



Circular No. 19/2009
Date: 24 / 11 / 2009

SINGAPORE CUSTOMS
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Email: customs_csi.gov.sg
<http://www.customs.gov.sg>



All Declaring Agents

PROVISION OF PERMIT DECLARATION SERVICE TO BONA FIDE TRAVELLERS ARRIVING IN SINGAPORE

Singapore Customs (SC) would like to recommend declaring agent(s) to declare TradeNet® IN-Payment permit for travellers who hand-carry goods into Singapore via the checkpoints.

2 Currently, the travellers will engage their own declaring agent to declare a permit and request for the approved permit to be faxed to SC office at the checkpoint. On some occasions, the travellers do not know who to engage and may spend some time at the checkpoint to obtain the required permit.

3 Under this arrangement, SC would provide the contact details and service fees of recommended declaring agent(s) to the travellers. The declaring agent(s) would declare the permit based on information provided by the travellers and fax the approved permit to SC office at the checkpoint. Also, the declaring agent(s) would make its own arrangement to collect the service fees and duty and/or GST, for permit declared with G7 permit condition, from the travellers.

4 Declaring agent(s) will be recommended to the travellers based on the following factors:-

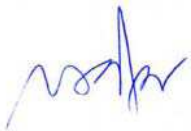
- (i) It is registered with SC for TradeNet permit declaration and has a valid IBG account with SC;
- (ii) It provides 24 x 7, including weekends and public holidays, permit declaration service and is contactable at all times;
- (iii) It is willing and able to provide permit declaration service to travellers referred by SC; and
- (iv) It is knowledgeable and professional to provide correct advice to travellers on customs documentary requirements and is able to declare the permit accurately within 30 minutes from the time contacted by the traveller;
- (v) It can fax the permit to SC office immediately upon approval; and
- (vi) It charges a reasonable service fee.

Our Vision: An Active and Valuable Partner for the Trading Community
Our Quality Policy: Your Satisfaction, Our Pride

5 SC hereby invites declaring agents to submit their proposal including company's profile and a duly completed Annex A stating the service fee chargeable for the different scenarios.

6 Please submit your proposal to customs_csi@customs.gov.sg by 15 December 2009.

7 If you need further clarification on the content of this circular, please call Mr Bryant Chiang at 6542 0251 or email your query to customs_csi@customs.gov.sg.



JOYCE LIM
HEAD
CHECKPOINT SERVICES & INVESTIGATION BRANCH
for DIRECTOR-GENERAL OF CUSTOMS

THE DIFFERENT SCENARIOS

Please furnish your service fees for declaring **IN-Payment permits, e.g. IG and DP permit** under **G1 condition** (travellers pay the duty/GST directly to Singapore Customs at the checkpoints) and under **G7 condition** (the duty/GST will be deducted through the declaring agent's IBG account) and its validity period for the following scenarios.

Scenario	A	B	C	D	E	F	G	H
During office hour (from 9am to 6 pm) on weekdays	X	X	X	X				
After office hour (from 6pm to 9am next day) on weekdays, and whole day on weekends and public holidays					X	X	X	X
Singaporeans, Singapore PR or pass holders	X	X			X	X		
Foreigners			X	X			X	X
Duty and/or GST amount up to \$500	X		X		X		X	
Duty and/or GST amount exceeding \$500		X		X		X		X
Service fee for permit with G1 condition*								
Service fee for permit with G7 condition*								
To indicate the validity period of the service fee								

Illustration: Scenario A depicts the permit declaration service is required during office hours (between 9am and 6pm) and the traveller is a Singaporean, Singapore PR or pass holders (eg employment pass holder) and the total duty/GST amount involved is \$500 or less.

* Please fill in the service fee and its validity period and submit this Annex together with your proposal to Singapore Customs.