



CUSTOMS AND EXCISE DEPARTMENT

Our Ref: Customs (Cf) 0112/80/Pt E/V3

Circular No: 54/99

Date: 18 Dec 99

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All Traders and Freight Forwarders

Y2K READINESS FOR CUSTOMS CLEARANCE ON 31 DEC 1999/ 1 JAN 2000

The Customs & Excise Department is ready and well-prepared for Y2K. Getting ready for Y2K has been a key priority for the Department since 1996. By 1 Jan 1999, all Customs systems have been made Y2K-ready. Even with all our readiness efforts, Customs has still put in place a Y2K Contingency Plan to ensure the smooth clearance of your cargo in the event of any unexpected glitches when the TradeNet system crosses over from 31 Dec 1999 to 1 Jan 2000.

2 If a total TradeNet system failure occurs, Customs may have to invoke manual procedures for cargo clearance and you will be informed accordingly. Customs will maintain her presence at all checkpoints manned by Customs and continue to provide a one-stop border clearance for all goods. Under the manual clearance procedure, the original Letter of Undertaking (LU) and relevant supporting commercial documents such as commercial invoice, air waybill, bill of lading will be used in lieu of cargo clearance permits (CCP) for cargo clearance at the Customs checkpoints. A copy of the LU is attached at **Annex A**. For those who have already taken up a CCP in advance, there is no need for a LU as the CCP should still be used for customs clearance purposes.

3 To ensure expeditious clearance of your goods, you should familiarise yourselves with the Y2K Contingency Plan that was sent to you in Aug 99, and take the appropriate steps once the Contingency Plan is activated. The procedures for the clearance of the 3 main categories of goods are at **Annex B**. Smooth clearance could also be maintained if you were to continue with the good practice of obtaining the CCPs required in advance. CCPs that are required for the coming New Year festive period could be obtained before the evening of 31 Dec 99.

4 As soon as the TradeNet system has reverted to normal operations, you will be informed accordingly. You will be required to account to Customs for all LUs used for cargo clearance during the TradeNet system failure by declaring the requisite CCPs via the TradeNet system within three days of restoration of the system. You are also required to submit to the Customs at the first checkpoint where your goods were actually cleared a hardcopy of the CCP together with a copy of the covering LU.

5 Thank you for your co-operation. If you need any further clarification on the Customs requirements, please call the Customs Call Centre at telephone number 3552000.

CHAN KOK YIN
DIRECTOR REVENUE
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE



CERT. NO : 96-1-0177
SS ISO 9002 : 1994



The Way of Excellence in Public Service

SUBMISSION OF LETTER OF UNDERTAKING (LU) FOR CARGO CLEARANCE

Non-Controlled Goods and Dutiable Goods (other than liquors and tobacco products)

Traders are required to present the LU together with relevant supporting commercial documents such as commercial invoice, air waybill, bill of lading, to Customs for cargo clearance at the Customs checkpoints. Traders must ensure that each LU will not be used for the clearance of goods covered under more than one bill of lading or air waybill. Only the original LU will be accepted for cargo clearance.

Two sets of LUs are required for imports. One set of the LU will be retained by Customs at the checkpoints and the other set will be retained by the traders for their own accounting purposes. For air cargo, an additional set of LU is required, which will be retained by the ground-handling agents. For transshipment cargo, another set of LU is required for cargo clearance, to be retained by Customs at the second checkpoint.

Controlled Goods

Traders are required to obtain manual endorsements on the LUs and supporting documents from the relevant Controlling Agencies (CAs). The list of CAs are provided in **Appendix I**. The endorsed LU and supporting documents are to be presented at the Customs checkpoints for cargo clearance. Traders must ensure that each LU will not be used for the clearance of goods covered under more than one bill of lading or air waybill. Only the original LU will be accepted for cargo clearance.

Three sets of LUs are required for imports. One set of the LU will be retained by Customs at the checkpoints. The traders will retain the second set for their own accounting purposes, and the CAs will retain the last set. For air cargo, an additional set of LU is required, which will be retained by the ground-handling agents. For transshipment cargo, another set of LU is required for cargo clearance, to be retained by Customs at the second checkpoint.

Liquors & Tobacco Products

Direct Import for Local Consumption/Bonded in Licensed Warehouse/Release from Licensed Warehouse

Traders are required to obtain manual endorsement on the LU and supporting documents from Customs at the Customs Service Centre, Second Storey, Revenue House before presenting the LU and supporting documents for cargo clearance at the Customs checkpoints or for removal from licensed warehouses. Traders must ensure that each LU will not be used for the clearance of goods covered under more than one bill of lading or air waybill. Only the original LU will be accepted for cargo clearance. Traders are also advised to ensure that their bank guarantees are sufficient to cover the Customs duties and other taxes payable on the goods.

Four sets of LUs are required for imports and exports. One set of the LU will each be retained by Customs at the checkpoints and at the Customs Service Centre. The third set will be retained by the traders for their own accounting purposes, and the last set will be retained by the warehouse operators. For air cargo, an additional set of LU is required, which will be retained by the ground-handling agents.

LISTS OF CONTROLLING AGENCIES (CAs)

1. Arms and Explosives Branch (AEB)
2. Central Narcotics Bureau (CNB)
3. Cosmetic Control Unit (CCU)
4. Department of Industrial Safety, Ministry of Manpower
5. Drug Administration Division (DAD)
6. Films & Publications Department (FPD)
7. Food Control Department (FCD)
8. Inland Revenue Authority of Singapore - Commissioner of Estate Duties (IRAS)
9. National Authority (Chemical Weapons Convention) NA (CWC)
10. Public Entertainment Licensing Unit (PELU)
11. Pollution Control Department (PCD)
12. Primary Production Department (PPD)
13. Radiation Protection Inspectorate (RPI)
14. Infocomm Development Authority of Singapore (IDA)
15. Trade Development Board (TDB)