

Circular No: 11/97 dated 14 Jun 97

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To All Licensed Warehouse Operators

**APPLICATION FOR CUSTOMS SUPERVISION**

1. It has been noticed that the application letters for various Customs supervision submitted by licensees are of different formats. Some of the letters do not provide sufficient information. Quite often, we have to call up the applicants to find out more details.
  2. In order to maintain uniformity, 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.
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Company's Letterhead

Date:

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

Dear Sir

**APPLICATION FOR CUSTOMS SUPERVISION**

1. We wish to apply for Customs supervision on the operations indicated below:  
Date : \_\_\_\_\_ Time : \_\_\_\_\_  
Venue : \_\_\_\_\_
2.  Stuffing of Containers \_\_\_\_\_ X 20' & \_\_\_\_\_ X 40'
3.  Unstuffing of containers \_\_\_\_\_ X 20' & \_\_\_\_\_ X 40'
4.  Repacking/Palletising/Survey of liquors/tobacco
5.  Sampling of liquors  Test-weighing of  
cigarettes
6.  Others (Specify)
7. \_\_\_\_\_

Customs Permit No: \_\_\_\_\_ Name of Vessel:

Containers No: \_\_\_\_\_ TT time:

Lot No Description of Goods

Lot No	Description of Goods
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. This application is made on behalf of our client:
9. We undertake to pay supervision fees due to Customs & Excise Department by GIRO.

Yours faithfully

\_\_\_\_\_  
(Signature / Name / Designation of Applicant)

Notes:

1. Complete one application form for all types of operations requiring Customs services on the same day (eg: unstuffing, survey and extraction of sample relating to one lot or different lots).
2. Applications must be faxed to Fax No: 2509950 before 3.30 pm for the next day's operation.
3. Tick the appropriate box.

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