

Our Ref : 33 09 02 V3

Circular No : 20/2003

Date : 26 May 2003



SINGAPORE CUSTOMS

55 Newton Road
#10-01 Revenue House
Singapore 307987

REPUBLIC OF SINGAPORE

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To: All Traders and Declaring Agents



REVISED PROCEDURES FOR THE RETURN OF APPROVED CERTIFICATES OF ORIGIN SUBMITTED VIA TRADENET

Introduction

Currently, TradeNet declarants or their appointed agents visit our Counter on the 7th floor of Revenue House to collect the approved Certificates of Origin (COs) submitted via TradeNet.

2. Since our move to Revenue House on the 17 Apr 2003, we have been monitoring and obtaining feedback via our Counter staff on the CO collection point. We note that most of the traders prefer to collect their approved COs at Bugis Junction which is more centralised than Revenue House.

Revised Procedure for the Return of COs

3. To facilitate the traders' ease of collection, we are pleased to inform you that with effect from 2 June 03, you can collect your COs at CrimsonLogic Service Centre. The address is as follows:

CrimsonLogic Service Bureau
230 Victoria Street
#07-02 Bugis Junction Office Tower
Singapore 188024
Tel : 6339 0798

4. As per current practice, you are to present the Authorisation Letter as at Annex A to collect the approved COs. Please note that we have simplified further the Authorisation Letter by doing away with the need for you to indicate the HS codes.

5. We also highlight below some pointers for you to note for your submission to help you to minimise delays for your receipt of the approved CO:

- a. Submit your TradeNet applications early if you intend to attach your approved COs together with your consignment. Though we encourage companies to submit 3 days before departure date, you may submit them earlier if you have the complete details at the time of declaration.

- b. Submit complete and accurate information the first time around. This is to avoid the inconvenience of submitting the CO to us for our endorsement on amendments for non-critical fields or even cancellation if amendments are not allowed. Please submit your amendments to Singapore Customs in Revenue House for our endorsement. As in current practice, the amendments on the approved COs are endorsed by us and returned to you immediately.

6. Revised Procedures for the Return of Other Certificates Submitted Manually

6.1 For other documents submitted for processing at our Counter in Revenue House such as the Certificates of Non-Manipulation and Free Sale, certified true copies of previously approved COs, textile COs for export to Mexico etc, we wish to inform that we will return these approved documents by post. We will send them to the applicant's address as stated in the approved document. The envelope will be marked "Approved Certificates" for your easy identification.

7. For further clarification, you may call our Customs Call Centre at telephone number 6355-2000 followed by (*) (0).



MRS LAM MENG CHOO
HEAD
CLASSIFICATION AND STATISTICS AUDIT BRANCH
for DIRECTOR-GENERAL OF CUSTOMS

COMPANY LETTERHEAD

Officer-in-Charge
 CrimsonLogic Service Bureau
 230 Victoria Street
 #07-02 Bugis Junction Office Tower
 Singapore 188024

Dear Sir

LETTER OF AUTHORISATION

We, _____
 (Company's Name)

hereby authorise Mr/Mrs/Miss/Mdm _____
 (Employee's Name)

NRIC No. _____ to collect the Certificate(s) of Origin/Textile Visa * from the Singapore Customs on our behalf. The Certificate No(s) for the Certificate(s) of Origin/Textile Visa * and the Unique Reference No(s) are:

S/No	Unique Reference No. (CR No. + Date of Declaration + Sequence No.)	Certificate No.
1.		
2.		
3.		
4.		
5.		

Yours faithfully

 Authorised Signatory

Name :

Designation :

Date :

