

Declaration by Subcontractor(s)

TDB RU 140.11 V2

21 Dec 93

To: Textile and Garment Manufacturers
Registered with the Regulatory Unit

1. We refer to the briefing on the revised textile quota allocation guidelines held on 19 Oct 93 for all textile and garment manufacturers registered with the Regulatory Unit of the Trade Development Board (TDB). During the briefing, we announced that from **1 Jan 1994**, manufacturers who use subcontractors to produce their goods for export to the US, EC, Canada and Norway will have to attached a separate declaration by their subcontractor(s) for each consignment.

Submission of Subcontractor's Declaration

2. A copy of the [Subcontractor's Declaration](#) and the Outward Declaration (OD) is attached in Annex A. The manufacturer must state in box 47 of the OD the following "See Attached Subcontractor's Declaration". A duly completed Subcontractor's Declaration should then be submitted with the OD. This requirement also applies to OD made through TradeNet.
3. The Subcontractor's Declaration will consist of the Singapore OD's pre-printed number, description of product, category number, quantity of the product and the manufacturing operations carried out in his own factory in Singapore. Where more than one subcontractor is involved in the manufacture of a consignment, each subcontractor will make a separate declaration. The subcontractors will complete their declaration by signing and placing their respective company's stamp on the appropriate column. The authorised signatory should be the proprietary, director or manager of the subcontracted company.
4. The Subcontractor's Declaration must be attached to the OD at the time of submission for TDB's processing.
5. For ODs made via TradeNet, the exporter is required to indicate the statement "See Attached Subcontractor's Declaration" in the remarks field. He will indicate clearly the Unique Reference No. of this TradeNet declaration in the "Singapore Outward Declaration No." column of the Subcontractor's Declaration and fax it to the TDB **immediately after transmitting his OD**. The TDB will process his TradeNet declaration only upon receipt of the subcontractor's declaration. TDB's fax nos are 2724720 and 2700175.

When must Subcontractor's Declaration be Submitted

6. Manufacturers who subcontract the principal manufacturing operations such as cutting and sewing will have to comply with this requirement.
7. Manufacturers who export their final products to the quota countries under the Outward Processing Arrangement will have to submit the Subcontractor's Declaration together with the required OPA supporting documents. For the OPA users, in the column on "Description of Manufacturing Operations Carried Out by Subcontractor:", they need only state the date of the TDB's approval letter for the registration of the particular product style no. under the OPA as well as the OPA Registration No. for the said product style no.
8. Manufacturers who subcontract out minor processes which do not affect the origin status of the goods such as printing, simple embroidery, ironing, washing or packing, do not

have to submit the Subcontractor's Declaration. However, manufacturers who subcontract these processes outside Singapore must inform the TDB in writing.

Penalty

Consignments declared in ODS without the Subcontractor's Declaration and the statement on the OD as mentioned in paragraph 2 will be deemed to have been manufactured in the manufacturer's factory in Singapore. If this fact is subsequently found to be incorrect, the Board will take action against the manufacturer for making a false declaration.

9. To avoid delay in the processing of your ODs, please inform your staff to take note of this procedure which will be implemented on **1 Jan 1994**.
10. If you have any query, please contact:

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Mr Ching Kwock Pui - Tel No. 2790323

PHUA KIA CHEW
for CONTROLLER & REGISTRAR OF
IMPORTS & EXPORTS
TRADE DEVELOPMENT BOARD