

## Import and Export Permit Forms for Manual Submissions

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To: All Traders, Freight Forwarders,  
Cargo Agents and Carriers

### IMPORT AND EXPORT PERMIT FORMS FOR MANUAL SUBMISSIONS

From **1 Mar 2003**, you will not have to purchase the pre-printed Import Permit and Export Permit forms as they will be freely available for downloading from our TradeNet website.

They will replace the current pre-printed forms that are used for applications such as amendments to certain permit fields. The Export Permit form is also currently used together with the following Certificate of Origin (CO) applications:

- a. Back-to-back GSP Form A;
- b. Back-to-back CEPT Form D;
- c. Singapore origin CO for textile products exported to Mexico; and
- d. Replacement of previously approved COs, including Textile Visas and Export Licences for textile products.

From 1 Mar 2003, please complete and submit a set of one original and a copy of the Import or Export Permit form together with the CO, where applicable. The permit fee remains unchanged at \$10 **per document**. Please affix the revenue stamp on the copy of the permit form in the space marked "STAMP". Until further notice, we will accept the TDB revenue stamp. For a list of Post Offices selling the revenue stamp, please visit our TradeNet website.

We will process your applications within 2 working hours from the time of receipt of your submission if all your documents are in order. Upon approval, we will retain the copy of the permit form and, where applicable, a copy of the CO, and return the rest of the documents to you.

Please note that there will be no refund of any unused pre-printed Import Permit and Export Permit forms. We will still accept these forms for processing after 1 Mar 2003.

This Notice does not affect the normal requirement to submit permit applications through the TradeNet System for processing.

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TRADE FACILITATION DIVISION  
INTERNATIONAL ENTERPRISE SINGAPORE BOARD