

Your ref :

Circular No.: 21/2008

Date : 4 Dec 2008



SINGAPORE CUSTOMS

55 Newton Road

#07-01 Revenue House

Singapore 307987

Call Centre: 6355 2000

Fax no.: 62509606

E-mail: customs_documentation@customs.gov.sg

<http://www.customs.gov.sg>

All traders, freight forwarders,
Cargo agents and Carriers



UPDATES ON IMPLEMENTATION OF UNIQUE ENTITY NUMBER (UEN)

Singapore Customs will adopt the “big bang” approach for the implementation of Unique Entity Number (UEN). During the data conversion period in Customs’ systems, some of our services may be affected. In particular, we apologise that users will experience disruptions to various Customs’ services.

2 With effect from 1 Jan 2009, you have to use your UEN to apply for new permit applications, amendments, cancellation and request for refund via TradeNet[®]. You may enquire your UEN from <http://www.uen.gov.sg>.

3 We will perform an internal exercise to convert all the registered traders’ and manufacturers’ records and details from Central Registration (CR) Number to UEN. Hence, you need not inform us of your UEN nor your entity details separately.

4 In order to facilitate the planning of your operations, please take note of the following affected services and the timings:

| Affected Service | | Start | | | End | | |
|------------------|---|-----------|-----------|----------|----------|----------|----------|
| a. | Registration Services including: <ul style="list-style-type: none">• Registration and update of trader, manufacturer, licensee and declaring agent• Lodgement of BG/IBG• Authorisation of Declaring Agent for BG/IBG• Application of Controlling Agency Licences | Tuesday | 23 Dec 08 | 1900 hrs | Thursday | 1 Jan 09 | 0800 hrs |
| b. | Submission of Refunds through TradeNet [®] | Sunday | 14 Dec 08 | 2359 hrs | Thursday | 1 Jan 09 | 0800 hrs |
| c.* | TradeNet [®] Declarations | Wednesday | 31 Dec 08 | 1500 hrs | Thursday | 1 Jan 09 | 0800 hrs |

***Note:** The TradeNet[®] System will be made available progressively from 1 Jan 09 at 0001hrs.

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Your Satisfaction, Our Pride*

5 You are advised to submit your registration applications, refund requests and permit declarations early, and avoid the affected time periods.

Cargo Clearance

6 To minimise any complications while clearing your cargo, please print and present your Cargo Clearance Permit (CCP) together with the supporting commercial documents for clearance during **28 Dec 08 to 1 Jan 09**, including for those containerized shipments.

Permit Declarations and Refund Requests

7 To facilitate the processing and approval of your permit applications for Strategic Goods, we advise you to submit your applications by **22 Dec 08**, together with the complete information and supporting documents for your shipments that are due to be exported or transhipped on or before **31 Dec 2008**. Please note that any delay in the submission of the permit applications may risk your applications being rejected during the period of system downtime.

8 For refund requests, please submit your applications and the relevant supporting documents by 14 Dec 2008. Please note that any submissions after 14 Dec 2008 will be rejected by the system and you will have to resubmit your refund request on 1 Jan 2009. For refund requests submitted prior to 14 Dec 2008, please fax the relevant supporting documents to Fax No. 6355 2134 by 15 Dec 2008, to minimize any delay in our processing.

9 Please visit our website at <http://www.customs.gov.sg/> for more information on UEN as well as updates on TradeNet® procedures. Further details of the TradeNet® cutover will be provided at a nearer date. If you need further clarification, please send your enquiries to customs_documentation@customs.gov.sg.



KAREN LIM (MS)
HEAD, PROCEDURES & PROCESSING
for DIRECTOR-GENERAL OF CUSTOMS
SINGAPORE CUSTOMS