



**Singapore Customs,  
55 Newton Road #06-02,  
Revenue House  
Singapore 307987  
Tel No. : 6775 5137  
Email: customs\_nacwc@customs.gov.sg**

## **DECLARATION COVER FOR REPORTING TEMPLATE**

### **GENERAL INSTRUCTIONS**

- ◆ Please refer to the pamphlet “Controlled Chemicals under the NA(CWC)” for the list and definitions of Schedule 1, 2, 3 and Unscheduled Discrete Organic Chemicals (DOC) under the Chemical Weapons Convention.
- ◆ This declaration cover is for a company / an organisation to submit a declaration of any declarable activities, as required under the Chemical Weapons (Prohibition) Act, Chapter 37B and the Chemical Weapons (Prohibition) Regulations.
- ◆ This cover serves several purposes, including:
  - Identifying Person of Contact
  - Certifying accuracy of submitted declaration of Facility & Chemicals
  - Identifying types of declaration submitted
  - Listing of declaration templates submitted
- ◆ This cover may take you 5 minutes to fill in. You will need the following information to fill in the cover:
  - Company Name and Unique Entity Number (UEN)
  - Company Details and Nature of Business
  - Licence Applicant’s Details and NRIC / Passport No.
- ◆ Upon completion, this application should be sent in by email or post to:

**Director-General  
Singapore Customs  
National Authority (Chemical Weapons Convention)  
55 Newton Road  
#06-02, Revenue House  
Singapore 307987  
Email: customs\_nacwc@customs.gov.sg**

### GUIDE ON SUBMISSION OF ANNUAL DECLARATION OF ANTICIPATED ACTIVITIES

Schedule of Chemicals	Due Date	Templates Required
1	15 August of each year	C1, C1.1
2	15 September of each year	C2, C2.1, C2.2
3	15 September of each year	C3, C3.1, C3.2
Unscheduled DOCs	NA	NA

### GUIDE ON SUBMISSION OF ANNUAL DECLARATION OF PAST ACTIVITIES

Schedule of Chemicals	Due Date	Templates Required
1	31 January after preceding year	D1, D1.1, D1.2, D1.3, D1.4
2	31 January after preceding year	D2, D2.1, D2.2, D2.3
3	31 January after preceding year	D3, D3.1, D3.2, D3.3
Unscheduled DOCs	31 January after preceding year	D4, D4.1, D4.2

### GUIDE ON SUBMISSION OF DECLARATION OF ADDITIONALLY-PLANNED ACTIVITIES

Schedule of Chemicals	Due Date	Templates Required
1	200 days before commencement of anticipated activities	C1, C1.1
2	20 days before commencement of anticipated activities	C2, C2.1, C2.2
3	20 days before commencement of anticipated activities	C3, C3.1, C3.2
Unscheduled DOCs	NA	NA



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## DECLARATION COVER FOR REPORTING TEMPLATE

### SECTION A DECLARATION TYPE

(1) Declaration for Year:

(2) Declaration Type: (Please tick the relevant box)

- (a)  ANNUAL DECLARATION on ANTICIPATED ACTIVITIES (ADAA)  
(b)  ANNUAL DECLARATION on PAST ACTIVITIES (ADPA)  
(c)  DECLARATION on ADDITIONALLY PLANNED ADHOC ACTIVITIES (AH)

(3) Declaration for Scheduled Chemicals: (Please tick the relevant box)

- (a)  Schedule 1 Chemical  
(b)  Schedule 2 Chemical  
(c)  Schedule 3 Chemical  
(d)  Discrete Organic Chemical

(4) Templates Submitted: (Please indicate the relevant box)

NIL Declaration for Year \_\_\_\_\_

#### For Annual Declaration on Anticipated Activities (ADAA)

- Template C1 / C1.1 – For Schedule 1 Chemical  
 Template C2 / C2.1 / C2.2 – For Schedule 2 Chemical  
 Template C3 / C3.1 / C3.2 – For Schedule 3 Chemical

#### For Annual Declaration on Past Activities (ADPA)

- Template D1 / D1.1 / D1.2 / D1.3 / D1.4 – For Schedule 1 Chemical  
 Template D2 / D2.1 / D2.2 / D2.3 – For Schedule 2 Chemical  
 Template D3 / D3.1 / D3.2 / D3.3 – For Schedule 3 Chemical  
 Template D4 / D4.1 / D4.2 – For Unscheduled Discrete Organic Chemical

#### For Declaration on Additionally Planned Adhoc Activities (AH)

- Template C1 / C1.1 – For Schedule 1 Chemical  
 Template C2 / C2.1 / C2.2 – For Schedule 2 Chemical  
 Template C3 / C3.1 / C3.2 – For Schedule 3 Chemical

(5) Any other attachments:

### FOR OFFICIAL USE ONLY

Checked by: \_\_\_\_\_ Total number of pages received: \_\_\_\_\_ Date received : \_\_\_\_\_

Updated by: \_\_\_\_\_ Entry date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**SECTION B COMPANY / ORGANISATION DETAILS**

(6) Company / Organisation Name:

(7) Company / Organisation Address:

(8) Unique Entity Number (UEN):

(9) Nature / Type of Business:

**SECTION C DETAILS OF DECLARANT**(10) Name of Declarant: (Dr/Mr/Ms/Mrs/Mdm) *\*Please delete accordingly*

(11) Designation:

(12) Citizenship: (Please indicate accordingly)

 Singaporean     PR     Others,  
 Please specify: \_\_\_\_\_

(13) NRIC No./Passport No.:

(14) Contact No.:

(15) E-mail Address:

**SECTION D DECLARATION**
 I, \_\_\_\_\_, NRIC No./Passport No. \_\_\_\_\_  
 (Name of Declarant)

 representing \_\_\_\_\_ hereby declares the following:  
 (Company/ Organisation Name)

- a) The Company/Organisation has not and will not develop, produce, stockpile and/or use Schedule 1, 2, 3 Chemicals and/or Unscheduled Discrete Organic Chemicals for purposes prohibited under the Chemical Weapons Convention;
- b) I will inform the National Authority (Chemical Weapons Convention), Singapore Customs, at least 200 days in advance for Schedule 1 and at least 20 days in advance for Schedule 2 or 3, of any additionally planned activities for the facility after this declaration has been submitted; and
- c) I have ensured that all information including any other attachment(s) provided in this declaration are true and correct.

 \_\_\_\_\_  
 Declarant's Signature

 \_\_\_\_\_  
 Date (dd/mm/yyyy)