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Circular No.: 12/2010

Date: 29 July 2010



To: All Traders and Declaring Agents

## RE-STRUCTURING OF TRADE DIVISION IN SINGAPORE CUSTOMS

With effect from 2 August 2010, Trade Division will be re-structured to better serve the trade. Under the new organisation chart, the five branches are as follows:

- Procedures & Systems Branch (PSB)
  - Handles and processes trade documents, including TradeNet® permits, strategic goods permits, registration, refunds, etc.
- Tariffs & Trade Services Branch (TTSB)
  - Handles Customs' matters relating to valuation, rules of origin (including Certificate of Origin) and classification (including strategic goods)
- Schemes & Licensing Branch (SLB)
  - Administers Customs' tax suspension schemes and licences (including manufacturing licences), strategic goods control schemes and supply chain security schemes
- Client Relations Branch (CRB)
  - Develops and administers mechanisms for effective engagement of businesses, including developing new schemes and to foster stronger relationship with industries
- Trade Strategy & Security Branch (TSSB)
  - Formulates strategies to meet the changing business needs and international trends, including strategic goods control and supply chain security

2 The contact details for the various Customs' services after the re-structuring are as follows:

<b>Services</b>	<b>Trade Branches</b>	<b>Email Address</b>	<b>Fax Number</b>
Customs Documentation and Procedures <ul style="list-style-type: none"> <li>• permits processing, TradeNet®</li> <li>• registration of Inter-Bank GIRO, Banker's Guarantee/Insurance Bond, etc.</li> </ul>	PSB	customs_documentation@customs.gov.sg	6250 9605
Strategic Goods Control <ul style="list-style-type: none"> <li>• permits processing</li> <li>• registration as brokers</li> <li>• Import Certificate and Delivery Verification Certificate, etc.</li> </ul>	PSB	customs_stgc@customs.gov.sg	6355 2156
National Authority (Chemical Weapons Convention) <ul style="list-style-type: none"> <li>• licence applications for import/ export/ production/ processing/ consumption of Scheduled chemicals and Discrete Organic Chemicals</li> </ul>	PSB	customs_nacwc@customs.gov.sg	6775 5946
Refund <ul style="list-style-type: none"> <li>• application for refund of duty/GST</li> </ul>	PSB	customs_refund@customs.gov.sg	6355 2156
Rules of Origin and Certificate of Origin <ul style="list-style-type: none"> <li>• application for registration as a manufacturer and Certificate of Origin</li> </ul>	TTSB	customs_roo@customs.gov.sg	6337 6360/ 6337 6361
Valuation <ul style="list-style-type: none"> <li>• valuation for customs and GST purposes</li> </ul>	TTSB	customs_ttsb@customs.gov.sg	6355 2134
Schemes, Licences and Programmes <ul style="list-style-type: none"> <li>• application for licensed premises for storage and manufacture, Secure Trade Partnership Programme and Strategic Trade Scheme</li> </ul>	SLB	customs_schemes@customs.gov.sg	6337 9956

3 If you require further clarification or information, please email your queries to [customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg)

4 Thank you and regards.



KAREN LIM (MS)  
HEAD PROCEDURES & PROCESSING BRANCH  
for DIRECTOR-GENERAL OF CUSTOMS  
SINGAPORE CUSTOMS