

Frequently Asked Questions (FAQs) on Import Certificates and Delivery Verification (ICDV)

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

We are pleased to list below for your information the answers to the FAQs by traders and declaring agents in applying for the Import Certificates and Delivery Verification Certificates:

Question 1

In the Import Certificate, I have indicated that the goods will be re-exported. Do I need to seek TDB's approval before I re-export the goods?

Answer

Yes, before you re-export the goods, you need to apply for an Export Permit from TDB. You must:

- a) state "IC" in the Exceptional Type Indicator field. This is to indicate that you are submitting an IC Permit for processing; and
- b) state the IC number for each item declared in the corresponding Product Code field. In the corresponding Product Code Quantity and Unit fields, state the number of items being exported; and
- c) fax to TDB (fax no. 62509606) the End-User Certificate.

Question 2

If I have not indicated in the Import Certificate that the goods will be re-exported but subsequently, I need to re-export the goods, what must I do?

Answer

If you have not indicated in the Import Certificate that the goods are to be re-exported, you will need to produce to the TDB, in addition to the End-User Certificate, the Export Licence from the exporter's Government Department granting approval for the re-export of the goods from Singapore to the country you wish to re-export.

Question 3

What documents must I submit to TDB after I have cleared the IC goods from the Customs Checkpoint and I need a Delivery Verification Certificate?

Answer

For the Delivery Verification Certificate, you have to submit the following to us:

- a. the 2nd copy of the Import Certificate; and
- b. the copy of the approved Import Permit with the Customs' endorsement.

We will certify on the Delivery Verification Certificate that the goods and the quantity stated have arrived in Singapore based on the evidence of the Import Permit endorsed by Customs.

Question 4

If the goods are imported in several shipments at different times, can I obtain the Delivery Verification Certificate from TDB on the final shipment?

Answer

No, verification of delivery of the goods in Singapore must be done within 14 days of arrival of all the goods or any partial quantity. For goods partially delivered in Singapore, you should, in addition to the Import Certificate and the Import Permit endorsed by Customs, submit the "Statement of Delivery Verification for Partial Delivery" to us for our endorsement. You can obtain a specimen copy of the Statement from TDB.

Question 5

I applied for 100 pieces of a product in the Import Certificate but will only be importing 80 pieces. Must I cancel the Import Certificate and re-apply for a new one?

Answer

No, you need not cancel the Import Certificate. After the import of the 80 pieces, you can give us a letter requesting TDB to cancel the balance of 20 pieces and to state the reasons. We will verify the delivery of the 80 pieces and indicate that the balance is to be cancelled.

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for TRADE DEVELOPMENT BOARD