

## Return of Documents in Relation to Computer Generated Message on Conditional Approval and Letter on Request for CCP with Supporting Documents

I&E Notice No. 11/99

17 Apr 99

To: All Traders, Freight Forwarders,  
Cargo Agents and Carriers

As part of TDB's constant effort to streamline and simplify trade documentation process to achieve excellence in public service standards, I am pleased to inform you that the number of documents (CCP, AWB, invoice) you are required to return to TDB in relation to the above will be reduced. Furthermore, these documents can now be submitted electronically, if you so wish.

With immediate effect, the new arrangement is as follows:

- i) If you receive the following:
  - a. computer-generated approval messages, ZO2, ZO4, ZO5, Z5B, Z5C, Z11 & Z18 stated in approved permits (These messages will be amended in due course);
  - b. TDB's official request letter on the Submission of Invoices.

Please respond by returning only the **invoices, with CCP number clearly indicated on them**. Alternatively, you could respond by returning the invoices together with the page of CCP which have the CCP number for identification. You are no longer required to return the whole CCP and AWB. TDB will only call for these documents when deemed necessary.

- ii) You are also encouraged to return the invoice(s) electronically to email address: [tn48hr@tdb.gov.sg](mailto:tn48hr@tdb.gov.sg). If you wish to return the documents in other electronic forms, please contact the Customs Call Centre at Tel No 63552000.

We wish to thank you for your continued support in the timely submission of invoices. As you are aware, trade statistics are derived from the information captured in CCPs. The requirement to return the invoice(s) is an important quality-control measure to ensure accuracy and integrity of Singapore's trade statistics. While this requirement cannot be dispensed with, we will make continuous effort to minimise any inconvenience, which may be caused. In this connection, we welcome all valuable suggestions to simplify the process of document submission.

We look forward to your continued support.

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MANAGER  
STATISTIC AUDIT UNIT