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**CUSTOMS AND EXCISE DEPARTMENT**

55 Newton Road  
#10-01 Revenue House  
Singapore 307987

**REPUBLIC OF SINGAPORE**

Telephone : 3552000  
Telefax : 2508663  
Homepage : <http://www.gov.sg/customs/>  
E-mail : [CED\\_E-mail@ced.gov.sg](mailto:CED_E-mail@ced.gov.sg)

All Traders and Declaring Agents



**REGISTRATION OF CORPORATE E-MAIL ADDRESSES AND TYPES OF OPERATIONS OF EXISTING COMPANIES REGISTERED WITH CUSTOMS**

The Department has commenced in Nov 99 a pilot project to send letters via e-mail to licensees of licensed and bonded warehouses. As this pilot project is successful, the Department has decided to send correspondences via e-mail to other trading sectors progressively.

2 In order to reap the benefits of this project, the Department would like to invite you to register your corporate e-mail address with us by filling up the attached Registration Form. The registered e-mail address should not be a personal e-mail address but must be an address associated with your company. The completed Form should be returned to this Department by post or fax within 14 days from the date of this letter.

3 You may register more than one e-mail address with us, if you wish the correspondences pertaining to permits to be sent to the appropriate Branch/Division of your organization for action by the relevant declarants. To avail yourself of this facility, please associate your declarants with the e-mail address of the offices in which they are working, so that correspondences for permits would be sent to the appropriate offices for action by the declarants. You may also opt to have a copy of all correspondences to be sent to your corporate e-mail address as a file copy for information. Such file copy of correspondences would be identified by the word "cc" in the correspondences. However, please note that correspondences not pertaining to permits, or those pertaining to multiple permits declared by different declarants would be sent to your corporate e-mail address for dissemination and action.

4 You will be informed of the date of implementation of this project.

5 We have also received feedback from companies that certain types of information circulated were not relevant or useful to their companies. Hence, in order to provide quality service for speedy dissemination of information, we will also request you to provide the type of business operation of your company in Part III of the form.

6 Please contact our Customs Call Centre on telephone number 3552000 followed by (\*) (0) should you need further clarifications.

HO ANN CHUAN  
HEAD DOCUMENTATION  
for DIRECTOR-GENERAL OF CUSTOMS & EXCISE

*The Way of Excellence in Public Service*



# REGISTRATION OF CORPORATE E-MAIL ADDRESSES AND TYPES OF OPERATIONS OF EXISTING COMPANIES REGISTERED WITH CUSTOMS

*Please complete this form and return it via fax or post to :-  
CUSTOMS & EXCISE DEPARTMENT (CED)*

For more information, call us at :  
☎ 355 2000 (CED)

55 Newton Road  
#10-01, Revenue House  
Singapore 307987  
Fax: 250 9606

## PART I PARTICULARS OF ESTABLISHMENT

Central Registration (CR) No

COMPANY NAME

Telephone Number  Fax Number

## PART II EMAIL ADDRESS [ Please fill in BLOCK LETTERS ]

CORPORATE OFFICE Email Address \_\_\_\_\_

Please provide the following information to associate your declarants with the e-mail address of the office in which they are working, if you wish to register more than one e-mail address with this Department:

D1 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>
D2 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>
D3 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>
D4 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>
D5 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>
D6 : Declarant User ID No	<input style="width: 100%;" type="text"/>	Email Address	<input style="width: 100%;" type="text"/>

\*Please specify if you would like a copy of all correspondence to be sent to your Corporate E-mail address for information.  yes  No

## PART III \* TYPES OF OPERATION (You may specify up to a maximum of five types of operation)

<input type="checkbox"/> Importer of Non-Dutiable Goods	<input type="checkbox"/> Importer of Liquors & Tobacco	<input type="checkbox"/> Importer of Motor Vehicles
<input type="checkbox"/> Importer of Petroleum Products	<input type="checkbox"/> Liquors & Tobacco Licensed Warehouse Operator	<input type="checkbox"/> Motor Vehicles Licensed Warehouse Operator
<input type="checkbox"/> Petroleum Licensed Warehouse Operator	<input type="checkbox"/> Bonded Warehouse Operator	<input type="checkbox"/> Petroleum Bonded Warehouse Operator
<input type="checkbox"/> Ship Owner	<input type="checkbox"/> Ship Agent	<input type="checkbox"/> Ship Chandler
<input type="checkbox"/> Airlines	<input type="checkbox"/> Air-Cargo Agent	<input type="checkbox"/> Courier Services
<input type="checkbox"/> Freight Forwarder	<input type="checkbox"/> Tradenet Declarant	<input type="checkbox"/> Companies Operating Out of Singapore
<input type="checkbox"/> Foreign Embassy	<input type="checkbox"/> Statutory Board/Government Department	<input type="checkbox"/> Non-Commercial Organisation
<input type="checkbox"/> Others (Please specify)	<input style="width: 100%;" type="text"/>	

## PART IV DECLARATION

I declare that the information contained in this form is true and correct and I undertake to inform this Department immediately of any change(s) to the particulars in this form.

**[To be signed by the Chairman / Managing Director / Director / Proprietor or a partner of the company / firm. His / her name should appear in the Registrar of Companies & Businesses (RCB) Computer Information - Business Profile - Slip]**

Name	Signature and Date
NRIC / Passport No	<input style="width: 100%;" type="text"/>
Designation	Company/Firm Stamp <input style="width: 100%;" type="text"/>