

All Traders and Declaring Agents

**SIMPLIFICATION OF PROCEDURES ON APPLICATION FOR
CANCELLATION OF UNUSED CUSTOMS NON-PAYMENT PERMITS**

1. The TradeNet electronic cancellation module was introduced since 1 Oct 96 to facilitate cancellation of Customs non-payment permits covering non-controlled goods. You can make use of this facility to cancel a Customs permit under the following conditions:
 - a. It has not been utilized to clear cargo;
 - b. It is a TradeNet permit and has not expired for more than 1 day;
 - c. It is not a payment permit (permit type not = ID, DP, IG, IZ or EZ);
 - d. It is not a blanket permit;
 - e. It has not been returned to Customs Manifest Unit;
 - f. It is a Removal Permit (RM) covering dutiable goods from/to licensed warehouses but stock movement has not been posted;
 - g. It is an Inward, ME or Outward Permit and the place of receipt/release is not an unmanned place (place of receipt/release code not = JMB, LOB, DGL, ANCH, JFP, PFP);
 - h. It is an Exemption Permit (permit type = IE or EX) and goods are not released from a bonded warehouse, an approved place or an unmanned place (place of receipt/release code not = BW, O, JMB, LOB, DGL, ANCH, JFP, PFP).
 2. Under the existing practice, for permits which cannot be cancelled by this electronic module, an application for cancellation together with the first page of the permit must be submitted to Customs. This requirement is dispensed with immediate effect. You need only submit an application letter (as per attached specimen) stating the following particulars for the cancellation of the unused Customs non-payment permits:
 - a. Company's CR Number;
 - b. Customs Permit Number;
 - c. Validity Period; and
 - d. Reason for cancellation.
 3. The application for cancellation of an unused Customs non-payment permit must be submitted before its expiry.
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**Company's Letterhead
(Tel No:/Fax No:)**

Date:

**Director-General of Customs & Excise
Customs & Excise Department
Revenue House
55 Newton Road #10-01
Singapore 307987
(Fax: 2509609)**

Dear Sir

***APPLICATION FOR AMENDMENT/CANCELLATION OF CUSTOMS PERMIT**

We request the following particulars in the Customs Inward/ Outward/
Transshipment/ Removal/Exemption Permit No: _____ (Validity Period
Fr: _____ To _____) to be amended/cancelled.

- A. Particulars in permit for amendment
- B. *Reason(s) for amendment/cancellation
Permit: ***Utilised/Not Utilised**
- C. List of supporting documents for amendment only
Bill of lading (___); Invoices (___); Packing list (___)

Yours faithfully

(signature)

Name of Registered Signatory
Company's CR No: _____

For Official Use

*Amendment/Cancellation Approved/Not Approved

Signature of Proper Officer of Customs _____

Name of Officer/Designation _____

Date/Time of Approval _____

*Delete whichever is applicable
