



CUSTOMS AND EXCISE DEPARTMENT

Circular No: 17/96
Our Ref: Customs P17.05.V01
Date: 21 May 96

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To: All Liquor Licensees

**CUSTOMS CORPORATE HEADQUARTERS
MOVING TO REVENUE HOUSE IN JUNE 1996**

We are pleased to announce that the Corporate Headquarters of the Customs & Excise Department will move in June 96 to the new Revenue House from its existing premises at the World Trade Centre. Revenue House is a 24-storey high-tech intelligent office block situated at the junction of Thomson and Newton Roads. This move to Revenue House will bring Customs and IRAS together under one roof to serve the public more conveniently on all GST matters.

2 The Customs Corporate Headquarters will occupy the 7th to 10th storeys and an area at the 2nd storey, Podium Block.

Podium Block:

2nd storey - Customs Service Centre
Liquors Licensing Section

Tower Block:

7th storey - Documentation and Petroleum Branches
8th storey - Intelligence, Anti-Evasion, Prosecution and Computer Information Systems Branches
9th storey - Training and Warehousing Branches
10th storey - Directorate, Administration, Personnel, Finance, Public Relations, Research and Internal Audit Branches

3 As part of our continual efforts to improve our services, we will be establishing a Customs Service Centre at our new Corporate Headquarters. Conveniently located on the

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2nd level at the podium block, the Centre provides a "one-stop" facility for enquiries and services on all Customs matters including liquors licensing. There will be three interview rooms and a comfortable public waiting area. The public will be served by counter staff who are fully equipped with computer terminals which are linked to the mainframe for direct access of up-to-date information.

4 Shifting to the new headquarters will be done in phases starting from 1 June 96 with all branches fully operational from Revenue House on Monday, 10 June 96. The first to shift will be the Directorate, Documentation Branch as well as the *Liquors Licensing Section*. To ensure a smooth transition, they will move during the weekend after closing office at 1 pm on Saturday, 1 June 96. Please note that effective Monday, 3 June 96, the *Liquors Licensing Section* and the Customs Service Centre will operate at the new HQ.

5 With effect from Monday, 3 June 96, licensees are requested to approach the following for services and enquiries on all liquor licensing matters:

- the **Customer Service Unit** on the new telephone number 355 2000; or
- the **Customs Service Centre** located on the 2nd storey of the Podium Block.

Applications, letters and other documents pertaining to liquor licences may also be faxed to our new telefax number 250 9606.

6 Effective 1 June 96, the Customs mailing address and fax number are as follows:

Revenue House,
55 Newton Road, #10-01
Singapore 307987
Telefax: 250 8663

We look forward to serving you better at our new Corporate Headquarters.



MRS CHEW LAI LENG
HEAD PUBLIC RELATIONS BRANCH
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE