



SINGAPORE CUSTOMS

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Email: customs_documentation@customs.gov.sg

<http://www.customs.gov.sg>



Circular No: 16/2011

Date: 18 Jul 2011

All TradeNet® Declaring Agents and Declarants

EXTENSION OF RE-REGISTRATION EXERCISE

Further to our Customs Circular No. 05/2011, Reminder Circular No. 11/2011 and Final Reminder Circular No. 12/2011, Singapore Customs (SC) wishes to inform you that the re-registration exercise will be extended to **15 Aug 2011**.

2. Please ignore this letter if you and all your declarants have already completed the re-registration exercise. We would like to take this opportunity to thank you for your co-operation.

3. We wish to bring to your attention that this is the final extension. Declaring agents and declarants who do not re-register by **15 Aug 2011** will be classified as dormant. Your record as a declaring agent or declarant will eventually be purged from SC's system after the re-registration exercise, and this may affect your permit declaration functions.

4. To assist key personnel and declarants who require guidance on the re-registration exercise, we will be setting up counters with computers to provide step-by-step hands-on guidance at our office premises at 55 Newton Road, #07-02 Revenue House, Singapore 307987 from 20 Jul to 15 Aug 2011 on weekdays from 8.30am to 5.00pm (except 12:00 noon to 2:00 pm). Our officers would be on-site to guide you through the re-registration process. As there are limited counters available, please email us your preferred 30 minutes timeslot, e.g. 9:00am or 9:30am together with your name, company/firm name and contact number to customs_documentation@customs.gov.sg. A confirmation reply from SC on the availability of the slot will be sent to you. Please get ready photocopies of the NRIC, Work Permit, Employment Pass or Malaysian Identification Card and contact details of the declarants to facilitate you to carry out the re-registration exercise.

*Our Vision: A leading Customs that advances Singapore's economy
by assuring the integrity of the trading system*

5. We are pleased to inform all declarants that you could also use your TradeNet® ID to re-register at: <https://www.tradexchange.gov.sg/tradexchange/default.portal> by selecting “Edit Declarant Info” so that your permit applications will not be affected.

6. For more information on the re-registration procedures, please refer to our Customs Circular No. 05/2011. You may also wish to visit our website at: <http://www.customs.gov.sg/leftNav/info/Freight+Forwarder+Declaring+Agent.htm> or contact our Customs Call Centre at 63552000 or email your enquiries to customs_documentation@customs.gov.sg. For matters relating to application / termination of TradeNet® User ID, please contact CrimsonLogic Customer Admin at 68877888 (press option 2).



WINSTON TAY
HEAD, PROCEDURES & SYSTEMS BRANCH
for DIRECTOR-GENERAL OF CUSTOMS
SINGAPORE CUSTOMS