

# Applications Of Back-to-Back ASEAN-Origin GSP Form A And CEPT Form D

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To: Applicants of Back-to-Back Certificates of Origin

## APPLICATIONS OF BACK-TO-BACK ASEAN-ORIGIN GSP FORM A AND CEPT FORM D

We are pleased to inform you that with effect from **15 Feb 2003**, you may apply for back-to-back ASEAN-origin Generalised System of Preferences (GSP) Form A and Common Effective Preferential Tariff (CEPT) Form D Certificates for your re-exports via TradeNet.

Back-to-back applications for GSP Form A and CEPT Form D which are currently processed manually are applied for ASEAN-origin goods that are re-exported from Singapore to the respective preference-giving countries.

Please note that we will continue to accept manual applications for back-to-back ASEAN-origin GSP and CEPT Certificates until 14 Mar 2003. With effect from **15 Mar 2003**, we will phase out the manual application and shall only allow submission via TradeNet only.

### Procedures for the back-to-back ASEAN-origin GSP Form A and CEPT Form D

The application procedures for the back-to-back ASEAN-origin GSP and CEPT Certificates are the same as other types of COs currently available in TradeNet except that you need to take note of the following at the time of declaring your application:

#### 1. Certificate Type

The 2 Certificate types for the respective back-to-back CO applications are as follows:

<u>Certificate Type</u>	<u>Type of CO</u>
3	Back-to-back GSP Form A
17	Back-to-back CEPT Form D

You need to choose either Certificate Type depending on your application.

#### 2. Country of Origin

There are 2 "country of origin" fields at header and item levels. You are required to declare the correct ASEAN country of origin instead of Singapore origin when you key in your application details.

#### 3. GSP/CEPT Reference Numbers and Date

Depending on the type of CO applied, you are required to key in the respective GSP or CEPT reference numbers and date of the GSP/CEPT Certificates obtained from the first ASEAN country in the Trader's Remarks field. The GSP/CEPT reference number is found at the top right corner of the Certificates.

#### 4. Faxing of Supporting Documents

Upon successful transmission, write down the Unique Reference Number (URN) on the following documents and fax immediately to us at our fax no. 6337 6360 so that we can process your CO application:

- a. GSP or CEPT CO of the first ASEAN country;
- b. Supplier's invoice;
- c. Inward/Outward Bill of Lading (if applicable)
- d. Import Cargo Clearance Permit
- e. Exporter's invoice;
- f. Working sheet for GSP/CEPT (applicable for partial consignments); and
- g. Letter from overseas Customs or buyer confirming that they have requested for the back-to-back (applicable in certain cases)

#### 5. Printing of the Export CCP

Upon approval of the application, you will be able to print the Export Cargo Clearance Permit using the TradeNet software in your office.

#### **Collection procedures for back-to-back ASEAN-origin GSP Form A/CEPT Form D**

We will process your application on-line via TradeNet. After approval you will collect the back-to-back ASEAN-origin GSP/CEPT Certificates only from CrimsonLogic Service Centre, 230 Victoria Street, #07-02 (7th floor), Bugis Junction Office Tower, Singapore 188024. Upon receipt of the GSP/CEPT Certificates, please remember to sign on all copies before despatching the relevant copies to your buyer overseas.

We encourage you to declare your back-to-back ASEAN-origin GSP/CEPT Certificates from 15 Feb 2003 as the manual submission procedure will cease from 15 Mar 2003.

If you are not a TradeNet user and you wish to subscribe to become a user, please contact CrimsonLogic Pte Ltd at Tel No. 6887 7888. Alternatively, you may wish to approach any freight forwarder or TradeNet Service Centre that can file the application through TradeNet on your behalf.

#### **Retention of Documents**

With the change in submission procedures, exporters are now required to keep the original GSP/CEPT Certificates of the first ASEAN country in your office. In addition, you are also required to retain copies of your CEPT Certificates and documents relating to the shipments

covered by the Certificates for at least two years from the date of its issuance. In the case of GSP Certificates for shipments made under the EU GSP Scheme, the said documents for exports must be kept for at least three years.

This requirement is necessary in the event of an overseas customs post-verification request to verify the authenticity and accuracy of the details declared in the GSP/CEPT Certificates. Failure to provide the requisite supporting documents may result in your importer having to pay back-taxes (plus interest) to their Customs Authority for shipments that were declared under the preferential Scheme.

### **Enquiries**

If you have further enquiries, please contact:

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