

## List Of Frequently Asked Questions (FAQs) - Imports and Exports Permits

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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 and Export Permits:

### Question 1

I have made a mistake on the exporter's name of my TDB Export Permit ("OU"). Can I make the amendment on the Permit ?

### Answer

No. This is not allowed. The exporter's name is a critical field in the Export Permit. You should cancel your Permit through TradeNet electronically and re-apply another set of Permit with the correct exporter's name.

### Question 2

I am a local importer and I intend to store some imported goods in the Free Trade Zone for re-export at a later date. What should I key in for type of trade when I apply for an Import Permit ?

### Answer

For non-controlled goods, the trade type is "1" for the trade type field. For controlled goods, the trade type is "3" for the trade type field.

### Question 3

I have one unit of machine packed in 10 cartons. What should I key in the quantity field and the total outer pack field ?

### Answer

For the quantity field, you should key in "1". For the total outer pack field, you should key in "10".

### Question 4

I tried to amend the HS code and description fields for my Export Permit, but it was rejected by TradeNet. Why ?

### Answer

Amendments to HS code and description fields are not allowed. You have to cancel the CCP and apply for a fresh Export Permit..

### Question 5

My client registered with the TDB and was issued with a CR Number yesterday. When I declared a Permit for him today, TDB rejected my application. The message is "Please provide correct Trader's CR No". Why ?

### Answer

You can only use the CR No two working days from the date of registration as an

importer/exporter with the TDB. Therefore, you can apply for Permit only from tomorrow. We would like to advise all new companies and businesses to register with the TDB and obtain their CR Nos early in future.

**Question 6**

My invoice has 2 items, ie. video CDs and CD-ROM drives. Since the Board of Film Censors exempts video CDs from censorship, must I still declare separate Import Permits for the 2 items?

**Answer**

Yes, you are required to submit separate Permits for video CDs and CD-ROM drives. Your consignment of video CDs may be exempted from censorship, but the item classified under HS Code 8524 39 000, is controlled by the Board of Film Censors. The TradeNet System will reject applications containing both controlled and non-controlled items in the same Permit applications.

**Question 7**

A consignment is imported by a local company and stored in Changi FTZ. The same cargo is later sold to another local company that wants to export it overseas. How do I declare the Import/Export Permits when the importer and exporter are two different companies and the cargo is kept within the FTZ?

**Answer**

Firstly, you must declare an IG Permit (Prefix IM) supported by an Inward Air Waybill and an invoice from the overseas supplier for the cargo imported and remained in the FTZ. You will then request the local exporter, who has taken ownership of the cargo from the importer, to provide you with the export invoice to declare the Export Permit for the same consignment to be re-exported overseas ("OU").

**Question 8**

The TradeNet System keeps rejecting my Import Permit application for frozen blood worms. The query message is to state ?Product Code?, but the Primary Production Department confirms that the item is not subject to their control?

**Answer**

The import of frozen blood worms is not controlled by the Primary Production Department. You should use the Product Code - "MISC"- when declaring this item which is classified under controlled HS Code 0511 99 000. Please do not state the importer's Licence No. in the ?Licence? field.

**Question 9**

The TradeNet System rejects my Import Permit Application for ICDV items. The query message is to state ?Product Code?. I have declared the ICDV Nos. in the the Product Code field but my application is still rejected. Why is this so?

**Answer**

From the Screen Print that you have faxed to TDB, we discovered that you have also stated the ICDV No. in the "Doc Ref./Cert./Licence No." field. If the HS Code you have declared is not controlled by any Controlling Agency, you should leave this field blank for your application to be accepted for processing through TradeNet.

If you have any enquiries on these questions and answers, please call the Customs Call Centre at Tel. No. 63552000.

PHUA KIA CHEW  
for TRADE DEVELOPMENT BOARD

