

# Frequently Asked Questions (FAQs) on Manifest Procedures

I&E Notice No. 8/96

28 Jun 96

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

We are pleased to list below for your information the answers to the FAQs by shipping agents on manifest procedures:

## **Question 1**

As a shipping agent, what is the time frame by which I must submit manifests and permits to TDB?

## **Answer**

For inward shipments, you should submit the manifests and corresponding permits to TDB within 17 days of the vessel's arrival. For outward shipments, you should submit the manifests and permits to TDB within 14 days of the vessel's departure.

For example, if vessel M/V "Alpha" arrives on 1 May 1996, you should submit the inward manifest and permits to TDB by 17 May 1996. If another vessel, M/V "Omega" departs on 1 June 1996, you should submit the outward manifest and permits to TDB by 14 June 1996.

## **Question 2**

I have a vessel that departed from Singapore, but it was not carrying any cargo. Do I still have to submit a manifest to TDB?

## **Answer**

Yes, a manifest is still required. For this case, you should submit a "Nil" outward manifest to TDB. Similarly, a "Nil" inward manifest should be submitted to TDB if you have a vessel that arrived in Singapore which did not carry any cargo.

## **Question 3**

I have a vessel that departed from Singapore. Its manifest has 5 consignments listed. So far, I have the permits for 3 of the consignments. Can I submit the manifest and the 3 permits to TDB first? Later, when I have the remaining 2 permits, can I send another copy of the manifest with the 2 permits to TDB?

## **Answer**

No, this is not allowed. You must submit a full and complete manifest with the permits to TDB. By the 14th day, you should submit the manifest and whatever permits you have received from shippers. If there are any outstanding consignments without permits, **you should indicate against the consignment on the manifest: "Shipper to Submit Direct"**. TDB will take the necessary follow-up actions.

## **Question 4**

I have a vessel that arrived into Singapore. I have already submitted the vessel's manifest on the 17th day of arrival. However, there was one consignment that was undelivered, and the consignee did not take the Delivery Order from me. On the 20th day, the consignee came to take the Delivery Order from me and submitted his import permit to me. What should I do?

## **Answer**

Undelivered consignments are consignments that are still not delivered to the consignee when the inward manifest is due for submission to TDB.

When you first submit your inward manifest, you should list down all the undelivered consignments on an "Undelivered Consignments List". You should submit this list together with the inward manifest to TDB. Retain a copy of the Undelivered Consignment List for your reference.

After the 17th day, when the consignee takes the Delivery Order from you for the remaining one consignment and also submits his import permit, you should complete the copy of the Undelivered Consignment List by listing down the import permit number and date of receipt of the import permit against the item undelivered. Submit the copy of the Undelivered Consignment List together with the import permit to TDB.

Please note that this only applies to undelivered cargo at the time when the manifests and permits are due for submission to TDB. Goods already delivered to the consignee without an import permit are not "undelivered cargoes".

**Question 5**

A Singapore trading company is listed as the ?Shipper? in the inward and outward manifests/Bills of Lading. The ?Consignee? and ?Notify Party? are foreign companies. Is the Singapore company required to declare import and export permits?

**Answer**

This is third-country trading and no import and export permits are required. The shipping agents should indicate against the consignment in the inward and outward manifests the following remarks: "Transhipped through Singapore on Through Bill of Lading to ..... (Destination)"

**Question 6**

As a shipping agent, I have difficulties submitting the manifests and corresponding permits to TDB after reconciliation to help in the despatch of documents to TDB?

**Answer**

TDB administers a Manifest Status Statement (MSS) Scheme. Under the Scheme, if you are registered as a user of the Scheme, you do not need to submit the manifest and permits for each vessel to TDB. Instead, TDB allows you to only submit a MSS in lieu of each manifest and permits. You can submit the MSS to TDB by fax, mail or despatch. The MSS Scheme will help you if you have difficulties in sending the manifests and permits to TDB.

The MSS scheme is not intended to do away with your responsibility as a shipping agent to match the manifests and permits.

PHUA KIA CHEW  
for TRADE DEVELOPMENT BOARD