

Circular No: 1/97 dated 14 Jan 97

To All Licensed Warehouse Operators

APPLICATION FOR OVERTIME AT LICENSED WAREHOUSES

1. It has been noticed that the application letters for overtime submitted by licensees are varied. Some of the letters are too brief and do not contain sufficient information to justify the overtime application. Quite often, we have to call up the applicants to find out more details.
 2. In order to main uniformity of such application letters, we have drawn up a standard letter as per copy attached for your compliance. We wish to seek your co-operation to complete the information before faxing to Warehousing Branch. The fax number at 2509950 remains unchanged.
 3. We also wish to take this opportunity to remind you that all overtime applications are required to be submitted to us not less than one hour before the ordinary closing hours, ie by 3.30 pm on weekdays and by 11.30 am on Saturdays.
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Licensed Warehouse Operator
Letterhead

Our Ref:

Date:

Head Warehousing
Customs & Excise Department
#10-01 Revenue House
55 Newton Road
Singapore 307987
[Fax: 2509950]

Dear Sir

APPLICATION FOR OVERTIME AT LW _____

1. We wish to apply for extension of working hours on _____ from _____ am/pm to _____ am/pm at the above licensed warehouse.
2. Reasons for application of overtime.

* (i) * Stuffing/unstuffing of _____ x 20'/40' containers.

* (ii) Others _____

3. Quantity of cigarettes: _____
Brand of cigarettes: _____
Total quantity of liquors: _____
Types of liquors (brandy/whisky etc): _____
Permit No(s) : _____
Name of vessels: _____ *ETA/ETD: _____
Port of discharge _____
Name of exporter: _____
Place of loading: _____
4. We undertake to pay overtime fee due to Customs & Excise Department.
5. Your approval is appreciated.

Yours faithfully

(Signature/Name/Designation)
