



Circular No: 07/2015  
16 Mar 2015

To Ship Spares Importers and Declaring Agents

Dear Sir/Madam

**APPLICATION FOR CUSTOMS PERMIT VIA TRADENET® FOR IMPORTATION  
OF SHIP SPARES FOR REPAIR**

Currently, the importation of used ship spares for repair via the Immigration & Checkpoints Authority (ICA) checkpoints can be covered by a manual declaration form. With effect from **1 Apr 2015**, all importations of used ship spares for repair must be accompanied by a **Customs permit applied via TradeNet®**.

2 Customs Circular No. 41/2007 dated 26 Dec 2007 and Customs Circular No. 19/2000 dated 3 Jun 2000 are rescinded.

**Industry Consultations**

3 Customs has conducted several rounds of consultation with the industry and thoroughly reviewed their feedback to formulate the implementation details with the intention of minimising industry impact.

4 The change in the declaration procedure brings about benefits of the electronic system including electronic payment of import Goods and Services Tax (GST), facilitates the cargo clearance process at the checkpoints and aligns the Customs declaration requirement across all entry and exit points.

**TradeNet® Permit Requirements**

5 Before the importation of used ship spares, you are required to apply for the relevant Customs permit via TradeNet®:

- a) For Temporary Importation of Used Ship Spares for Repair
  - i) **Message Type** = In-Non-Payment (INP); and
  - ii) **Declaration Type** = Temporary Consignment (TCR).

This Customs declaration is submitted before the temporary importation of the used ship spares for repair, for a period of up to 6 months from the date of importation. The importer or declaring agent may need to furnish security in the form of a banker's guarantee or an insurance bond.

For Re-exportation of Used Ship Spares Temporarily Imported for Repairs

- i) **Message Type** = Out; and
- ii) **Declaration Type** = Temporary Consignment (TCR).

This Customs declaration is submitted before the subsequent re-exportation of the used ship spares whose temporary importation was approved under part a) above.

OR

- b) To account for the importation and import GST payment
  - i) **Message Type** = In-Payment (IPT); and
  - ii) **Declaration Type** = GST (Including duty exemption).

6 You are also required to produce the goods and the permit to the ICA officers during cargo clearance at the checkpoints.

### **3-Month Adjustment Period (1 Apr 2015 – 30 Jun 2015)**

7 A 3-month adjustment period starting from 1 Apr 2015 and ending on 30 Jun 2015 is provided to facilitate the switch from the current manual declaration procedure to the new requirement to apply for the relevant Customs permit via TradeNet® for the importation of ship spares for repair.

8 During the adjustment period, the manual declaration form may be used for exceptional cases, e.g. if your company is in the process of applying for the access to TradeNet® to submit the Customs declarations on your own.

### **Clarifications**

9 A list of frequently asked questions (FAQs) is attached as Annex A for your reference. If you need further clarification, please contact Singapore Customs Call Centre at 6355-2000 or email your enquiries to:  
[customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg).

Yours faithfully

Teh Thiam Siong  
Head Procedures & Systems  
for Director-General of Customs  
Singapore Customs

*(This is a computer-generated circular. No signature is required.)*

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at [customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg).

## FAQs – IMPORTATION OF SHIP SPARES FOR REPAIR

1. How do I apply for a Customs permit via TradeNet® for the importation of used ship spares for repair?

### **A) Engage a Declaring Agent**

You may engage a declaring agent who is registered with Customs to apply for the relevant Customs permit TradeNet® for your company. A list of local forwarding agents is available on our webpage on [List of Local Forwarding Agents](#).

### **B) Register to be a Declaring Agent**

Alternatively, if you wish to apply for the relevant Customs permit via TradeNet® on your own, your company is required to have a declaring agent account with Customs and at least one declarant, who is fit and proper, before it is eligible to become a declaring agent.

In addition, your company is required to set up an Inter-Bank GIRO (IBG) Account with Customs for the payment of duties, GST and/or fees. The application form can be downloaded from our webpage on [Application for IBG Account](#).

#### **i) How to Register as a Declaring Agent**

The Key Personnel\* or Authorised Personnel\*\* of your company who have the “Manage Declaring Agent/Declarant” access rights can login to our webpage on [TradeNet® - Activation of Customs Account and/or Application of Declaring Agent Account](#) using their SingPass to apply electronically for a declaring agent account. Alternatively, they can login from [Customs’ website](#). Please look for the “e-Services” tab on the right hand column, and select the “Apply/Renew/Update Declaring Agent Account” option from the drop-down list to apply for a declaring agent account.

The information required is:

- a) Particulars of your company;
- b) Particulars of the key personnel;
- c) Particulars of the contact person for TradeNet® related matters;
- d) Particulars of the declarant(s);
- e) Particulars of the account administrator\*\*\*; and
- f) Particulars of the billing administrator\*\*\*\*.

The processing time of the application is 3 working days upon receipt of complete supporting documents for simple cases while complex cases will take longer to review. Customs will issue a notification via email to inform the key personnel of the company of the status of its application for a declaring agent account.

## **ii) How to Register a Declarant**

The Key Personnel\* or Authorised Personnel\*\* of your company who have the “Manage Declaring Agent/Declarant” access rights can login to our webpage on [TradeNet® - Activation of Customs Account and/or Application of Declaring Agent Account](#) using their SingPass to register a declarant. Alternatively, they can login from [Customs’ website](#). Please look for the “e-Services” tab on the right hand column, and select the “Apply/Renew/Update Declaring Agent Account” option from the drop-down list to register a declarant.

Under the Declaring Agent Governance Framework, only fit and proper declarants will be registered by Customs. New declarants are required to take and pass the mandatory competency test with effect from 7 Jan 2013.

For more information on how to enrol for the competency test, please visit [Singapore Customs Academy’s website](#).

\*Key Personnel: Person who is registered with ACRA.

\*\*Authorised Personnel: Person who is authorised by a company’s key personnel with certain rights.

\*\*\*Account Administrator: Person who manages the declarants on behalf of the company.

\*\*\*\*Billing Administrator: Person who can view your company’s billing information.

## **2. How should I determine the value of a used ship spare to be declared in the Customs permit?**

If there is a sales transaction for the used ship spares, the transaction value should be used in the computation of the CIF value for GST purposes.

However, if there is no sales transaction, the value of the used ship spare should be based on its depreciated value derived using a depreciation method that is consistent with Generally Accepted Accounting Principles (GAAP). Freight and insurance costs (if any) should be added to the depreciated value to compute the CIF value.

Supporting documents such as commercial invoices should be produced to the ICA officers for verification during cargo clearance at the checkpoints.

3. Can I consolidate the importation of used ship spares from multiple vessels or conveyances under a single Customs permit?

No, a Customs permit should be applied for to cover items imported from 1 vessel or conveyance.

4. Can I amend the Customs permit to include additional number of line items?

No, please apply for a new Customs permit to declare the additional line items.

5. Can I amend or cancel the Customs permit?

Importers may be allowed to amend or cancel the Customs permits subject to the following conditions:

Type of Permit	Importer's Intended Action	Time of Amendment or Cancellation	Conditions
Payment permit	Amendment of <u>permit fields affecting the amount payable</u>	On the same day of approval of the Customs declaration	<ol style="list-style-type: none"> <li>1. The permit has not been used for cargo clearance.</li> <li>2. The permit contains only non-dutiable and non-controlled goods.</li> <li>3. The payment is made via Inter-Bank GIRO (IBG).</li> </ol>
		After the date of approval of the Customs declaration	<ol style="list-style-type: none"> <li>1. The permit has not been used for cargo clearance.</li> <li>2. The permit contains only non-dutiable and non-controlled goods.</li> <li>3. The payment is made via IBG.</li> <li>4. The permit has not expired.</li> <li>5. The amount payable is not amended. (Examples of such fields being amended are "Freight Charges Amount" and "Insurance Charges Amount".)</li> </ol>
	Amendment of <u>permit fields not affecting the amount payable</u>	On the same day of approval of the Customs declaration	<ol style="list-style-type: none"> <li>1. The permit has not been used for cargo clearance.</li> <li>2. The permit contains only non-dutiable and non-controlled goods.</li> </ol>
		After the date of approval of the	<ol style="list-style-type: none"> <li>1. The permit has not been used for cargo clearance.</li> </ol>

Type of Permit	Importer's Intended Action	Time of Amendment or Cancellation	Conditions
		Customs declaration	2. The permit contains only non-dutiable and non-controlled goods. 3. The permit has not expired.
	Cancellation	On or after the date of approval of the Customs declaration	1. The permit has not been used for cargo clearance. 2. The payment is not made. 3. The permit has not expired for more than 1 day.
Inward Non-Payment / Outward Permit under Temporary Import Scheme (TIS)	Extension of TI period	On or after the date of approval of the Customs declaration	The goods have not been completely re-exported under the TIS.
	Amendment	On or after the date of approval of the Customs declaration	1. The goods have not been completely re-exported under the TIS. 2. The permit has not been used for cargo clearance. 3. The permit contains only non-dutiable and non-controlled goods. 4. The permit has not expired.
	Cancellation	On or after the date of approval of the Customs declaration	1. The goods have not been completely re-exported under the TIS. 2. The permit has not been used for cargo clearance. 3. The permit has not expired for more than 1 day.

6. If I wish to apply for the In-Non-Payment (Temporary Consignment) permit ["II(TCR)" permit], where can I find more information on banker's guarantee or insurance bond that may be required?

The information can be found on our webpage on [Security Requirements & Procedure](#).

## Additional Information

The web addresses of the aforementioned websites are as follows:

- List of Local Forwarding Agents:  
<http://www.customs.gov.sg/leftNav/trad/dir/Local+Forwarding+Agents.html>
- Application for Inter-Bank GIRO (IBG) Account:  
[http://www.customs.gov.sg/leftNav/trad/Registration.html#Application\\_for\\_Inter-Bank\\_GIRO\\_Account](http://www.customs.gov.sg/leftNav/trad/Registration.html#Application_for_Inter-Bank_GIRO_Account)
- TradeNet® - Activation of Customs Account and/or Application of Declaring Agent Account:  
[https://www.tradenet.gov.sg/TN41EFORM/tds/sp/splogin.do?action=init\\_acct](https://www.tradenet.gov.sg/TN41EFORM/tds/sp/splogin.do?action=init_acct)
- Singapore Customs Academy:  
<https://www.customsacademy.gov.sg/reception-area.aspx>
- Security Requirements & Procedure:  
<http://www.customs.gov.sg/leftNav/trad/reg/Security+Requirements+and+Procedure.html>