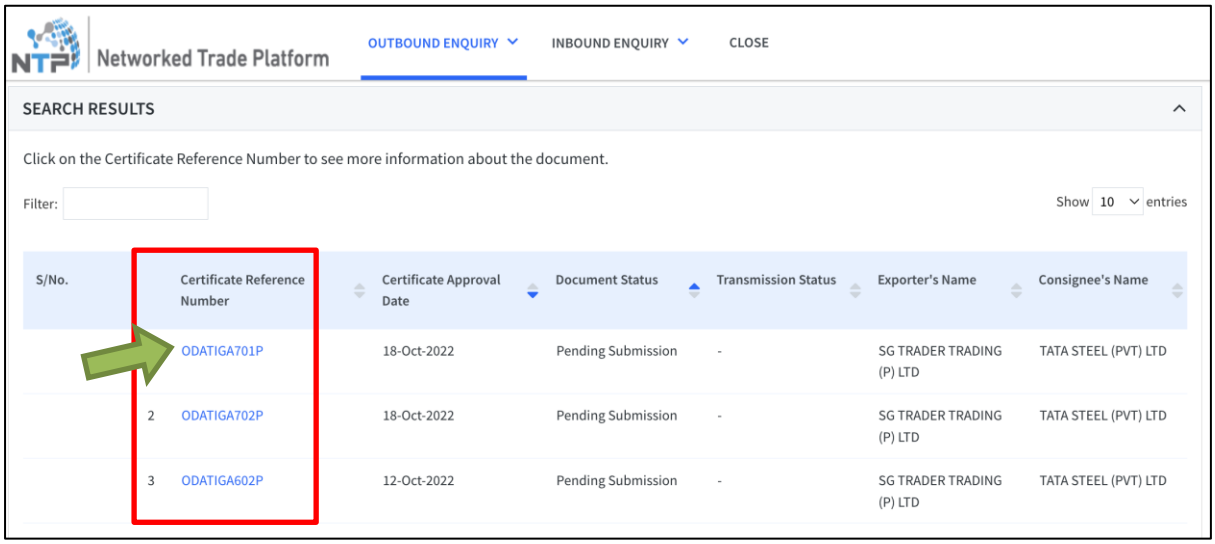
There are several search fields to be keyed in. Selecting the **Importing Country/Region** is mandatory. You may also key in the Optional Information to narrow down your search results, if preferred.

Once done, click on “Start Search”.



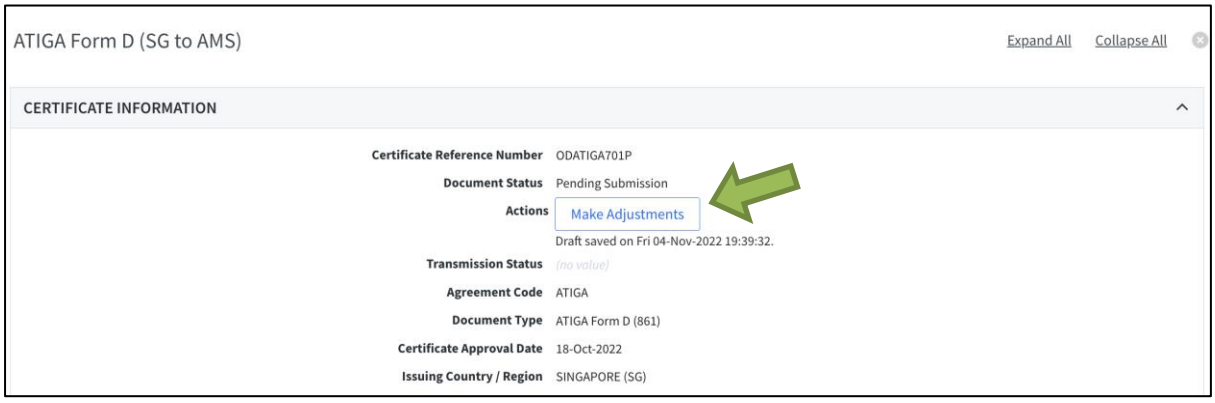
Step 3

At the search results page, retrieve and select the specific approved Form D that you intend to transmit electronically. Click on the Certificate Reference Number that you intend to transmit



Step 4

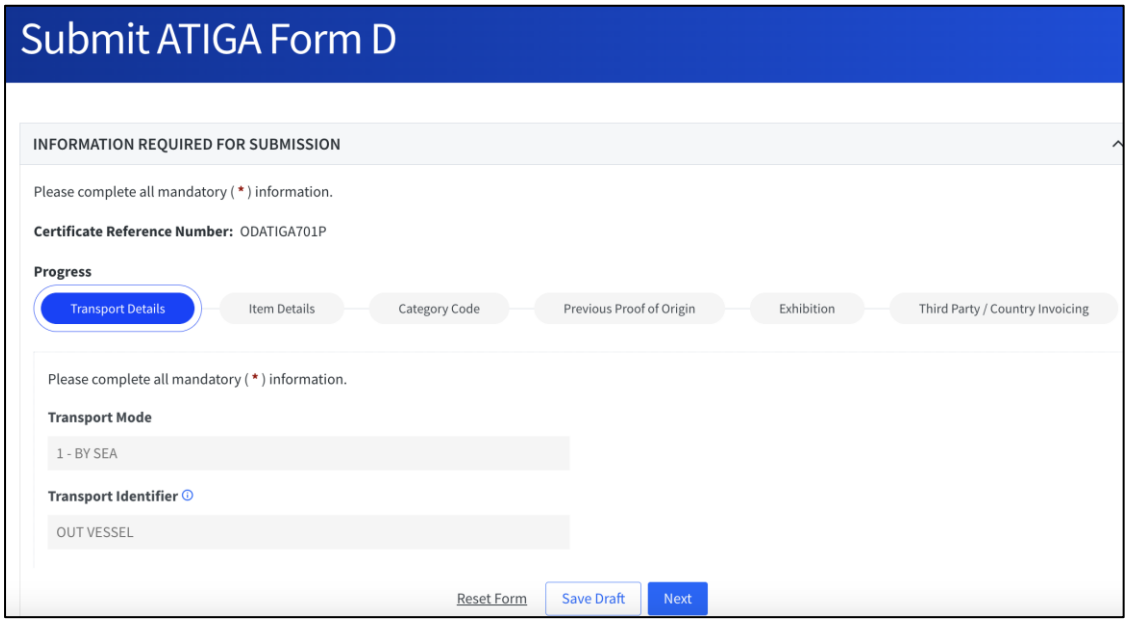
Click on the "**Make Adjustments**" button.



You may "**Save Draft**" any time after this step and can re-access the draft to make any further changes.

Step 5

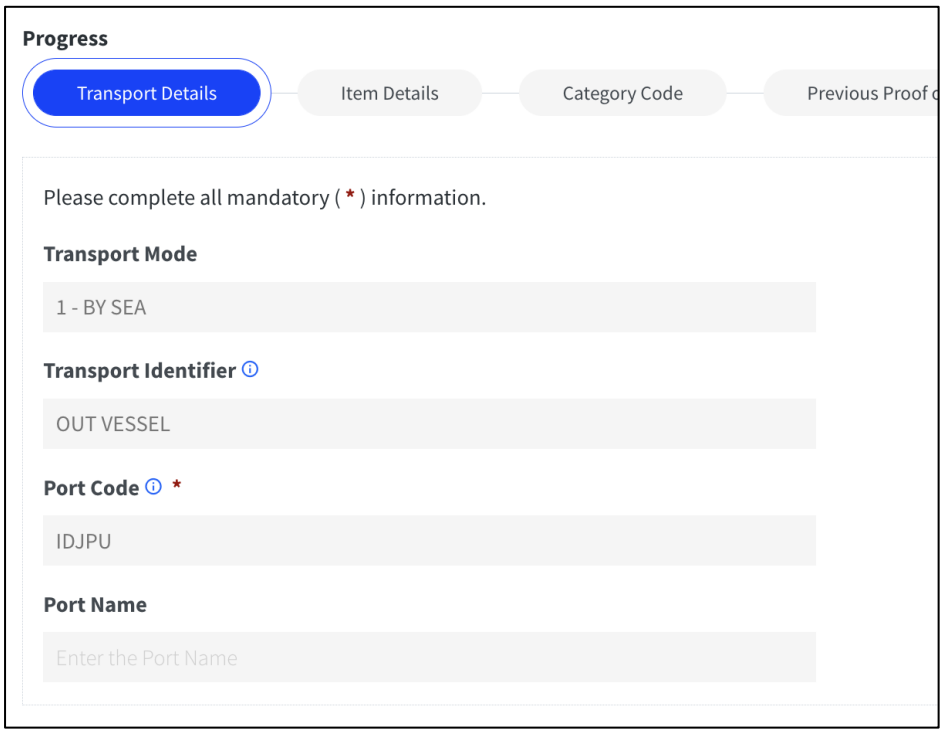
You will be directed to the adjustments page where you can key in details of the Form D before submitting it for electronic transmission.



Step 6

If the Out Transport Mode selected in the approved Form D application = “Road” and the Outward Transport Identifier is empty, indicate a Transport Identifier (i.e. “BY TRUCK”, if applicable).

Please specify the exact Port Code under “Port of Discharge” if you had declared “Other Ports” in your Form D application submitted via TradeNet®. For example, specifying THBKK if you had declared THZZZ.

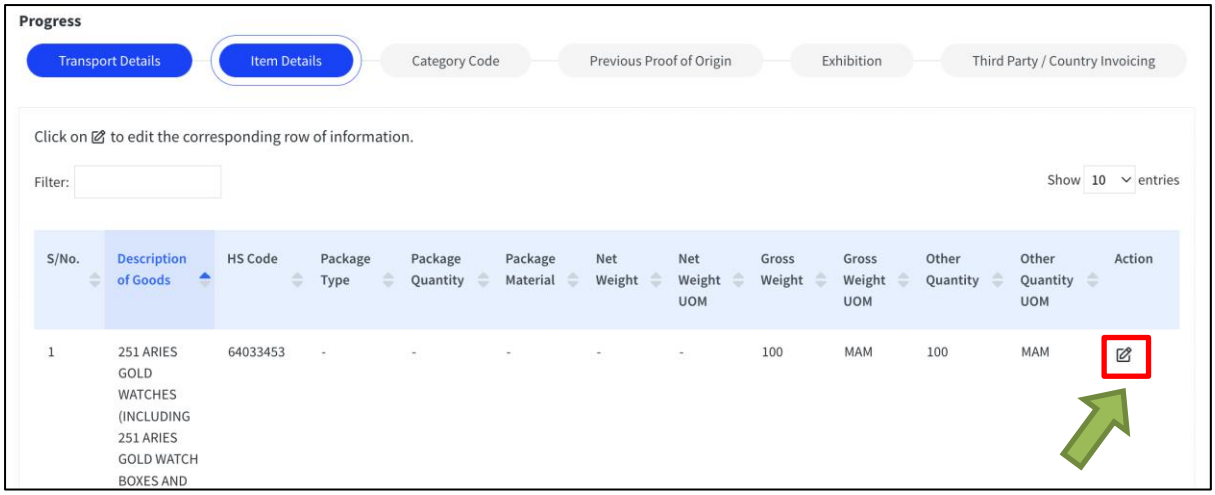


Step 7

You may provide the following information in the applicable field under “Item Information” for each of your items by click the button under the **Action** column:

- HS code of Importing Country
- Package Type (code)*
- Package Quantity
- Package Material (code)*
- Net Weight
- Net Weight Unit *
- Gross Weight
- Gross Weight Unit*
- Other Quantity
- Other Quantity Unit*

(- Refer to the Excel file in the same webpage as this guidebook for the specific list of codes to be used for each field.)*



The details in the following fields will be mapped from the information in your Form D application submitted via TradeNet®. Please amend the information, where necessary.

- HS code of Importing Country
  - Mapped from the information provided in “Item HS Code”.
  - Please amend the field to reflect the HS code of the importing country.
  - This information shall also be specified under the “Certificate Item Description” field of the TradeNet declaration for your Form D application.

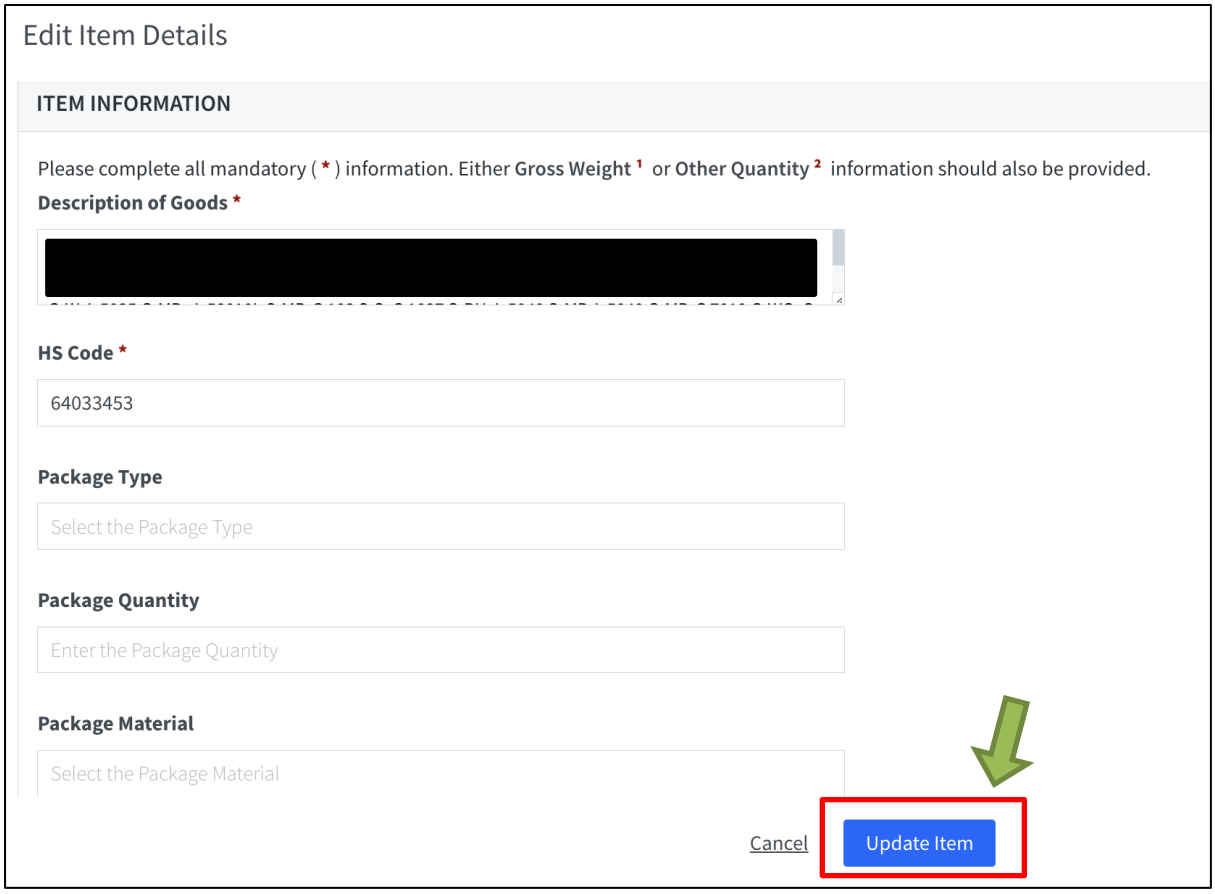
- Goods Description
  - Mapped from the information provided in “Certificate Item Description”, or “Item Description” if the information is not provided in the former field.
  - You are advised not to make any amendment to the information declared in the field as the Form D is printed based on your original declaration.

- Gross Weight and Gross Weight Unit
    - Mapped from the information provided in the “Certificate Item Quantity – UOM”, or “Item HS Quantity – UOM” if the information is not provided in the former.
    - If the quantity provided earlier is not for the gross weight of the item, please remove the information accordingly and declare it under the “Other Quantity” and “Other Quantity Unit” fields instead.

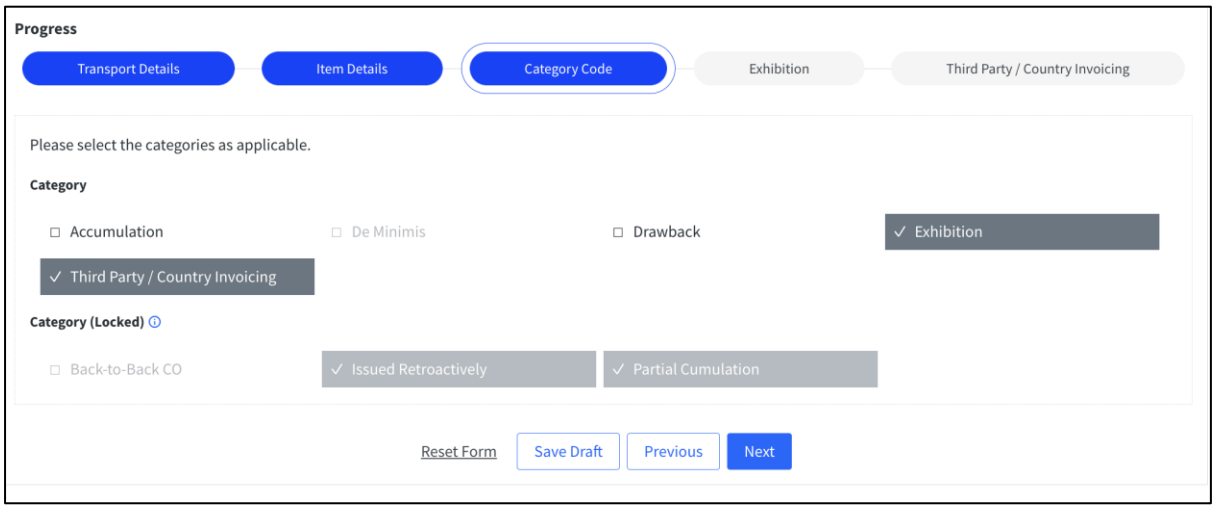
Units of Measurements (UOM) transmitted via the electronic Form D must follow the UN/ECE Codes provided. Otherwise, it may lead to the Form D being rejected by the importing country and may lead to delays at the importing country.

Step 7a

Click “Update Item” to effect the changes.



Step 8



Mark the following checkboxes under "Category Code" as applicable:

- "Accumulation" – if the accumulation rule was applied in the computation of the Regional Value Content or Change in Tariff Classification (CTC) status of the product.
- "Exhibition" – if the goods are sent for exhibition in another country and subsequently sold during or after the exhibition for importation into a participating AMS.
- "De Minimis" – if the "de minimis" rule was applied. Applies only to goods qualifying via a CTC criterion.
- "Drawback" – This category is currently **not applicable**.
- "Third-Country Invoicing" – if the invoice(s) specified on the Form D is(are) issued by a company in a third country.

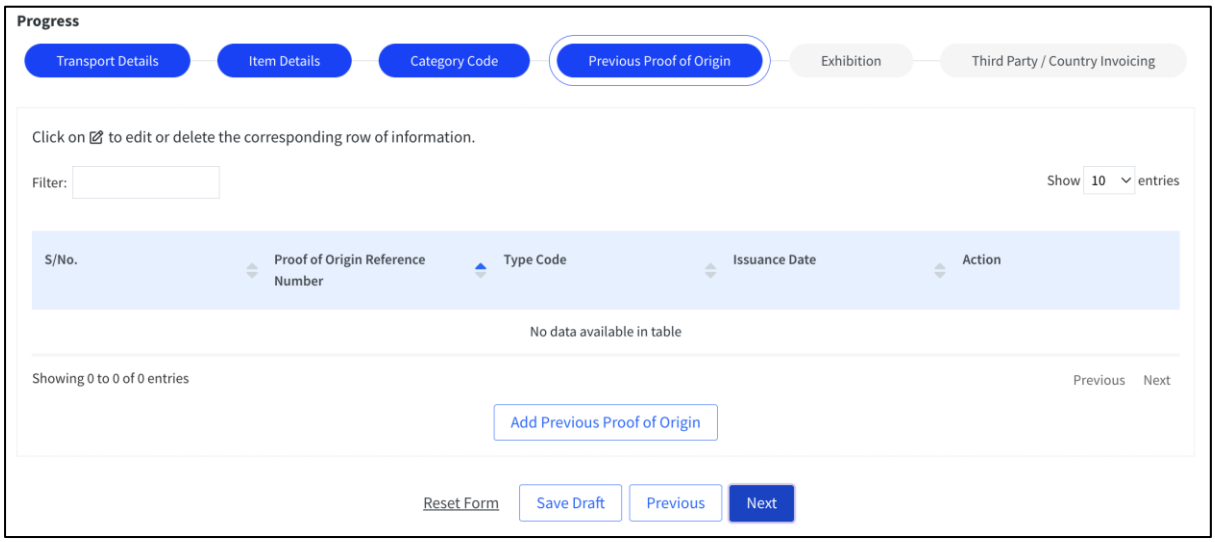
The following checkboxes will be auto-marked by the system, as applicable:

- "Back-to-Back CO" – if the Certificate Type is "17".
- "Issued Retroactively" – if the approval date of the Form D is after the departure date.
- "Partial Cumulation" – if the Form D is intended for partial cumulation only i.e. the origin criterion is specified as "PC XXX%".

Please ensure that the relevant checkboxes are also marked accordingly on the physical Form D issued.

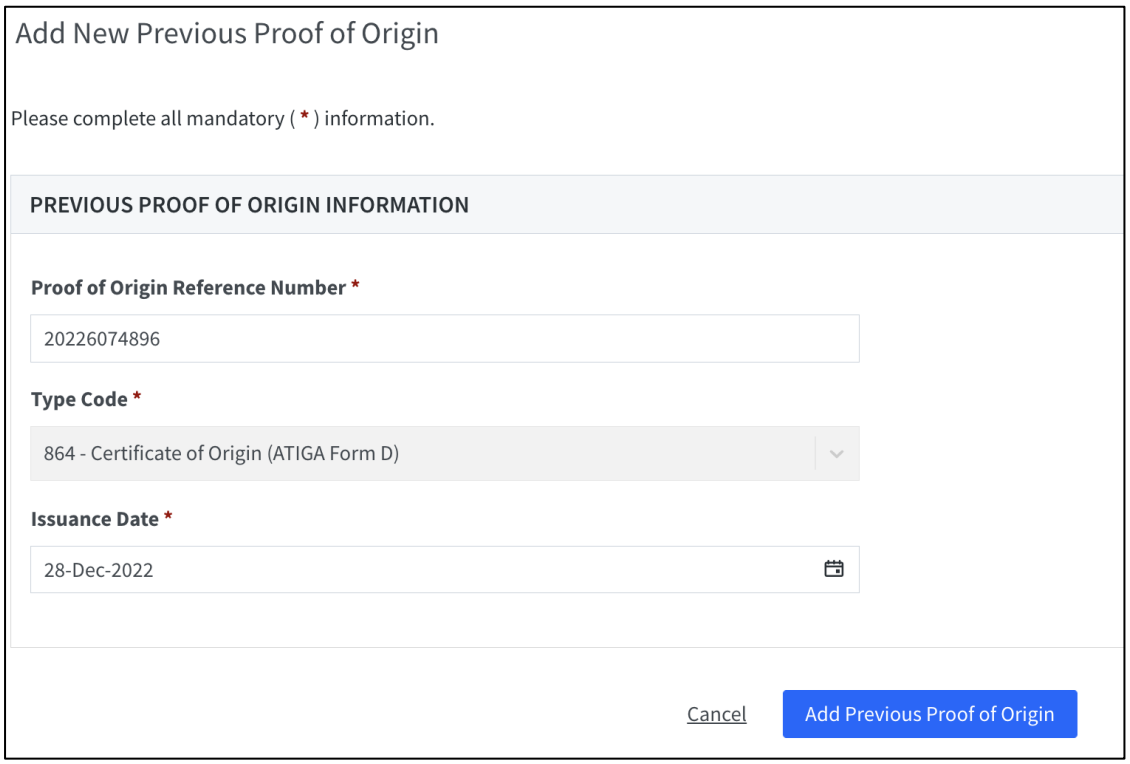
Click **Next**.

Step 9 (Only applicable for Back-to-Back CO application)



Select "**Add Previous Form D**" if the check box for "Back-to-Back CO" is marked under "Category Code".

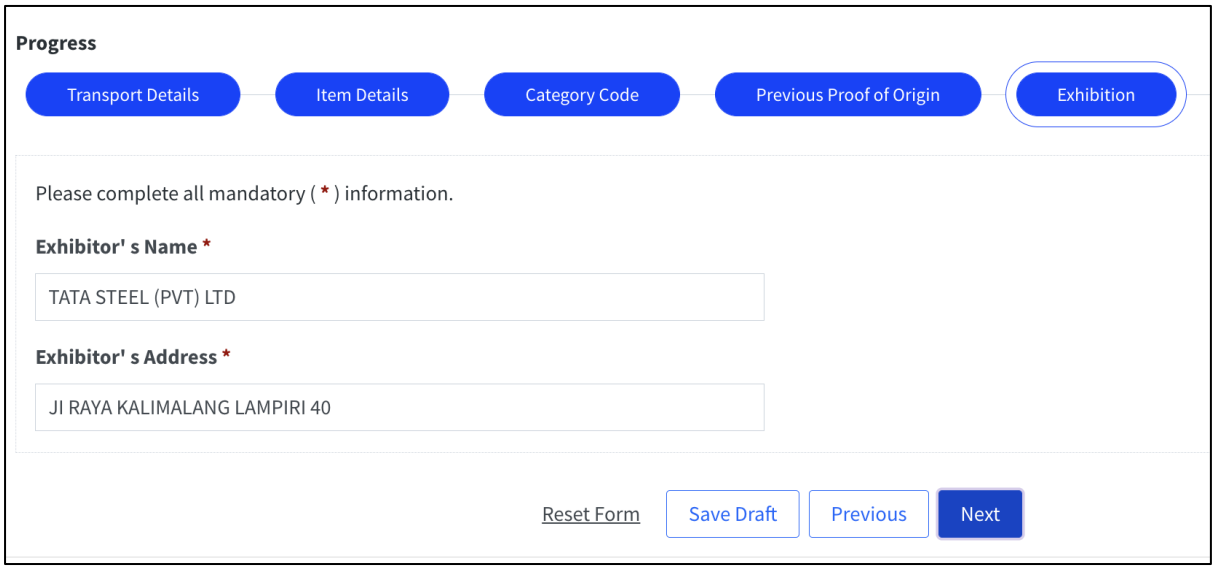
- "Proof of Origin Reference No."
  - Indicate the reference number of the original Proof of Origin issued by originating country.
- "Type Code"
  - Indicate the type of origin declaration the reference no. is referring to (i.e. "ATIGA Form D" or "ATIGA ASEAN Wide Self Certification Declaration Document").
- "Issuance Date"
  - Indicate the issuance date of original Proof of Origin issued by originating country.



Step 10 (Only applicable for "Exhibition" application)

Provide the following information under "Exhibition Party" if the checkbox for "Exhibition" is marked under "Category Code":

- Name of exhibitor
- Address of exhibitor

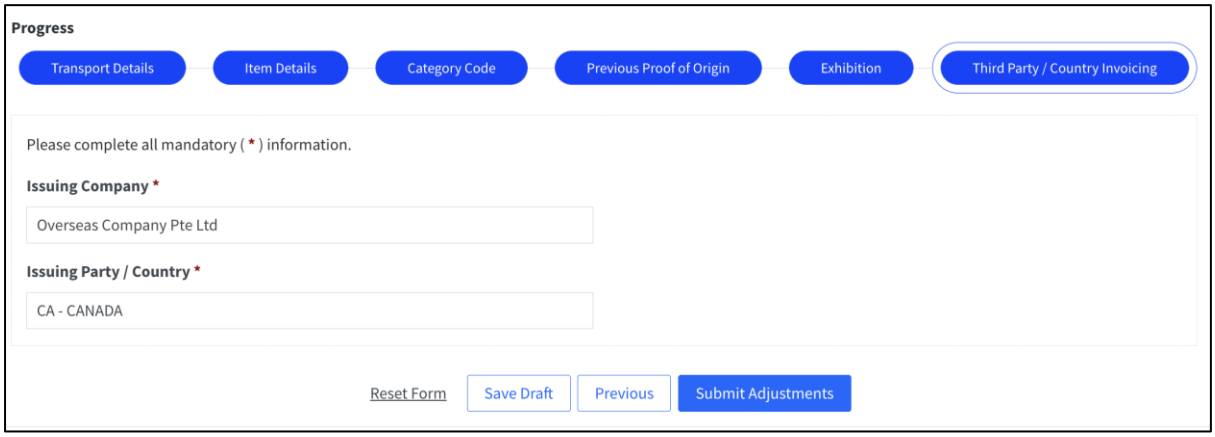


Step 11 (Only applicable for "Third-Country Invoice" application)

Provide the following information under "Third-Country Invoice" if the checkbox for "Third-Country Invoicing" is marked under "Category Code":

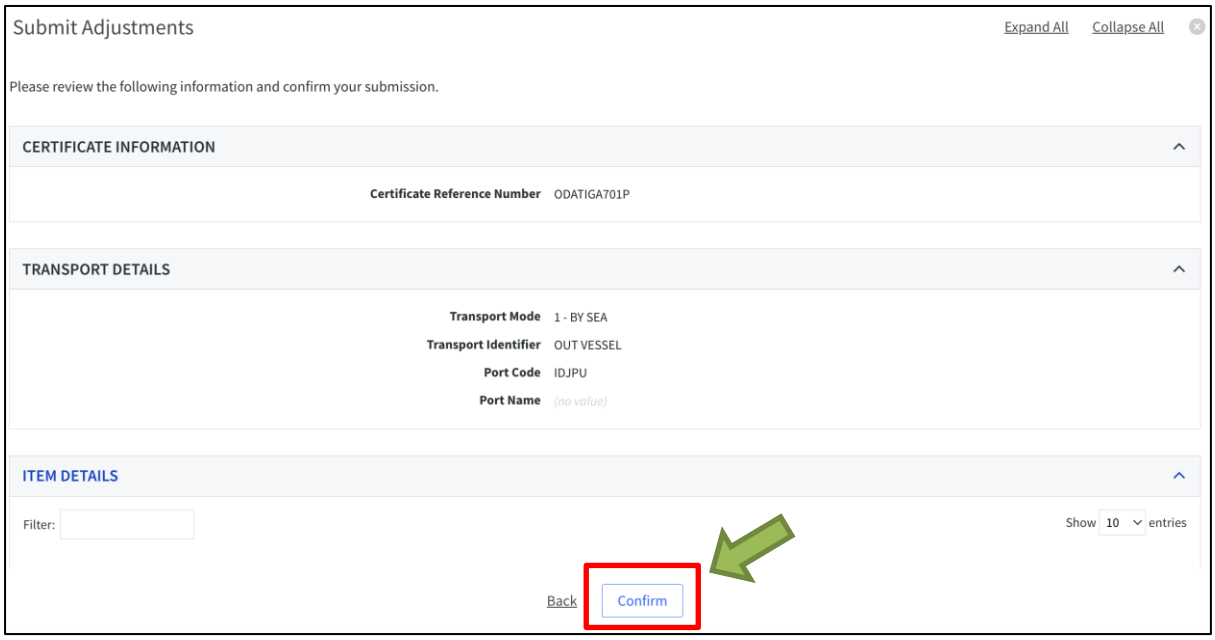
- Name of the company issuing the third-country invoice
- Country/Region of the company issuing the third-country invoice

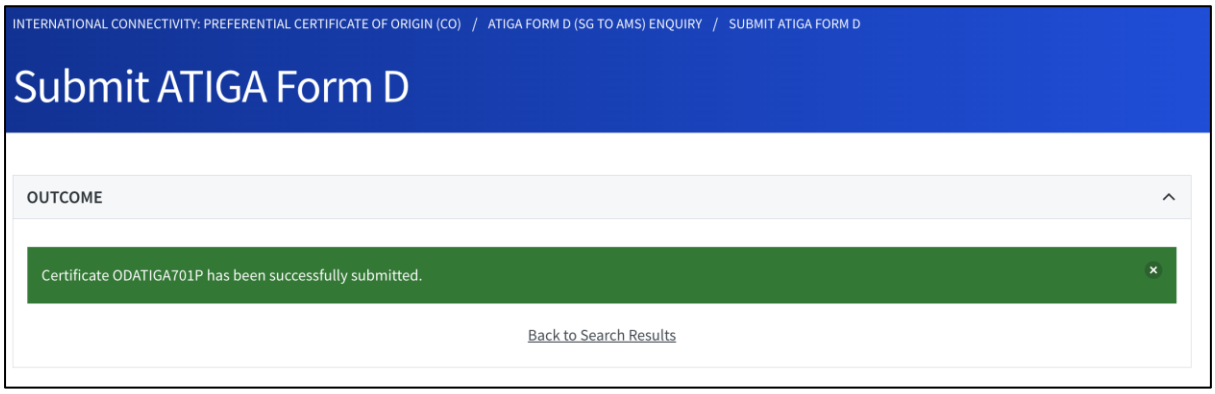
The above information shall also be specified under the "Certificate Item Description" field of your Form D application submitted in TradeNet (please refer to Section 3 in page 2 for details).



Step 12

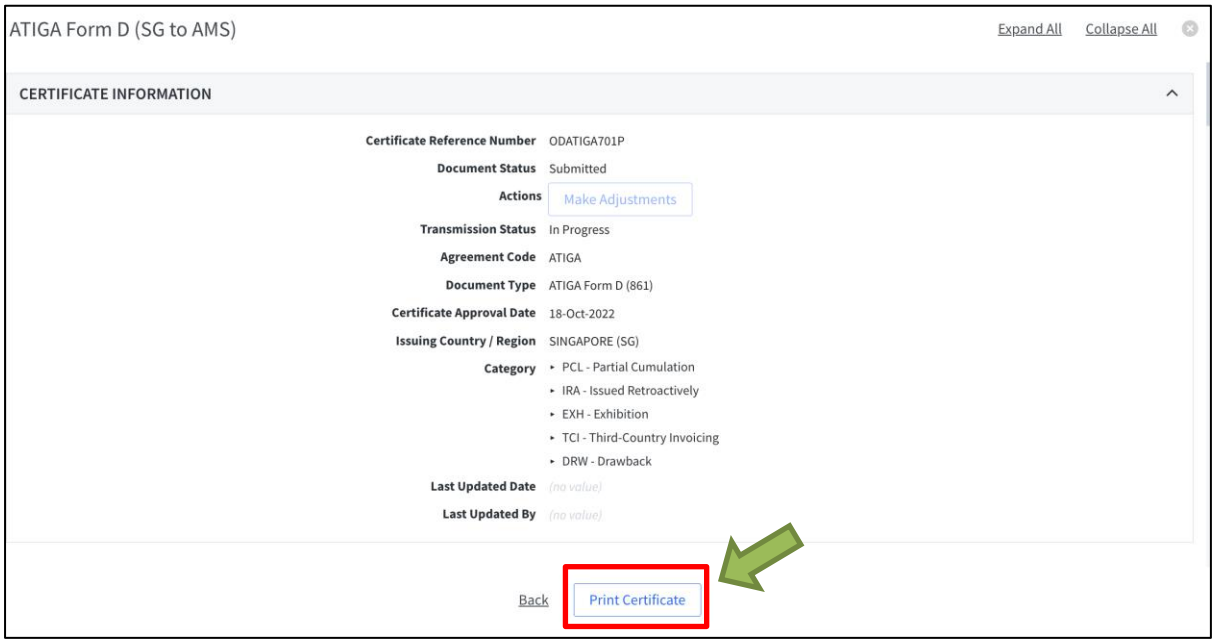
Click on "**Submit Adjustments**". You will be able to review the changes you have made before selecting "**Confirm**" at the bottom of the page to transmit the Form D electronically. Thereafter, a page will show that the Form D has been successfully submitted.





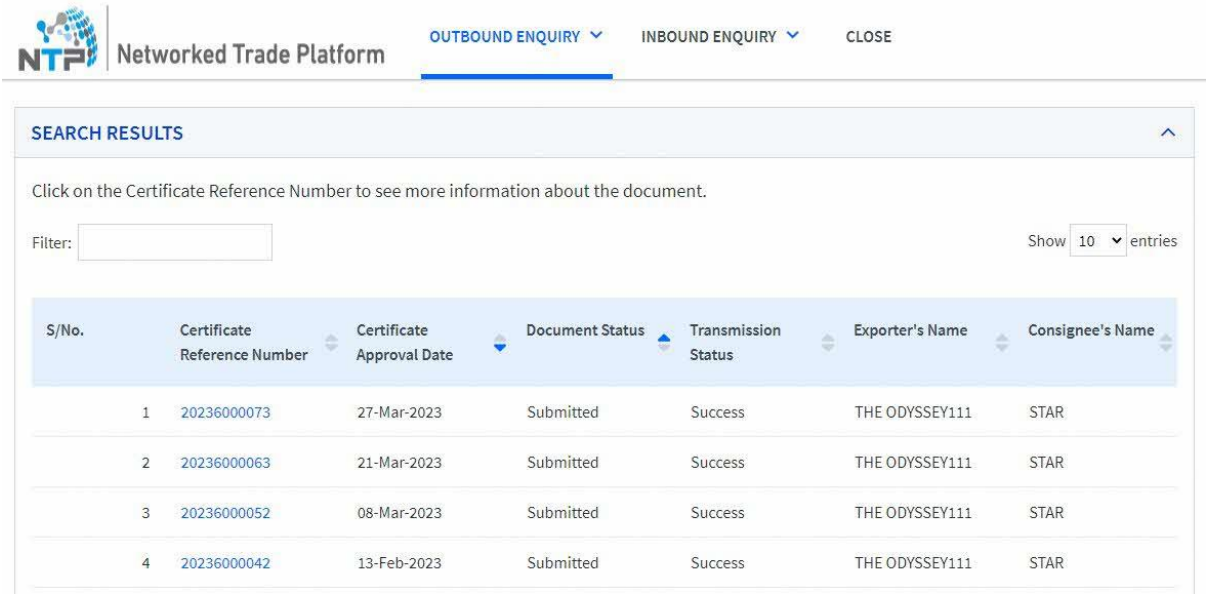
Step 13

You may do a search for the Form D reference number again to download the PDF copy of the Form D.



Step 14

You may access the Form D via Steps 1 to 3 again to view the status of the electronic transmission under "Transmission Status". Please note that the updates shown will be based on that received from the importing AMS.



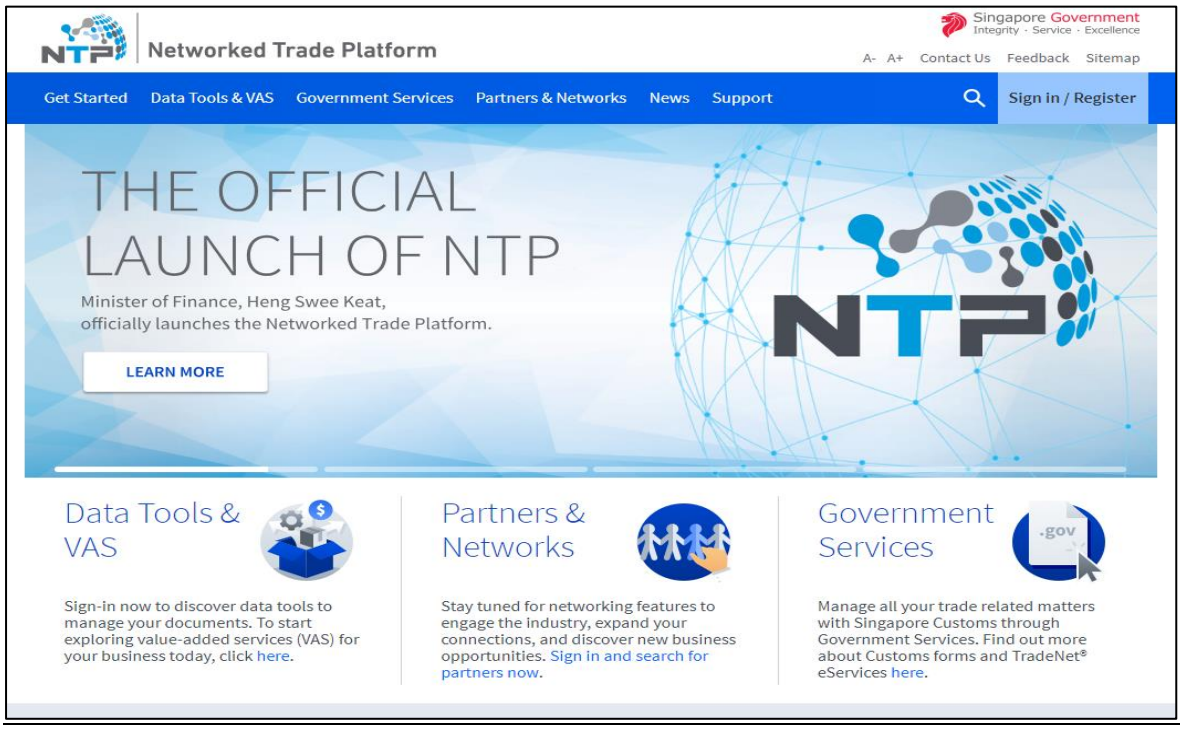
S/No.	Certificate Reference Number	Certificate Approval Date	Document Status	Transmission Status	Exporter's Name	Consignee's Name
1	20236000073	27-Mar-2023	Submitted	Success	THE ODYSSEY111	STAR
2	20236000063	21-Mar-2023	Submitted	Success	THE ODYSSEY111	STAR
3	20236000052	08-Mar-2023	Submitted	Success	THE ODYSSEY111	STAR
4	20236000042	13-Feb-2023	Submitted	Success	THE ODYSSEY111	STAR

In the case where an electronic Form D has been successfully received by the National Single Window of the importing AMS, the transmission status would be updated from "*In progress*" to "*Success*". Please allow up to 24 hours for the status to be updated accordingly.

Annex B: Step-by-Step Guide in retrieving ATIGA e-Form D via ICS (Incoming ATIGA e-Form D (AMS to SG))

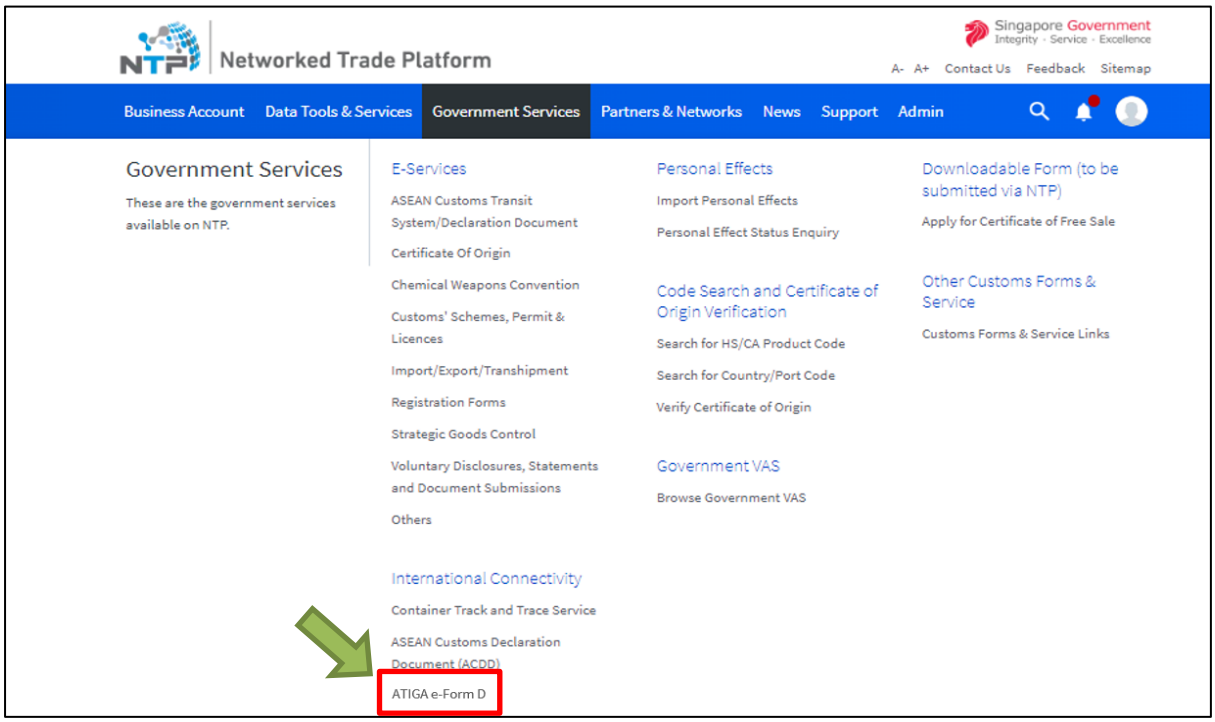
Step 1

Go to Networked Trade Platform (NTP) and log in via Singpass.



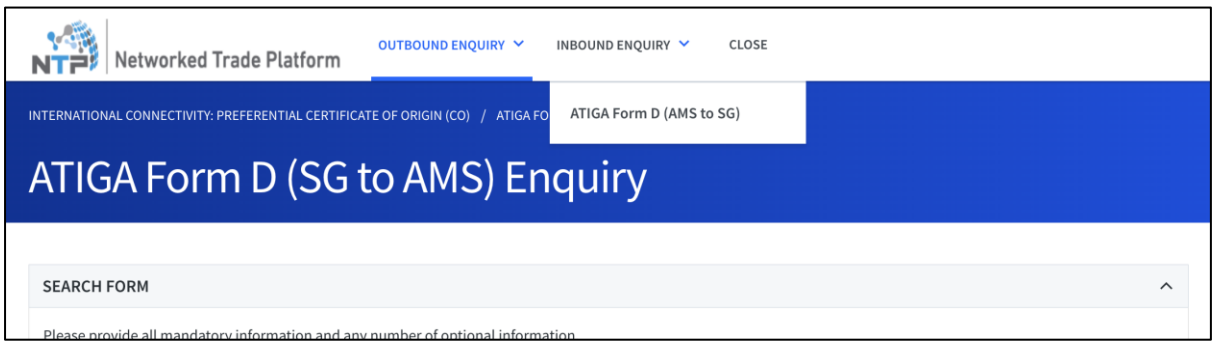
Step 1(a)

Select “Government Services” > “ATIGA e-Form D”.



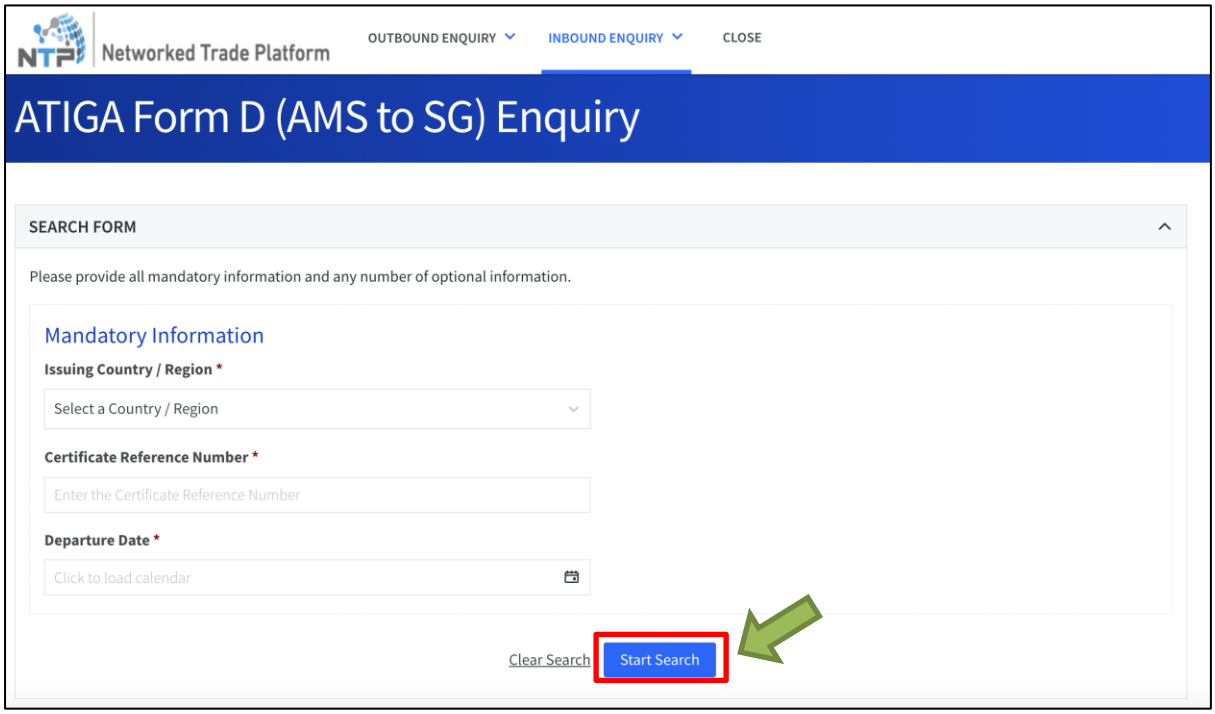
Step 2

Select “Inbound Enquiry” > “**ATIGA Form D (AMS to SG)**”.



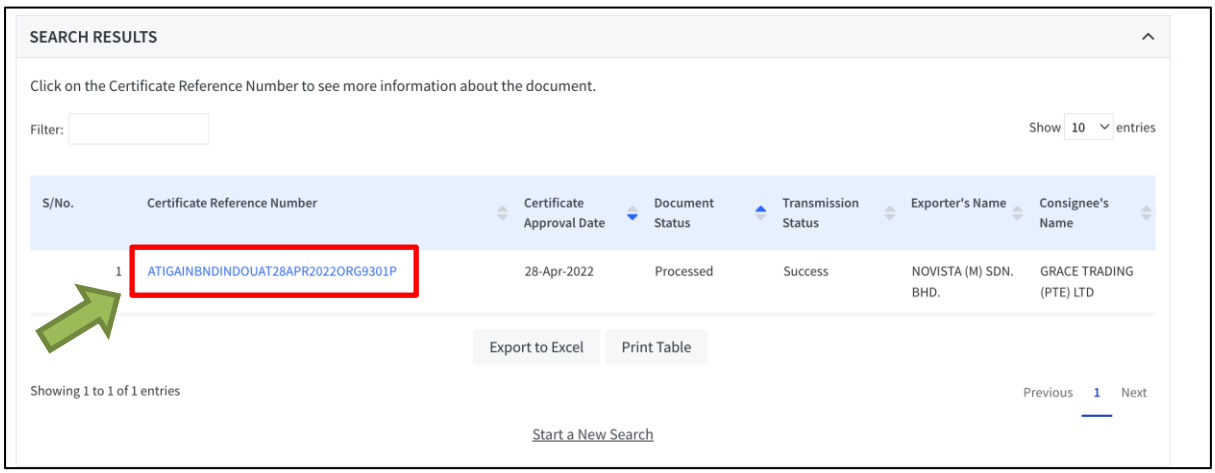
Step 3

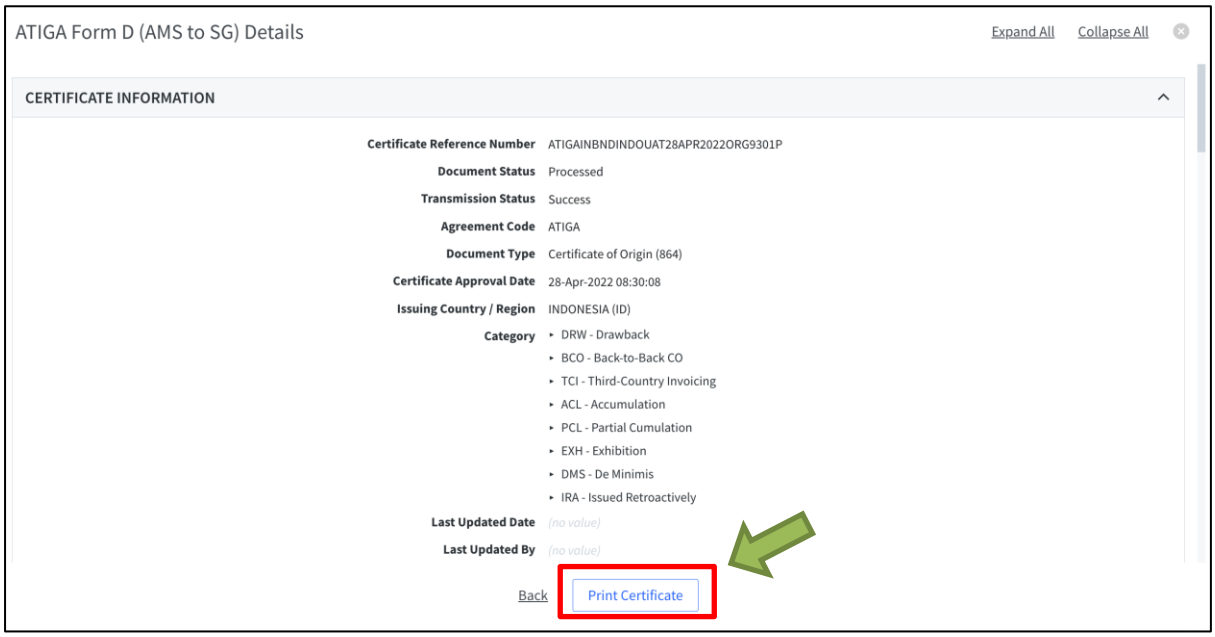
Key in **all** the Mandatory Information in the Search Form “Issuing Country / Region”, “Certificate Reference Number” and “Departure Date” and click on “**Start Search**”.



Step 4

Click on the search results “Certificate Reference Number” Field.



Step 5

You will be able to view the e-Form D details and download the PDF copy of the e-Form D.