

NA(CWC) 3/99

24 December 1999

To: All NA(CWC) Licensees, Traders,
Freight Forwarders, Cargo Agents and Carriers

Dear Sir/Mdm



Singapore Trade
Development Board

Director, National Authority
(Chemical Weapons Convention)
20 Science Park Drive
Singapore 118230

Tel (65) 775 5137
Fax (65) 775 5946

**SUBMISSION OF PERMIT APPLICATIONS FOR ITEMS CONTROLLED BY
DIRECTOR, NATIONAL AUTHORITY (CHEMICAL WEAPONS
CONVENTION) FOR THE YEAR 2000**

We are pleased to inform you that our IT system, including the Tradenet System has been tested and verified to be Y2K Compliance.

2. However, there may be possibilities that the Y2K bug will still disrupt the regular activities through the Tradenet (e.g. permit application, printing of permits) during the year 2000.
3. NA(CWC) would like to advise all NA(CWC) Licensees, Traders, Freight Forwarders, Cargo Agents and Carriers to avoid the submission of permits application on the following critical dates:
 - a) 31 December 1999,
 - b) 1 January 2000,
 - c) 28 February 2000,
 - d) 29 February 2000, and
 - e) 1 March 2000.
4. In the event of Total Tradenet System Failure, the contingency plan disseminated to you in TDB's circular, reference no. I&E Notice No. 16/99 dated 4 Dec 99 will be activated.
5. For permits application of items controlled by National Authority (CWC) during this period, the Letter of Undertaking¹ endorsed by NA(CWC) and the supporting document(s) (i.e. Bills of Lading, Airway Bills, invoices) must be presented to Customs for clearance of consignment.

6. NA(CWC) will endorse the Letter of Undertaking when the following requirements have been fulfilled:
- (a) For import of controlled items, the following documents must be presented to NA(CWC):
 - (i) Completed Letter of Undertaking on Company Letterhead
 - (ii) NA(CWC) Licence
 - (b) For export of Controlled Items, the following documents must be presented to NA(CWC):
 - (i) Completed Letter of Undertaking on Company Letterhead
 - (ii) NA(CWC) Licence
 - (iii) End User Certificate² (Form A & B)
7. This endorsement can be obtained from authorised officers of NA(CWC) at **National Authority (CWC), 20 Science Park Drive, Singapore 118230.**
8. Attached as Annex A is a set of proposed procedures for permit application for items controlled by National Authority (CWC), in event of Total Tradenet System Failure.
9. If you need further clarifications, please contact NA(CWC) helpdesk at Tel: 775 5137 or Fax: 775 5946.



Ms Chan Sock Cheng
For Director,
National Authority
(Chemical Weapons Convention)

¹ Please refer to the format of Letter of Undertaking in Annex B

² End User Certificate is required only for transfer of Schedule 2 and 3 Chemicals to Non States Parties. It consists of Form A and B, which will be completed by importer and exporter with endorsement from government of recipient states, respectively.

PROPOSED PROCEDURES FOR PERMIT APPLICATION IN EVENT OF TOTAL TRADENET SYSTEM FAILURE

A. For Import of Items Controlled By National Authority (CWC)

1. Prepare the Letter of Undertaking on Company Letterhead. Duplicate two copies of the completed Letter of Undertaking.
2. Get NA(CWC) Licence ready.
3. Get supporting document(s) ready (e.g. Bills of Lading, Airway Bills, invoices). Duplicate two copies of each supporting document.
4. Obtain NA(CWC)'s endorsement on the Letter of Undertaking with the following attachments:
 - (i) NA(CWC) Licence and
 - (ii) relevant supporting document(s).

This endorsement can be obtained from authorised officers of NA(CWC) at **National Authority (CWC), 20 Science Park Drive, Singapore 118230.**

5. Upon endorsement, NA(CWC) officers will retain first set of Letter of Undertaking attached with relevant supporting document(s).
6. Present the second set of endorsed Letter of Undertaking and relevant supporting document(s) to Customs for clearance of consignment. Customs officers may retain the second set of Letter of Undertaking attached with relevant supporting document(s).
7. The importer should retain the third set of Letter of Undertaking and relevant supporting document(s).
8. When the Tradenet System is restored, submit these import permit(s) application through TradeNet within 3 days from the resumed date for consignment(s) imported under the Letter(s) of Undertaking.

PROPOSED PROCEDURES FOR PERMIT APPLICATION IN EVENT OF TOTAL TRADENET SYSTEM FAILURE

B. For Export of Items Controlled By National Authority (CWC)

1. Prepare the Letter of Undertaking on Company Letterhead. Duplicate two copies of the completed Letter of Undertaking.
2. Get NA(CWC) Licence ready.
3. Get the copy of completed End User Certificate ready.
4. Get supporting document(s) ready (e.g. Bills of Lading, Airway Bills, invoices). Duplicate two copies of each supporting document.
5. Obtain NA(CWC)'s endorsement on the Letter of Undertaking with the following attachments:
 - (i) NA(CWC) Licence,
 - (ii) completed End User Certificate (Form A and Form B) and
 - (iii) relevant supporting document(s).

This endorsement can be obtained from authorised officers of NA(CWC) at **National Authority (CWC), 20 Science Park Drive, Singapore 118230.**

6. Upon endorsement, NA(CWC) officers will retain first set of Letter of Undertaking attached with relevant supporting document(s).
7. Present the second set of endorsed Letter of Undertaking and relevant supporting document(s) to Customs for clearance of consignment. Customs officers may retain the second set of Letter of Undertaking attached with relevant supporting document(s).
8. The importer should retain the third set of Letter of Undertaking and relevant supporting document(s).
9. When the Tradenet System is restored,
 - (i) submit the export permit(s) application through Tradenet within 3 days from the resumed date for consignment(s) exported under the Letter(s) of Undertaking, and
 - (ii) submit the original End User Certificate(s) within 14 working days from the date of approval of processed permit(s).

Letterhead of the Company

ANNEX B

Date:

The Director-General of Customs & Excise
Singapore

Clearance No:

(This Clearance No. endorsed by Customs is to be quoted on top of the bar code of the CCP to be submitted to CED.)

LETTER OF UNDERTAKING

I certify that the following consignment will be *imported/exported on _____ at _____ through _____ Customs Checkpoint without a Customs/Joint Cargo Clearance Permit. I undertake to apply for a Customs/Joint Cargo Clearance Permit through the TradeNet for the goods below within three days from the date that TradeNet services are restored:

Name of *Importer/Exporter: _____ CR Number: _____

*BL/Air Waybill No: _____

Name of Exporting Firm (for live animal imports only): _____

S/No	Invoice No	Description of Goods	Country of *Origin/Destination	Qty	CIF (S\$)	GST (S\$)	Duty (S\$)

2 The above-mentioned goods are *imported/exported *for/under (please tick one of the following boxes):

- local consumption MES Scheme
 BWS Scheme Temporary Import/Export Scheme
 direct delivery to _____ Customs Checkpoint for re-export to _____ (Country of Destination) [Container no: _____ (if applicable)]
 others: _____

3 Items listed under S/Nos _____ are controlled goods under the purview of _____ for which prior approval have been obtained. I certify that all the particulars in this Letter of Undertaking are true and correct:

Signature: _____

Name of Authorised Declarant: _____

NRIC No: _____

Name of Company: _____ CR No: _____

Tel No: _____

FaxNo: _____

*Delete as appropriate

Endorsement by the Controlling Agency for *import/export

Approved the *import/export of goods listed under S/Nos _____ of paragraph 1 above by _____ (name of *importer/exporter).

Signature: _____

Name of Approving Officer: _____

Name of Controlling Agency: _____ Rubber Stamp: _____

*Delete as appropriate