

Our Ref: PT.082.73.07
Circular No: 35/99
Date: 1 Sept 99



**CUSTOMS AND EXCISE
DEPARTMENT**

55 Newton Road, #10-01
Revenue House, Singapore 307987
REPUBLIC OF SINGAPORE
Telephone : 3552092
Telefax : 2508663
Homepage: <http://www.gov.sg/customs>
Email : CED_Email@ced.gov.sg

To all Petroleum Warehouse Licensees

**ELECTRONIC FILING OF APPLICATIONS BY PETROLEUM
COMPANIES TO CUSTOMS**

In line with Customs efforts to provide better service to oil companies, we are pleased to inform you that with immediate effect, oil companies may e-file the following applications at the address: ced_petroleum@pacific.net.sg

2 Temporary De-Licensing And Temporary Change of Tank Status

2.1 Currently, prior approval must be obtained from Customs for the temporary de-licensing and temporary change of tank status. To facilitate your operations, a blanket approval will be granted for such applications from 1 Sept 99. Oil companies shall instead notify Customs of any change in the licensing status of their storage tanks by e-mail within the same day or the next working day (if it falls on a public holiday or non working day). Oil companies are to ensure that no products are stored in the tanks prior to the change of tank status. The ENRAF (Tank Inventory System) record or dipping record of the tank shall be kept in oil companies' premises and made available to our officers during inspection / audit.

2.2 In order to expedite processing, please state the following particulars when e-filing your application:

- | | |
|---|-------------------------------------|
| (a) License No. | (c) Tank No. |
| (b) Period of de-licensing / change of license status | (d) Tank status and products stored |

3 Amendment Of Petroleum Permits

3.1 Under the current practice, hardcopies of used individual and blanket permits and the letter for application are required to be submitted to Customs for amendment. To expedite the above process, oil companies can now submit such applications vide e-mail. The request for amendment of blanket permits must be received by us by the 10th day of each month and within 4 working days of delivery for individual permits. Hardcopies of the permits shall be kept in oil companies' premises and made available to our officers during inspection / audit.



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3.2 In order to expedite processing, please state the following particulars when e-filing your application:

- | | |
|-----------------|---------------------------|
| (a) License No. | (c) Line No. as in permit |
| (b) Permit No. | (d) Products description |

4 Cancellation Of Petroleum Permits

4.1 The application for cancellation has to be submitted before the expiry of the individual and blanket permits under the A6 and A8 conditions respectively. You only need to state the License No. and Permit No. in your application to us.

5 Approval Of Return Cargo

5.1 Prior approval shall continue to be obtained from us for the return of petroleum products to the licensed and bonded premises. The goods must be reflected in the daily stock record and monthly statements, quoting the Customs approved reference as authority. Supporting documents (e.g. Certificate of quantity, delivery orders) shall be kept in oil companies' premises and made available to our officers during inspection / audit.

5.2 In order to expedite processing, please state the following particulars when e-filing your application:

- | | |
|-----------------------------|--------------------------------------|
| (a) License No. | (d) Permit No. |
| (b) Reason for return cargo | (e) Document No. |
| (c) Date of receipt | (f) Products and quantities returned |

6 Application For Approval Of Upgrading / Downgrading Operations

6.1 Prior approval shall continue to be obtained from us before any petroleum product is upgraded or downgraded. The details of any upgrading / downgrading should be properly reflected in your monthly returns.

6.2 In order to expedite processing, please state the following particulars when e-filing your application:

- | | |
|---|--------------------------------------|
| (a) License No. | (c) Date of operation |
| (b) Reason for upgrading /
downgrading | (d) Products and quantities involved |

7 For clarifications, please contact SC Ivy Neo Sie Sie at Tel 355 2092.

JASWANT SINGH
HEAD PETROLEUM
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE



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