



Circular No: 19/2023  
29 Sep 2023 (updated on 29 Jan 2024)

Traders and Declaring Agents

Dear Sir/Madam

**UPDATED PROCEDURES INVOLVING THE ELECTRONIC ORIGIN DATA EXCHANGE SYSTEM (EODES) BETWEEN SINGAPORE AND CHINA AND THE APPLICATION FOR CERTIFICATE OF NON-MANIPULATION (CNM)**

This circular seeks to inform businesses on the updated procedures for the submission and receiving of electronic Preferential Certificate of Origin (e-PCO) and electronic Certificate of Non-Manipulation (e-CNM) between Singapore and China and the application for CNM. The updated procedures arise from Singapore's migration of the aforementioned trade-related government electronic services onto a new backend system on the Networked Trade Platform (NTP) to improve user experience.

2 The EODES is an environment that allows the electronic exchange of PCO and CNM between Singapore and China since 1 Nov 2019. This has eliminated the need for hardcopy PCO or CNM to be despatched overseas, enabling companies to enjoy savings in cost and time.

3 This migration does not affect the other government and commercial services found on NTP. The new backend system will become operational on 23 October 2023 and Customs will share more details on the downtime of the existing system and things to note (including those related to the new system) in a Customs Notice to be released in the coming weeks.

**Revised procedures for ePCO submission for Export to China**

4 The TradeNet declaration procedures for a PCO for exports to China remains the same. Once the PCO is approved in TradeNet, the next steps are as follow:

- a. Retrieve the approved PCO in [www.ntp.gov.sg](http://www.ntp.gov.sg) > Government Services > International Connectivity > Electronic Preferential Certificate of Origin transmitted to The People's Republic of China ("ePCO") instead of ICPCO service on NTP,
- b. Make the technical adjustments to the approved PCO (no data fields added or reduced vis-à-vis current system) and
- c. Submit the electronic PCO to China under EODES on NTP.

5 The exporter or its authorised Declaring Agent can log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) to submit the approved PCO for electronic submission. More details on the process of authorising the Declaring Agent and ePCO submission is illustrated below.

6 To enable the transmission of ePCO for export to China under EODES, the exporter and its declaring agent(s) must have a valid NTP account and if not, one has to register for an NTP account. Traders may go to [www.ntp.gov.sg](http://www.ntp.gov.sg) > “Get Started” for information on account creation.

7 The exporter must inform Singapore Customs of the declaring agent(s) who are authorised to transmit the ePCO on its behalf (if any) by going to [www.ntp.gov.sg](http://www.ntp.gov.sg) > “Government Services” to search and complete the “Choose your International Connectivity Services and Authorise your Declaring Agent” form. Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved PCO and make the technical adjustments before submitting the ePCO to China.

8 As a once-off service for all existing ASEAN Single Window (ASW) registered exporters, Customs will be pre-populating details of their registration and Declaring Agent(s) whom they had authorised to electronically exchange ATIGA e-Form D under ASW, onto the new backend system for the exchange of e-PCO between Singapore and China. Such exporters may log in to NTP ( [www.ntp.gov.sg](http://www.ntp.gov.sg)) **starting from 6 Oct 2023**, to review that the authorised Declaring Agent(s) to transmit ePCO for export to China are reflected correctly or to update latest authorised Declaring Agent(s) to transmit ePCO for export to China. While all exporters with a NTP account will be automatically be registered in the new system, existing EODES registered exporters who are not ASW registered will have to log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) to update the list of authorised Declaring Agent(s) (if any) to transmit the ePCO to China.

9 Once the authorisation is completed, the exporter or the authorised Declaring Agent can log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) > Government Services > International Connectivity > Electronic Preferential Certificate of Origin transmitted to The People’s Republic of China (“ePCO”) to retrieve the approved PCO and make the technical adjustments before submitting the ePCO to China. Detailed steps to perform the electronic transmission can be found in the handbook (to be launched) on the Certificate Of Origin segment on Customs website.

### **Revised procedures for retrieving ePCO for Import into Singapore**

10 Importers who wish to claim preferential tariff treatment for the import of goods from China to Singapore or to apply for a back-to-back PCO has to log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) > Government Services > International Connectivity > Electronic Preferential Certificate of Origin transmitted to Singapore (“ePCO”) instead of ICPCO service on NTP to retrieve the approved PCO issued by China. Importers would still be required to email us the ePCO reference number, inward permit number, commercial invoice and bill of lading to [customs\\_pref\\_doc@customs.gov.sg](mailto:customs_pref_doc@customs.gov.sg) for claiming of preferential tariff treatment.

## **Cessation for the one-time declaration to Singapore Customs via FormSG to participate in the exchange of ePCO between Singapore and China**

11 Please note that the FormSG to submit a one-time declaration to Singapore Customs for participation in e-PCO electronic exchange via the following link: [go.gov.sg/eodesregform](http://go.gov.sg/eodesregform) will cease starting from **06 Oct 2023**.

## **Updated Procedures regarding CNM application on the Networked Trade Platform (NTP)**

12 Please note that with the migration, the submission of CNM will be done via Government Services > International Connectivity > Certificate of Non-Manipulation (CNM) instead of IC CNM Service on NTP.

13 The applicant will continue to receive an email notification once the application has been processed. For successful application, the approved CNM will no longer be uploaded on your entity's Data Repository. Instead, applicant may retrieve the approved CNM in the application itself by logging in to [www.ntp.gov.sg](http://www.ntp.gov.sg) > Government Services > International Connectivity > Certificate of Non-Manipulation (CNM) > Search for CNM. The approved CNM will be available within the application.

14 For approved CNM with China as the country of final destination for the goods, they will be transmitted electronically to China as per current practice. For approved CNM with any other country/region as the country/region of final destination for the goods, the applicant will have to retrieve the approved CNM via the steps outlined in paragraph 13.

15 On this note, in preparation for the decommissioning of NTP Data Repository, entities are reminded to download all previously approved CNM on your entity's Data Repository for record keeping purposes. Customs will not be able to retrieve the previously approved CNM once the NTP Data Repository had decommissioned.

## **Clarification**

16 With the updated change in procedures, there will be downtime occurrence in the current system. Subsequently, a Notice will be released to inform of the period of downtime and things to note.

17 You may refer to the Frequently Asked Questions (FAQ) in Annex A. If you require further clarification, you may contact us as follows:

Issues	Contact Information
	Email Address
Setting up of NTP Account or technical support in using the NTP	NTP_operations@customs.gov.sg
Feedback or enquiries related to "Choose your International Connectivity Services & Authorise your Declaring Agent" form	NTP_operations@customs.gov.sg
Technical issues with the International Connectivity Services	ICS-Support@crimsonlogic.com
Revised PCO and CNM Application Procedure	Customs_ROO@customs.gov.sg

Yours faithfully

Jeff Wan  
Head Tariffs & Trade Services Branch  
for Director-General of Customs  
Singapore Customs

*(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\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

## FREQUENTLY ASKED QUESTIONS (PCO)

**Q1: What are the types of PCO that can be submitted or received with this new system?**

**A1:** The types of PCO under EODES remain the same. All PCO issued by Singapore Customs except Form RCEP on goods destined for China could be submitted via EODES. Similarly, all PCOs issued by China except Form RCEP on goods imported into Singapore could be retrieved in this new system.

**Q2: With this migration of EODES to a new backend system, can I transmit the PCO issued under RCEP (Form RCEP) on goods destined for China?**

**A2:** The transmission of Form RCEP as e-Form RCEP has yet to be included in the new backend system. Singapore Customs will strive to onboard Form RCEP issued by China on the EODES in the coming months. The implementation details will be published on the Customs website when ready.

**Q3: How do I obtain my ePCO for export to China if the EODES is down?**

**A3:** In such exceptional circumstances, hardcopy PCO will be printed and made available for collection at the usual Preferential Certificate of Origin printing centres.

**Q4: As an exporter do I need to register to transmit ePCO for export to China via EODES?**

**A4:** Exporter will automatically become a registered participant to transmit ePCO via EODES in the new backend system.

**Q5: How do I remove declaring agent that I no longer want to authorize?**

**A5:** Exporter can log in to [www.ntp.gov.sg](http://www.ntp.gov.sg) > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent and remove the authorization.

**Q6: The importing customs authority did not receive the ePCO transmitted via EODES. What should I do?**

**A6:** Please write to [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg) with your company's Unique Entity Number and the PCO reference number, and we will investigate the matter and get back to you.

**Q7: If I want to make an amendment to the details of the ePCO after transmission, am I allowed to do so?**

**A7:** You will not be able to make any amendments to the details after you have submitted to China. You will need to cancel the PCO as per current procedure. You will then need to apply for a new PCO in TradeNet.

**Q8: How soon will China receive the approved ePCO?**

**A8:** In general, you will be able to retrieve the approved PCO record in NTP within 1 hour from its approval in TradeNet. You can then submit the ePCO over immediately via NTP. China will receive the ePCO in real-time.

**Q9: Are there any changes to the requirements to qualify for the CNM?**

**A9:** No. The requirements to qualify for a CNM remains unchanged.

**Q10: With the migration, can I continue to upload the supporting document in my application?**

**A10:** You may continue to upload the supporting documents with your CNM application via the electronic form on the Certificate of Non-Manipulation (CNM) module on NTP. Application with incorrect or insufficient supporting documents will be rejected.

For applications that are pending processing, you may still upload supporting documents by retrieving your application on the Certificate of Non-Manipulation (CNM) module on NTP. To do so, select "Search for CNM" and search for your application. Click on the application no. to access the application and scroll to the "Upload Additional Document" section. Click on the "Upload" button to upload additional supporting documents. Please note that supporting documents uploaded cannot be deleted.

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Paragraph	Current Details	Updated Details	Date of Update
6	To enable the transmission of ePCO for export to China under EODES, the exporter and its declaring agent(s) must have a valid NTP account and if not, one has to register for an NTP account. Traders may go to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > Support > Register an NTP Account for information on account creation.	To enable the transmission of ePCO for export to China under EODES, the exporter and its declaring agent(s) must have a valid NTP account and if not, one has to register for an NTP account. Traders may go to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > “Get Started” for information on account creation.	29 Jan 2024
7	The exporter can check which Declaring Agent(s) had been authorised by him to transmit the ePCO on his behalf (if any) by logging in to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent. The exporter can remove or add new Declaring Agent(s) accordingly.	The exporter must inform Singapore Customs of the declaring agent(s) who are authorised to transmit the ePCO on its behalf (if any) by going to <a href="http://www.ntp.gov.sg">www.ntp.gov.sg</a> > “Government Services” to search and complete the “Choose your International Connectivity Services and Authorise your Declaring Agent” form. Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved PCO and make the technical adjustments before submitting the ePCO to China.	29 Jan 2024