

Our Ref: Customs T06.07.V14
Circular No 2 / 99
Date: 22 Feb 99



CUSTOMS AND EXCISE DEPARTMENT

55 Newton Road #10-01
Revenue House, Singapore 307987
REPUBLIC OF SINGAPORE
Telephone :3552000
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Homepage : <http://www.gov.sg/customs/>
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All Traders and Declaring Agents

**APPLICATION FOR REFUND OF CUSTOMS DUTY/GST FORMAT
CANCELLATION OF PERMITS**

We have recently revised the format on the application for refund of customs duty/GST. The new format combines both application for refund and the cancellation of Customs/GST Payment permits.

2 When the application for refund of duty/GST is accepted for processing, the permits involved will be cancelled. The said application will be endorsed and returned to you by the Refund Officers via fax.

3 Please submit your application for refund by using the attached revised format. In order to expedite the refund process, please ensure that all the supporting documents listed in the above form are enclosed when you submit your application to the Customs Documentation Branch.

LUM FOOK TIN, TITUS
HEAD DOCUMENTATION
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE



CERT. NO - 98-2-0877
SS ISO 9002 : 1994



The Way of Excellence in Public Service

Company's Letter Head

Date:

Director-General of Customs & Excise
Customs & Excise Department
55 Newton Road, #10-01
Revenue House
Singapore 307987
Fax No: 2509606

Attn: Head Documentation

APPLICATION FOR REFUND OF CUSTOMS DUTY/GST

We wish to claim a refund of Customs duty/GST paid *declaring agent/import under *G1/GF/G7.

*Please cancel the refund permit No(s): _____

Reasons(s) for refund : _____

Amount of refund claimed (\$) : _____

Refund Permit Number(s) : _____

2 In support of our application for refund, we attach the following documents:

i) PERMITS: Refund : 1) _____ 2) _____
Replacement: 1) _____ 2) _____

ii) BILL OF LADING/AIR WAYBILL NO: _____

iii) COMMERCIAL INVOICE(S)

- iv) OTHER DOCUMENTS:** a) Supplier's letter confirming cancellation of shipment
- (if applicable) b) Freight charges documents for "freight collect" at destination
- c) Supplier's letter confirming trade term and currency unit used if no indication in the invoice
- d) Computation worksheets (for different amount on both refund and replacement permits)
- e) Others: _____

3 We enclose the above supporting documents for your consideration. We also understand that failure to submit the complete set of the supporting documents will result in the application being rejected.

Signature/Name/Designation of Applicant
(The signatory must be a Manager and above)

FOR OFFICIAL USE

Permit No(s) _____ *is/are cancelled. Your application for refund is under process.

Signature/Name/Rank : _____

Date/Time : _____

*Please delete as appropriate.