

## Submission of Applications for Export Permits and Certificates of Origin (TDBDCO) through TradeNet at the TDB Import and Export Airport Office

I&E Notice No. 5/98

13 Apr 98

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

We are pleased to inform you that with effect from 15 Apr 98, you can submit your applications for Export Permits and Certificates of Origin (TDBDCO) through TradeNet for all **non-controlled, non-textile products** to the TDB I&E Airport Office for processing. You can therefore collect the approved COs at the TDB I&E Airport Office. These applications are currently processed at the TDB I&E Office located at the Bugis Junction Office Tower.

The existing procedures and requirements of TDB for the export of these non-controlled, non-textile products remain unchanged. You can continue to submit the TDBDCO applications for plants such as **fresh cut orchids, aquatic plants, food fish and ornamental fishes** through TradeNet to the TDB I&E Airport Office for processing. Please refer to the previous TDB I&E Notice No. 2/96 of 21 Mar 96.

### Preparing the TDBDCO Applications for Non-Controlled, Non-Textile Products for processing at the TDB I&E Airport Office

You can prepare the TDBDCO application by selecting the option "TDBDCO" from the front-end software. Please check with your software vendor if you do not have this particular module.

You have to :

- a. select the Application Type "DC" for application of Export Permit and Certificate(s) of Origin;
- b. select the Application Product Type "NA" for non-controlled, non-textile items for processing at the TDB I&E Airport Office. Please note that you have to collect the Certificate(s) of Origin from TDB I&E Airport office when you select application Product Type " NA";
- c. ensure that the type of Certificate(s) you apply is acceptable/applicable/relevant to the country of final destination;
- d. apply and select one or more than one Certificate of Origin depending on the importing country's requirements for the Certificate Type;
- e. declare the correct CR No. of the manufacturer in the "Manufacturer's Party Type" field of the TDBDCO application; and
- f. declare the "Manufacturing Cost Statement date" in all the TDBDCO applications for non-controlled, non-textile products except for **fresh cut orchids, aquatic plants, food fish and ornamental fishes** currently processed at the TDB I&E Airport Office.

### Obtaining Approval from TradeNet

Please follow the following procedures after obtaining approval of the TDBDCO application

through TradeNet:

- a. you may print the TDB Export Cargo Clearance Permit (CCP) in your office if your TDBDCO application is complete and correct. You must read the conditions stated in the approval messages and comply with them;
- b. you will collect the Certificate(s) of Origin from the TDB I&E Airport Office. The address and operating hours of the TDB I&E Airport Office are as follows:

Singapore Trade Development Board  
Imports and Exports Office  
Changi Airfreight Centre  
#04-18 Cargo Agents Building C  
Singapore 819455

Operating Hours (except Public Holidays) :

Mondays to Fridays	: 8.30 am to 1.00 pm
	2.00 pm to 5.00 pm
Saturdays	: 8.30 am to 1.00 pm

c. You must produce:

- i. an Authorisation Letter (see Annex A);
- ii. a copy of the duly signed Export CCP; and
- iii. Export Invoice

from your company at the time of collection of your Certificate(s) of Origin. This is to ensure that the Certificate(s) are given to the correct company.

For further clarifications, please contact the Customs Call Centre at Tel No. 6355 2000.

PHUA KIA CHEW  
for TRADE DEVELOPMENT BOARD