

Frequently Asked Questions (FAQs) on Manifest Procedures (HS)

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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 on the manifest procedures :

Question 1

I have exchanged my letter of undertaking for the delivery order from the carrier agent. However, I cleared my cargo only after 17 days from the day of arrival of the vessel. Can I still submit my Permits to the carrier agent by then?

Answer

The Import Permits should be submitted to the carrier agent immediately after you have cleared your cargo. The carrier agent would then submit the Permits together with the Undelivered Cargo List (UDCL) to TDB.

Question 2

I have declared the Export Permits within the stipulated period. Can I submit them to TDB instead of to the carrier agent?

Answer

No, you should submit all Export Permits to the carrier agent within 7 days from the date of departure of the vessel. For imports, you should submit the Import Permits to the carrier agents within 10 days after the arrival of the vessel.

Question 3

My company is a freight forwarding company. I have consolidated the cargo for my customer. The Bill of Lading would show my company as the shipper. If my customer failed to submit the Permits to me within the stipulated period, can TDB penalize my customer instead of my company?

Answer

As a freight forwarding company who has consolidated the cargo, you are responsible to ensure that your customer has taken up the Export Permits and submit them to you in time. The Permits should then be submitted to the carrier agent within 7 days from the date of departure of the vessel.

Question 4

Can I submit a photocopy of the Inward or Outward Permit to the carrier agent for matching with the manifests?

Answer

Yes, you may submit a photocopy of the Inward or Outward Cargo Clearance Permit duly signed by the importer/exporter to the carrier agent for matching with the manifests.

Question 5

Must I declare Permits for the import or export of used empty containers?

Answer

Import and Export Permits are required for used empty containers so long as they are manifested as cargo. Please use the HS code 9892 00 26 for the used empty containers.

Question 6

Can I submit my Nil manifests to TDB by fax?

Answer

Yes, you may submit Nil manifests to TDB by fax, provided you are registered with TDB as a participant of the TDB Manifest Reconciliation Statement (MRS) Scheme. The Scheme was introduced in Apr 95. Under the Scheme, registered Shipping Agents would submit a Statement to TDB in lieu of the actual manifests and Permits. However, the Permits would have to be kept in your premises for at least one month, to allow for audit by the Manifest Audit Unit, where required.

PHUA KIA CHEW
for TRADE DEVELOPMENT BOARD