



All Traders and Declaring Agents

## **COMMON QUESTIONS ON CUSTOMS DECLARATIONS/PROCEDURES: HELPLIST 7/2002**

I am pleased to list below the questions and answers for List 7/2002:

- Q1 I am a TradeNet user with Company A. I have recently left the company and I now work for Company B as a declarant. How do I register myself as a TradeNet user under Company B?
- A1 All new TradeNet users are required to attend a 3-day Documentation course conducted by Customs before they could be registered. Since you have previously attended the course, you are not required to sign up for the course again. To register as a declarant under Company B, you have to submit the "Registration of Companies & Signatories Form", downloadable from the Customs website, to CED.
- Q2 Can I use photocopies or fax copies of the approved Customs Clearance Permits (CCPs) for clearance of conventional cargoes at the Customs checkpoint?
- A2 Photocopies or fax copies of approved CCPs can be used for clearance of conventional cargoes, together with the Bills of lading/Airway bills, invoices and packing lists, at the checkpoints for Customs clearance.
- Q3 I am changing my bank account which has an IBG facility with Customs. What must I do in order to continue the GIRO facility with Customs.
- A3 You would need to complete the IBG application form (available from the Customs website), and send the original copy to the attention of the Registration Officer. Photocopy or fax copy of the Giro form is not acceptable. The old IBG account should be terminated only when the new account is activated. However, if you are terminating the bank account with immediate effect, please include a written request to cancel the old IBG account in your application. The bank will process your Giro application in about 3 weeks, and you will be informed when the new IBG account is activated.

TAY CHIN LEONG  
HEAD DOCUMENTATION  
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE