

Submission of Applications for Export Permits and Certificates of Origin (TDBDCO) through TradeNet

I&E Notice No. 2/96

21 Mar 96

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

We are pleased to inform you that with effect from **1 April 96**, you can submit the applications for Export Permits and Certificates of Origin (TDBDCO) for plants such as cut orchids, aquatic plants, food fish and ornamental fishes **through TradeNet** to our office for processing and approval. These applications are currently processed and approved manually at the TDB I&E Airport Office.

The existing procedures and requirements of TDB and the respective Units of the Primary Production Department (PPD) for the export of these products remain unchanged.

Procedures for Submission of TDBDCO Applications

The procedures for the submission of the TDBDCO applications are as follows :

Pre-Application Checks

Before submission of the TDBDCO application through TradeNet, you are to obtain :

1. the required Export Invoice for the goods such as Singapore grown orchids, aquatic plants and locally bred non-endangered species of ornamental fish;
2. the CITES Certificate from PPD (CITES) and the endorsement from PPD (Agrotechnology) on the invoice for exports of endangered species of ornamental fish, eg. dragon fish; and
3. the Export Invoice for items controlled by PPD (CITES), eg. algae rocks or corals. If the item is of endangered species, you must apply for the CITES Certificate from PPD (CITES); and generally ensure that all the necessary supporting documents are ready before you start preparing the application.

Preparing the TDBDCO Applications

You can prepare the TDBDCO application by selecting the option "TDBDCO" from the front-end software. You have to:

1. select the Application Type "DC" for application of Export Permit and Certificate(s) of Origin;
2. select the Application Product Type "NA" for non-textile items that are presently processed manually by TDB I&E Airport Office;
3. ensure that the type of certificate(s) you apply is acceptable/ applicable/relevant to the country of final destination;
4. apply and select one or more than one Certificates of Origin depending on the importing countries' requirements for the Certificate Type. For example:
 - a) Certificate Type 1 - for application of GSP Form A
 - b) Certificate Type 4 - for application of Certificate of Origin

- c) Certificate Type 1 and 10 - for application of GSP with Export Certificate (for cut orchids)
- d) Certificate Type 4 and 10 - for application of Certificate of Origin with Export Certificate (for cut orchids)

You must declare:

1. "Confirmed No Endangered Species" in the "Remarks" field of the TDBDCO application if the items are non-endangered species;
2. the Product Code, Quantity and Unit in the respective fields for items which required Product information;
3. the exporter's licence No. in the "Licence No." field for items controlled by PPD (Agrotechnology) or PPD Import Control Section (Fish);
4. the CITES Certificate No. in the "Remarks" field for items controlled by PPD (CITES) or PPD (Agrotechnology) if they are of endangered species;
5. the correct CR No. of the manufacturer in the "Manufacturer's Party Type" field of the TDBDCO application.

After submitting the application through TradeNet, you should fax to Fax No. 542 5385, Attn: Mrs Iris Chew, the following supporting documents to TDB I&E Airport Office. The required documents are:

- a. invoice or PPD (Agrotechnology) endorsed invoice, if applicable;
- b. CITES Certificate, if applicable;
- c. manufacturer's declaration (see Annex A), if applicable.

You must quote the Unique Reference No. **on the top right hand corner of the documents** before faxing them to TDB.

Obtaining Approval from TradeNet

Please follow the following procedures below after obtaining approval of the TDBDCO application through TradeNet:

1. you will print the TDB Export Cargo Clearance Permit (CCP) in your office if your TDBDCO application is complete and correct. You must:

- a. read the conditions stated in the approval messages and comply with them;
- b. fax (Fax No. 759 5042, Attention Mr Teo Siang Hong) the CCP to PPD (Agrotechnology) before you export the non- endangered ornamental fish;
- c. fax the CCP to PPD (CITES) (Fax No. 325 7646, Attn: Mr Bobby Lee) and the endorsed invoice with the CCP No. to PPD (Agrotechnology) (Fax No. 759 5042, Attn: Mr Teo Siang Hong) before you export any endangered species fish, eg dragon fish;
- d. fax the CCP to PPD (CITES) (Fax No. 325 7646, Attn: Mr Bobby Lee) before you export any items controlled by PPD (CITES).

2. you should collect the Certificate(s) of Origin from the TDB I&E Airport Office one working hour after you received the approval messages of the Export CCP. The address is as follows:

Singapore Trade Development Board
Imports & Exports Office (Changi AirFreight Centre)
#04-18 Cargo Agents' Building C
Singapore 819455

3. You must produce:

- a. an Authorization Letter (see Annex B);
- b. a copy of the duly signed Export CCP and/or
- c. the **original CITES Certificate** if the goods are of endangered species where a CITES Certificate has been issued by PPD (CITES)

from your company at the time of collection of your Certificate(s) of Origin. This is to ensure that the certificate(s) are given to the correct company.

Amendment and Cancellation

No amendment or cancellation through TradeNet is allowed for TDBDCI (TDB Export CCP and the Certificate of Origin). If you require amendment, eg. amendment to the Air Waybill No. on the Export CCP, you have to request for manual amendment of the CCP or/and the Certificate(s). To do this, you need to produce a letter and state the reasons for the amendment. The procedures for submitting the amendment and cancellation requests manually to TDB remain unchanged.

Forms for Outward Declarations and Certificates of Origin

We wish to advise you to keep only sufficient stock of the Outward Declaration and Certificate of Origin forms in your office as the parallel run for manual and TradeNet processing will only be for two months, ie April and May 96. After May 96, you will not need to use these forms.

For further clarifications, please contact any of the following officers :

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|--|-------------|---------------|
| 1) Customs Call Centre | | 6355 2000 |
| 2) Mr Teo Siang Hong
(Agrotechnology) | PPD | DID: 751 9847 |
| 3) Mr Bobby Lee | PPD (CITES) | DID: 227 0670 |
| 4) Mr Koh Cheng Liat | PPD (Fish) | DID: 325 7653 |

CORRECTION TO I&E NOTICE NO. 1/96 CONTROLLED HS CODES WHICH ARE AFFECTED BY THE 1996 HARMONIZED SYSTEM AMENDMENTS

Due to typographic errors, we wish to make the following amendment to I&E Notice No. 1/96:

Page 3 of Annex A, please **remove the HS code 0602 90900** under Primary Production Department, Vet. Public Health & Food Supply Div., Import Control Section (Meat).

We apologise for any inconvenience caused.

PHUA KIA CHEW
for TRADE DEVELOPMENT BOARD

ANNEX A

COMPANY LETTERHEAD

Officer-in Charge
Trade Development Board
Imports & Exports Office (Airport)
#04-18 Cargo Agents' Building C
Singapore 819455

Dear Sir

DECLARATION BY MANUFACTURER

We _____ (Manufacturer's Name),
hereby declare that we are the manufacturer of the goods to be exported by
_____ (Exporter's Name) and who has applied for
a Certificate of Origin. The Unique Reference No. for the Certificate of Origin is
_____.

Yours faithfully

Authorised Signatory

Company Stamp

Name
Designation
Date

ANNEX B

COMPANY LETTERHEAD

Officer-in Charge
Trade Development Board
Imports & Exports Office (Airport)
#04-18 Cargo Agents' Building C
Singapore 819455

Dear Sir

LETTER OF AUTHORISATION

We _____ (Company's Name) hereby
authorise Mr/Mrs/Miss/Mdm _____ (Employee's Name)
NRIC No. _____ to collect the Certificate(s) of Origin from the Trade Development
Board on our behalf. The Certificate No(s). for the Certificate(s) of Origin is/are
_____.

Yours faithfully,

Authorised Signatory

Name
Designation
Date

Company Stamp