



Circular No: 10/2022
9 Sep 2022

Traders and Declaring Agents

Dear Sir/Madam

UPDATED PROCEDURES FOR ELECTRONIC SUBMISSION OF ASEAN CUSTOMS DECLARATION DOCUMENT (ACDD) UNDER THE ASEAN SINGLE WINDOW (ASW)

Background on ACDD

This circular seeks to inform traders on the updated procedures for ACDD and supersedes the previous Circular No.14/2020 dated 31 Dec 2020.

2 Since 31 Dec 2020, traders can send their export declaration information via the ACDD with exchange-ready ASEAN Member States (AMS) under the ASW. The ACDD contains a specific set of TradeNet export permit data, sent to the Customs authority in the importing exchange-ready AMS for the purpose of supplementing risk management by the Customs authority in the importing country. The benefits for participating traders include potential reduction in Customs clearance time for consignments which are supported by the ACDD and imported into exchange-ready AMS.

Updated Procedures regarding Participation in the Electronic Submission of ACDD on the Networked Trade Platform (NTP)

3 Participation in the electronic exchange of ACDD is voluntary and open to all traders who export goods to an exchange-ready AMS. Traders who wish to participate in the electronic submission of ACDD can do so by logging in to www.ntp.gov.sg > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent, to:

- a) provide their consent to Singapore Customs to send the ACDD-required information to the importing exchange-ready AMS and accept the relevant terms and conditions; and
- b) inform Singapore Customs of their Declaring Agent(s) who are authorised to declare TradeNet export permit applications on their behalf.

TradeNet Declaration Procedures for ACDD

4 The TradeNet declaration procedures remain the same. To authorise Singapore Customs to send the ACDD to an importing exchange-ready AMS, the trader must provide their consent (described under paragraph 3), and the Declaring Agent has to indicate the following in the TradeNet application:

- a) "International Connectivity" under the "Customs Procedure Code (CPC)" field; and
- b) "ACDD" at the "Processing Code 1 (PC1)" field.

Clarification

5 For more information on ACDD, you may refer to <http://www.customs.gov.sg> > Businesses > International Connectivity > ASEAN Customs Declaration Document. You may also refer to the Frequently Asked Questions in Annex A for more details.

Yours faithfully

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for Director-General of Customs
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(This is a computer-generated circular. No signature is required.)

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at customs_documentation@customs.gov.sg.

FREQUENTLY ASKED QUESTIONS

Q1: Do I need to apply for a Customs export permit if I wish to send an ACDD?

A1: Please note that Singapore's domestic customs procedure will continue to apply for the exportation of goods out of Singapore. An ACDD can only be sent when there is an approved TradeNet export permit obtained by participating traders that is in accordance with the procedures described under paragraphs 3 and 4 of this Circular.

Q2: What are the benefits of sending an ACDD?

A2: The ACDD aims to supplement risk management by the Customs authority of the importing exchange-ready AMS. The expected benefits for participating traders include potential reduction in Customs clearance time for consignments which are supported by the ACDD and imported into an exchange-ready AMS.

Q3: I export goods to the importing exchange-ready AMS. Am I required to participate in the electronic submission of ACDD?

A3: No, participation in the electronic submission of ACDD is voluntary and open to all traders who export goods to an exchange-ready AMS.

Q4: If I have signed up for the electronic submission of ACDD but have forgotten to indicate "International Connectivity" under the "CPC" field, will my permit application be rejected?

A4: Your permit application will not be rejected if "International Connectivity" is not indicated under the "CPC" field. However, the ACDD-required information in the approved permit will not be sent to the importing exchange-ready AMS. Should you still wish to send the ACDD to an exchange-ready AMS, the exporter or his authorised Declaring Agent(s) can login to www.ntp.gov.sg > Government Services > International Connectivity > ASEAN Customs Declaration Document (ACDD) > Outbound Enquiry > ACDD to authorise Singapore Customs to transmit the ACDD to the importing exchange-ready AMS. Upon login, the exporter or his authorised Declaring Agent can proceed to send the approved permit by taking the following steps:

1. Search for the relevant permit by selecting the Importing Country/Region;
2. Indicate the permit number under "Document Reference Number";
3. Click into the details of the permit and a pop-up window containing the ACDD details will appear;
4. Click "Authorise Customs to Transmit" under Actions;
5. Click "Send".

Q5: If I have selected “International Connectivity” under the “CPC” field but have declared a wrong value for the “PC1” field in the permit application, will my permit application be rejected?

A5: Your permit application will not be rejected if the wrong value for “PC1” field is entered. However, the ACDD-required information in the approved permit will not be sent to the importing exchange-ready AMS. Should you still wish to send the ACDD to an exchange-ready AMS, the exporter or their authorised Declaring Agent(s) can login to www.ntp.gov.sg > Government Services > International Connectivity > ASEAN Customs Declaration Document (ACDD) > Outbound Enquiry > ACDD to authorise Singapore Customs to transmit the ACDD to the importing exchange-ready AMS. Upon login, the exporter or his authorised Declaring Agent can proceed to send the approved permit by taking the following steps:

1. Search for the relevant permit by selecting the Importing Country/Region;
2. Indicate the permit number under “Document Reference Number”;
3. Click into the details of the permit and a pop-up window containing the ACDD details will appear;
4. Click “Authorise Customs to Transmit” under Actions;
5. Click “Send”.

Q6: Why am I not able to find “International Connectivity” under the “CPC” field during permit application?

A6: Please note that the “International Connectivity” under the “CPC” field is only available for the following message and declaration types as shown below:

Message Type	Declaration Type Reference
OUT	APS (Approved Premises/Schemes)
	DRT (Direct)
	TCS (Temporary Consignments previously imported with/without sales)
	TCR (Temporary Consignments previously imported for repair)
	TCE (Temporary Consignments previously imported for exhibition)
	TCO (Temporary Consignments previously imported for other purposes)
	TCI (Temporary Consignments for export/re-import of local goods)
INP (In-Non Payment)	REX (Re-Export)

Q7: What are the ACDD-required information?

A7: The following are the specific TradeNet export permit data that would be sent as an ACDD to an importing exchange-ready AMS:

- a) Exporter UEN
- b) Exporter Company Name
- c) Consignee Company Name
- d) Consignee Company Address
- e) Declaring Agent UEN
- f) Declaring Agent Company Name
- g) Departure Date
- h) Item HS Code
- i) Item HS Quantity
- j) Item HS Quantity UOM
- k) Item Country of Origin of Goods
- l) Outward Transport Mode
- m) Port of Discharge
- n) Serial Number of Item; and
- o) TradeNet Permit Number.

Q8: I have declared the “CPC” and “PC1” fields correctly in my approved export permit. Why were the ACDD-required information not sent to the importing exchange-ready AMS?

A8: Please check if the exporter has indicated his participation in the electronic submission of ACDD and provided consent to Singapore Customs (as per para 3 of this Circular). Please also check if the “port of discharge” and “country of final destination” are declared correctly as the ACDD will only be sent if the same AMS is indicated in both the “port of discharge” and “country of final destination”.

Q9: Which are the exchange-ready AMS?

A9: Please refer to <https://www.customs.gov.sg/> > Businesses > International Connectivity > ASEAN Customs Declaration Document, for the list of exchange-ready AMS.

Q10: If I have made an amendment to my permit or cancelled my permit, will it affect the ACDD that had been sent to the AMS?

A10: Please note that amendments to and/or cancellation of TradeNet permits will not be sent to the Customs authority of the importing exchange-ready AMS. Should there be any changes to the export information in the permit after the ACDD information has been sent to the importing exchange-ready AMS, please update the importing exchange-ready AMS of the changes.

Q11: How do I a) withdraw my participation in the electronic submission of ACDD or withdraw my consent to send the ACDD to the importing exchange-ready AMS; b) inform Singapore Customs on the removal of my authorised Declaring Agent(s); or c) inform Singapore Customs of additional Declaring Agent(s)?

A11: You may login to www.ntp.gov.sg > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent to withdraw your participation in the electronic submission of ACDD or make changes to any of your authorised Declaring Agent(s).

Q12: What should I do if I am unable to view, update or submit my inputs made on the form “Choose your International Connectivity Services & Authorise your Declaring Agent” in NTP?

A12: For system or technical issues encountered in NTP, you may contact the NTP helpdesk at 6570 3053 or via email at NTP_Helpdesk@ncs.com.sg.