



Singapore Customs,
Schemes & Licensing Branch
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Revenue House
Singapore 307987
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Fax No. : 6337 9956
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APPLICATION FOR STRATEGIC TRADE SCHEME (STS) TIER 3 PERMIT

This form may take you 30 minutes to complete.

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

- (a) Your company's particulars;
- (b) Controlled strategic good(s)/technology which your company deals with; and
- (c) The country(ies) of destination of the above good(s)/technology.

Important Notes:

1. Please fill in all fields. Indicate "NA" if the field is not applicable.
2. Tick (✓) where applicable.
3. This application must be signed:
 - (a) If the application is an individual or sole proprietorship, the individual or sole proprietor himself;
 - (b) If the applicant is a partnership, a partner or an employee of the firm duly authorised in writing by one of the partners to act on behalf of the partnership firm; or
 - (c) If the applicant is a body corporate, a director, a secretary or an employee duly authorised in writing by a director to act on behalf of the company.
4. Please complete the application form and submit it with the relevant supporting documents (via email, fax or post) to Singapore Customs. Please complete the application form and submit it with the relevant supporting documents (via email, fax or post) to Singapore Customs.

For Official Use Only

Application No.:

Date Received:

Date Approved/Rejected:

Validity:

SECTION A APPLICATION PURPOSE

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

If the purpose is for the renewal of permit or updating of record, please fill in the existing permit number in the "Existing Permit No." field and Sections B, C and I.

If the purpose is for the addition of products/country(ies), please fill in the existing permit number in the "Existing Permit No." field and Sections D, E and I.

Existing Permit No.

SECTION B COMPANY'S PARTICULARS

2. Company Name:

3. Entity Identifier/UEN:

4. Address:

5. Contact Number:

6. Fax Number:

7. Website Address:

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

9. Date of Internal Compliance Programme (ICP) Implementation (dd/mm/yyyy):

10. Principal Business Activities:	
11. Main Product(s) & Service(s):	
12. Main Export/Sales Markets:	
13. Percentage of Strategic Goods against All Products	%
14. Percentage of Strategic Goods Export against Total Export Volume	%
15. Main Customers/Customer Groups/Suppliers/Business Partners	

SECTION C CONTACT PERSON'S PARTICULARS

16. Primary Contact Person's Particulars	
Name:	Designation:
Contact Number:	Fax Number:
Email:	
17. Secondary / Alternative Contact Person's Particulars	
Name:	Designation:
Contact Number:	Fax Number:
Email:	

SECTION D COUNTRY(IES) OF DESTINATION

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SECTION E PRODUCT INFORMATION*(Please attach additional sheet(s) if necessary.)*

S/N	Product Description	Strategic Goods Product Code	Is an Export Licence required from the Country of Origin in order for the item/technology to be exported to Singapore?*	Is Re-export Approval required from the Country of Origin in order for the item/technology to be exported from Singapore to the destination country /end-user?*
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":
			<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":	<input type="checkbox"/> Yes <input type="checkbox"/> No Reason, if "No":

SECTION F SUBMISSION OF SUPPORTING DOCUMENTS

18. Please submit the following supporting documents (via email, fax or post) to Singapore Customs together with this application form. Please number all pages of the supporting documents and indicate the total number of pages at the top right corner of every page.

- Completed TradeFIRST self-assessment checklist, with supporting documents as stated in the TradeFIRST self-assessment checklist;
- Annex A – Technical Specifications/Data Sheets/Brochures of the product(s) stated in Section D; and
- Annex B – Material Safety Data sheet (MSDS) or Certificate of Analysis (COA) if the product(s) in Section D involve(s) chemical items.
- Annex C – Export/Re-export Licences, where applicable.
- Annex D – Other relevant supporting documents, if any.

Please state:

SECTION G REMARKS (if any)

SECTION H TERMS AND CONDITIONS

1. The Tier 3 permit will be valid for the period as specified by Singapore Customs in the Letter of Approval, subject to your company's compliance to the following conditions and other requirements of the Strategic Goods (Control) Act (SGCA) and Strategic Goods (Control) Regulations (SGCR):

- (a) The strategic goods or technology are not exported or transferred to any country, person or entity that is subjected to any sanction imposed pursuant to a decision of the United Nations Security Council;
- (b) Approvals by other local Competent Authorities (if applicable) and relevant authorities in the importing or exporting countries must be obtained for the strategic goods or technology (if the import or export of these goods or technology is subject to controls by these countries); and
- (c) The strategic goods or technology are not known, believed or suspected to be used in relation to a nuclear, chemical, or biological weapons programme; or missiles capable of delivering these weapons.

2. Under Regulation 20 of the SGCR, the following records shall be kept for a period of at least **5 years** from the end of the calendar year in which the act authorised by the permit is carried out, for export, transshipment, bringing in transit of strategic goods and transmission of strategic goods technology:

- a description of the goods, document 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;
- the particulars of the recipient and end-user of the goods, document or technology;
- the particulars of the supplier of the goods, document or technology;
- the permit granted to the permit holder;
- the 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;
- the 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;
- the end-user certificate or statement;
- the invoice issued in respect of the sale of the goods, document or technology in respect of which the permit relates;
- the bill of lading or the airway bill; and
- the contract for the acquisition or disposal of the goods, document or technology to which the permit relates.

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

<ul style="list-style-type: none"> • 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. 	
4. The Director-General may at any time require the records to be audited and verified by an authorised officer.	
5. Every permit holder shall allow the records or documents to be inspected and copied by any authorised officer.	
6. 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.	
7. In addition, you are also required to notify Singapore Customs of any change made to the declared particulars or information submitted 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(ies) of destination to be covered under the same Tier 3 permit, please write in to Singapore Customs in advance.	
8. Please note that your company is obliged to inform Singapore Customs if it : <ul style="list-style-type: none"> (a) knows, or (b) 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. 	
9. Singapore Customs has the right to revoke your company's Tier 3 permit should you fail to comply with the SGCA and the SGR, or any other applicable or related domestic laws or has contravened any condition of this permit.	
SECTION I DECLARATION AND UNDERTAKING	
19. I/We have read and understood the conditions under Section H of the application form. I/We declare that all the information provided is true and correct, to the best of my/our knowledge.	
20. I/We hereby undertake to submit a monthly report containing the required information relating to the goods, documents and/or technology that are exported pursuant to this Tier 3 permit.	
21. Name of Authorised Personnel:	
22. NRIC/Passport Number:	
23. Designation:	24. Contact Number:
25. Fax number:	26. Email:
27. Date (dd/mm/yyyy):	28. Signature: