

Singapore Customs, Strategic Goods Control Branch
 55 Newton Road, #06-02, Revenue House
 Singapore 307987
 Contact No: 6337 5996
 Fax No: 6337 5212
 Email: customs_stgc@customs.gov.sg



FORM I - APPLICATION FOR TIER 3 PERMIT

This form may take you about 15 minutes to complete.

You will need the following information to fill in the form:

- Your company's particulars
- Controlled strategic good(s)/technology that your company deals with
- The country(s) of destination of the above good(s)/technology

Important Notes:

1. Please fill in all fields (Write NA if not applicable).
2. Tick (✓) where applicable.
3. This application must be signed:
 - a. If a partnership, by one of the partners or an employee of the firm duly authorised in writing by one of the partners; or
 - b. If a body corporate, by a director, the secretary or an employee duly authorised in writing by a director or the secretary of the body corporate.
4. Please complete the application form and submit it with the relevant supporting documents (via email, fax or post) to Singapore Customs.

Application No.:
(for official use only)

Section A: Application Purpose

1. New Application Renewal of Permit Updating of Record Addition of Products/Country(s)

If the purpose is renewal of permit or updating of record, please fill in the current permit number in the "Current Permit No." field below and complete Sections B, C and G.

If the purpose is addition of products/country(s), please fill in the current permit no. and complete Sections D and G.

Current Permit No.

Section B: Company's Particulars

2. Company Name:

3. Entity Identifier/UEN:

4. Address:

5. Website Address:

6. Date of Incorporation:
 (dd/mm/yyyy)

7. Principal Business Activities:

Section C: Contact Person's Particulars

8. Name:

9. Designation:

10. Contact No.:

11. Fax No.:

17. Under Regulation 20 of the SGCR, the following records shall be kept:

- a description of the goods, documents or technology;
- the date on which the goods, document or technology was exported, transhipped, brought in transit or transmitted;
- the quantity of the goods or document that was exported, transhipped, brought in transit, acquired or disposed of;
- in so far as it is known to the permit holder, the particulars of the recipient and end-user of the goods, document or technology;
- in so far as it is known to the permit holder, the particulars of the supplier of the goods, document or technology;
- permit granted to the permit holder;
- document issued by the relevant authority of the country from or through which the goods, document, technology was exported, transhipped, brought in transit or transmitted allowing such goods, document or technology to be exported or brought out of the country, transmitted, acquired or disposed of;
- document issued by the relevant authority of the country into which the goods, document, technology was imported or transmitted authorising the import or transmission of such goods, document or technology into the country;
- end-user certificate or statement;
- invoice issued in respect of the sale of the goods, document or technology in respect of which the permit relates;
- bill of lading or airway bill; and
- contract for the acquisition or disposal of the goods, document or technology to which the permit relates,

for a period of at least:

- i) **5 years** from the end of the calendar year in which the act authorised by the permit is carried out, for export, transhipment and bringing in transit of strategic goods; or
- ii) **5 years** from the end of the calendar year in which the act authorised by the permit is carried out, for transmission of strategic goods technology.

18. In addition, every permit holder is also required to keep the following documents and records (where applicable):

- Internal documents recording the assessment of a consignee or end-user;
- Business transaction documents such as order forms, transaction-related communications, etc;
- Internal audit reports and internal training records;
- Records of instructions to subsidiaries/affiliates;
- Reports and details of non-compliance incidents (if any); and
- Other supporting documentation

19. The Director-General may at any time require the records to be audited and verified by an authorised officer.

20. Every permit holder shall allow the records or documents to be inspected and copied by any authorised officer.

21. Where any document or record is not legible, the permit holder who is required to maintain the document or record shall, at the request of the authorised officer reproduce the document or record in a legible manner.

22. In addition, you are also required to notify Singapore Customs of any change in the particulars declared in your Tier 3 permit application **within 14 days** of that change. Should there be a need to include any new product(s) or country(s) of destination to be covered under the same Tier 3 permit, please write in to Singapore Customs in advance. The inclusion of the new product(s) or country(s) of destination will be effective upon our writing to your company of our approval of such inclusion.

23. Please note that your company is obliged to inform Singapore Customs if it :

- i) knows, or
- ii) has reasonable grounds to suspect that the end-user is intending or likely to use, wholly or in part, the strategic goods/technology in the development, production, maintenance or storage of nuclear, chemical or biological weapons or missiles which are capable of delivering any of these weapons.

24. Singapore Customs has the right to revoke your company's Tier 3 permit should you fail to comply with the SGCA and the SGCR, or any other applicable or related domestic laws or has contravened any condition of this permit.

Section F: Submission of Supporting Documents

25. The following supporting documents must be submitted to Singapore Customs:

a) Brief on company's working procedures in relations to the company's Internal Compliance Programme; and

b) Details of company's Internal Compliance Programme (e.g. handbook/manuals/standard operating procedures/detailed write-up)

Other relevant supporting documents, if any.

Please state:

Section G: Declaration and Undertaking

26. I/We have read and understood the conditions under Section E of the application form. I/We declare that all the information provided is true and correct, to the best of my/our knowledge.

27. I/We hereby undertake to submit a monthly report containing the required information relating to the goods, documents or technology that are exported pursuant to this Tier 3 permit.

28. Name of Authorised Personnel:

29. NRIC/Passport No.:

30. Signature:

31. Designation:

32. Contact No.:

33. Fax No.:

34. Email:

35. Date:
(dd/mm/yy)

36. Company Stamp: