

Frequently Asked Questions (FAQs) on Manifest Procedures

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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, cargo agents and declaring agents on the manifest submission procedures:

Question 1

What is a Cargo Manifest Declaration (CMD)?

Answer

A Cargo Manifest Declaration (CMD) refers to the document containing the information on the cargo that is handled by the ground handling agent on behalf of the air cargo agent or the importer or the exporter. The information is transmitted electronically through the Air Cargo EDI System (ACES). The CMD will be transmitted by the air cargo agent or the importer or the exporter to the ground handling agent.

Question 2

What is the stipulated period to submit the CMD to the ground handling agent?

Answer

Similar to the submission of hard copy consolidated manifests and permits to the ground handling agents, the cargo agent should submit the CMD to the ground handling agent within 10 days of arrival of the aircraft and 7 days of departure of the aircraft.

Question 3

My company is a shipping agent and I am interested in the Manifest Reconciliation Statement Scheme for sea shipments. Could you tell me more about this scheme?

Answer

The Manifest Reconciliation Statement (MRS) Scheme for sea shipments is administered by TDB. You can register your company as a user to participate in this scheme. Under the Scheme, registered shipping agents can submit a MRS to TDB in place of the manifest and permits for each vessel. Submission of the MRS can be by fax, mail or despatch.

The MRS Scheme is not intended to do away with your responsibility as a shipping agent to match the manifests and permits. TDB officers from the Manifest Audit Unit (MAU) will conduct random checks to verify the accuracy of the MRS submitted to TDB. As a MRS user, you only need to retain the manifests, permits and related documents in your premises for at least one month from the date of submission of the Manifest Reconciliation Statement to allow for audit by the MAU, when required.

Question 4

What is the procedure for a shipment imported under a Through House Bill of Lading (B/L) and exported from within the same Free Trade Zone?

Answer

You need not apply for the Import and Export Permits for the shipment imported

under a Through House Bill of Lading (B/L) which is not meant for Singapore. You must indicate the Ocean B/L No. on the Through House B/L and submit it to the Inward and Outward carrier's agents within 10 days of arrival of the vessel and 7 days of departure of the vessel.

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