

Your ref :

Circular No.: 18/2008

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**DATA CONVERSION IN PREPARATION FOR IMPLEMENTATION OF UEN**

As stated in our Circular No. 17/2008 dated 7 August 2008, conversion tools will be available via the UEN website at <http://www.uen.gov.sg> from 1 October 2008. You can either perform an online search or download the UEN from the website from this date.

2 If you prefer to obtain the corresponding UEN based on the CR Number that you have in your database, you may wish to collate and prepare an input file which contains your list of CR Number in an ASCII text file format. The size of the file should not exceed 5MB and you can create additional input file, if necessary. The naming convention of this file is “yyyymmdd\_UENmapping\_99.txt” where

- i. “yyyymmdd” refers to the date the file is generated and
- ii. “99” refers to the 2 digit sequence number if there are more than 1 input request file.

An example of the input file is as follows:

- a. File name is “20081001\_UENmapping\_01.txt”
- b. Input file consists of a list of CR Number

12345670000A  
23456780000B  
34567890000C  
.....

3 Full details on the procedures to submit the input file will be available at [www.uen.gov.sg](http://www.uen.gov.sg) from 1 October 2008. If you require further clarification on this circular, please email your queries to [uen\\_tech@ncs.com.sg](mailto:uen_tech@ncs.com.sg) while for Customs matters, please email to [Customs\\_Documentation@customs.gov.sg](mailto:Customs_Documentation@customs.gov.sg).

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