

Frequently Asked Questions (FAQs) on Manifest Procedures

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

We are pleased to list below for your information the answers to the FAQs on the manifest procedures :

Question 1

My vessel called at various ports before arriving in Singapore. Which port of loading do I declare on my Manifest Reconciliation Statement (MRS)?

Answer

For arrivals you have to indicate the first port of loading ie. the first port at which the goods were originally loaded onto the vessel for export to Singapore.

Similarly, if your vessel is calling at various ports before arriving at the port of discharge, you have to indicate the final port of discharge ie. the port at which your shipment is off-loaded.

Question 2

My cargo was supplied by various suppliers. I will be shipping the cargo to my consignee overseas. Only one Bill of Lading has been cut. Can the Export Permit be applied by the individual suppliers?

Answer

No. The Export Permit should be applied by the shipper as shown in your Bill of Lading.

Question 3

My vessel sailed for the purpose of sea trial without any cargo on-board. Do I have to submit a manifest to TDB?

Answer

Yes. You are required to submit a Nil Manifest to TDB, even though the vessel departed for the purpose of sea trial and there was no cargo on-board.

Question 4

I have switched my Bill of Lading in Singapore. Do I have to apply for the Import and Export Permits?

Answer

If your cargo is intended to be shipped direct from the port of loading to the final port of discharge but your shipping agent has arranged for it to be transhipped through Singapore, you are not required to apply for the Import and Export Permits but you must provide us with a copy of the original through BL in lieu of the Permits.

However, if your cargo is shipped through Singapore and you are manifested as the consignee or consignor on your carrier's manifest, you are required to apply for the Import and Export Permits for the cargo.

Question 5

Must I declare Permits for the import and export of used empty containers for recycling purposes?

Answer

No. If your containers are for recycling purposes (HS Code 9892 00 26), you are not required to declare a TDB Permit. However, if your empty containers for recycling purposes are manifested, you must indicate clearly against the item that it is "for recycling purposes". The exemption also applies to all freight forwarders and traders who import and export used empty containers for recycling purposes.

For details, please refer to our [I&E Notice 5/97 dated 12 Jun 97](#).

PHUA KIA CHEW
for TRADE DEVELOPMENT BOARD