



Notice No: 03/2023  
20 Mar 2023 (updated on 1 Aug 2024)

Traders and Declaring Agents

Dear Sir/Madam

## **NEW APPLICATION PROCEDURES FOR CERTIFICATE OF FREE SALE (CFS)**

With effect from 1 April 2023 (Saturday), application for Certificate of Free Sale (CFS) shall be made via FormSG. Application via the International Connectivity (IC) CFS Service on the Networked Trade Platform (NTP) will cease on 1 April 2023.

2 The application procedures stated in this notice will supersede the application procedures outlined in Circular No. 01/2017.

### **Application Procedures**

3 With the revised procedures, you will no longer be required to upload the CFS application form and supporting documents in your NTP Data Repository. Instead, the completed and typewritten application form with all relevant supporting documents shall be submitted via FormSG.

4 The following steps should be taken when submitting your CFS application:

**Step 1:** Locate the FormSG via [www.ntp.gov.sg](http://www.ntp.gov.sg) > Government Services > Application for Certificate of Free Sale (CFS)

**Step 2:** Read the instructions on screen and download and fill up the CFS application form.

**Step 3:** Complete the mandatory fields in the FormSG.

**Step 4:** Attach the completed CFS application form and supporting documents in the relevant section of the FormSG

**Step 5:** Submit the FormSG

**Step 6:** Receive the approved CFS via email once the application has been processed.

### **Payment Mode**

5 With the transition to FormSG, application fee will remain at \$4.00 per application which can be paid via:

a) Deduction from applicant's Inter-Bank GIRO (IBG) account; or

- b) Pay at AXS self-service kiosks located island-wide/ AXS m-Station/ AXS e-Station after receiving the Customs Bill

**Clarifications**

6 You may refer to the Frequently Asked Questions (FAQ) in Annex A. If you require further clarification, you may contact us at [Customs\\_CFS@customs.gov.sg](mailto:Customs_CFS@customs.gov.sg).

Yours faithfully

Wan Boon Oon  
Head Tariffs and Trade Services  
for Director-General of Customs  
Singapore Customs

*(This is a computer-generated notice. No signature is required.)*

We hope that this notice has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this notice at [Customs\\_CFS@customs.gov.sg](mailto:Customs_CFS@customs.gov.sg).

## FREQUENTLY ASKED QUESTIONS

### **Q1: What are the supporting documents required for CFS Application?**

**A1:** The following documents (if applicable) are to be submitted with the application:

- a) Copy of the latest invoice for the local sale of good;
- b) For goods controlled by a Competent Authority (CA), a copy of the licence/certificate obtained from the relevant CA shall be provided;
- c) For non-controlled goods, a letter of undertaking that the good is not controlled by any CA shall be provided; and
- d) Authorisation letter/email for Singapore Customs to deduct application fee via your IBG Account (required only for payment via IBG Account).

### **Q2: How do I submit the supporting documents for my CFS application?**

**A2:** You must attach your supporting documents with your CFS application form via FormSG. You may attach up to 4 MB of documents for each application. Both the application form and supporting documents must be in PDF and saved in a single file (e.g. ZIP) titled "Application for Certificate of Free Sale (CFS)".

### **Q3: I have uploaded the wrong supporting document in my application. Can I email the correct supporting document to Singapore Customs instead?**

**A3:** You must attach your supporting documents with your CFS application via FormSG. Application with incorrect or insufficient supporting documents will be rejected.

### **Q4: How would I be notified upon successful submission of the CFS application?**

**A4:** Once your application is successfully submitted, you will be directed to a confirmation page with a Response ID.

### **Q5: How long does it take for my application to be approved by Singapore Customs?**

**A5:** Each application will typically be processed within 2 working days after confirmation of payment and receipt of the completed application with all relevant supporting documents.

### **Q6: Where will the approved CFS be sent to?**

**A6:** The approved CFS would be sent to the applicant's email address indicated in your application.

**Q7: If I submit my CFS application on 31 March 2023, will I be able to retrieve my approved CFS from NTP Data Repository?**

**A7:** The current procedure of retrieving your approved CFS from NTP Data Repository applies to applications submitted on or before 31 March 2023. You can retrieve your approved CFS from NTP Data Repository till 14 April 2023. Application for CFS shall be made via FormSG from 1 April 2023 onwards.

**Q8: Will I still be able to access previously approved CFS stored in my NTP Data Repository?**

**A8:** You will no longer be able to access your previously approved CFS stored in your NTP Data Repository from 15 April 2023 onwards. We encourage you to save a copy of your previously approved CFS from your NTP Data Repository.