



Circular No: 01/2017
05 Jan 2017

To Traders and Declaring Agents

Dear Sir/Madam

**REVISED REQUIREMENTS, FORMATS AND APPLICATION PROCEDURES FOR
THE CERTIFICATE OF NON-MANIPULATION AND CERTIFICATE OF FREE
SALE**

This circular outlines the changes for the Certificate of Non-Manipulation (CNM) and Certificate of Free Sale (CFS) applications which will come into effect on 5 January 2017. There is a transition period for applicants to adopt the revised requirements, formats and procedures. The transition period will end on 31 March 2017.

Revised Format

2 The formats for the CNM and CFS have been revised and are available for download via the Singapore Customs website:

- a) CNM: www.customs.gov.sg > [EServices](#) > [Customs Forms & Service Links](#) > [Certificate of Non-Manipulation](#)
- b) CFS: www.customs.gov.sg > [EServices](#) > [Customs Forms & Service Links](#) > [Certificate of Free Sale](#)

Revised Requirements and Procedures for CNM Applications

3 Under the revised requirements for CNM applications, the period of transshipment/storage for the consignment must not exceed 3 months unless otherwise specified by the respective Free Trade Agreement.

4 The application will need to be submitted to Singapore Customs before the consignment is exported out of Singapore. In addition, the Letter of Appointment from the principal party and a declaration letter from the appointed local forwarder or shipping agent are no longer required. You may refer to the revised CNM format for the updated list of supporting documents.

5 Singapore Customs shall cease to accept walk-in submissions for all CNM applications. Henceforth, applications should be submitted electronically via email to either Customs_cnmcfshq@customs.gov.sg or Customs_AES@customs.gov.sg for

air shipments¹. After submission, applicants without an existing Inter-Bank GIRO (IBG) with Singapore Customs will receive an invoice via email. Payment could be made at any SingPost outlets, AXS Stations or Singapore Customs' online payment service. The applications will be processed after payment has been received.

Revised Requirements and Procedures for CFS Applications

6 Under the revised requirements for CFS applications, each CFS will only be valid for one product and have a validity of 2 years from the date of issuance.

7 Singapore Customs shall cease to accept walk-in submissions for all CFS applications. Henceforth, applications will be submitted electronically via email to Customs_cnmcfsHQ@customs.gov.sg. After submission, applicants without an existing Inter-Bank GIRO (IBG) with Singapore Customs will receive an invoice via email. Payment could be made at any SingPost outlets, AXS Stations or Singapore Customs' online payment service. The applications will be processed after payment has been received.

Enquiries

8 For further clarifications, you may write to customs_roo@customs.gov.sg.

Yours faithfully


Goh Yeow Meng
Head Tariffs & Trade Services
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_roo@customs.gov.sg.

¹ Applications submitted via Customs_AES@customs.gov.sg are meant for air freight and companies who have access to the Changi Airfreight Centre (CAC). The approved CNM must be collected in person at Singapore Customs' Air Export Section office located within CAC.

ANNEX 1 – Revised CNM Format

1. Name & Address of Shipping Agent/ Freight Forwarder		 <p> SINGAPORE CUSTOMS 55 Newton Road #07-01 Revenue House Singapore 307987 Tel : 6355 2000 Fax : 6337 6361 E-mail: customs_cnmcfshq@customs.gov.sg </p> <p style="text-align: center;"> CERTIFICATE OF NON-MANIPULATION </p> <p style="text-align: center;">No.</p>	
[Click here to insert details]			
2. Details of Consignment			
Item(s) Description		Quantity/ Gross Weight	
[Click here to insert details]		[Click here to insert details]	
Country of Origin of Goods	[Click here to insert details]	Outward Bill of Lading No./ Air Waybill No.	[Click here to insert details]
Date of Discharge in Singapore	[Please select date]	Date of Departure from Singapore	[Please select date]
Country of Final Destination	[Click here to insert details]	Outgoing Vessel/ Vehicle/ Flight No.	[Click here to insert details]
3. Declaration by Shipping Agent/Freight Forwarder			
I/We undertake that <ul style="list-style-type: none"> a) The goods indicated, when transshipped via Singapore, will not undergo operations beyond the following: <ul style="list-style-type: none"> i. ensuring the preservation of goods in good condition for the purpose of transport or storage; ii. facilitating shipment or transportation; and iii. packaging or presenting goods for sale. b) all information provided for above is true and correct. 			
Authorised Signature:			
Name:		[Click here to insert details]	
Designation:		[Click here to insert details]	
Date:		[Please select date]	
		(company stamp)	
4. Certification by Singapore Customs			
We certify that, to the best of our knowledge, the declaration by the shipping agent/ freight forwarder is true and correct.			
This Certificate is issued without any prejudice or liability whatsoever on our part arising from any circumstances.			
Authorised Signature:			
Name:			
Designation:			
Date:			
		(stamp)	

ANNEX 2 – Revised CFS Format

1. Name & Address of Exporter	<div style="text-align: center;">  <p>SINGAPORE CUSTOMS 55 Newton Road #07-01 Revenue House Singapore 307987 Tel : 6355 2000 Fax : 6337 6361 E-mail: customs_cnmcfshq@customs.gov.sg</p> </div> <p style="text-align: center;">CERTIFICATE OF FREE SALE</p> <p style="text-align: center;">Issued pursuant to Regulation of 36(1) of The Regulation of Imports & Exports Regulations</p> <p style="text-align: center;">No.....</p>
2. Product Description	
<p>[Click here to insert details]</p>	
3. Declaration by Exporter	
<p>a) I / We declare that the good as described above is <i>(Please click here for drop-down list and select applicable statement)</i></p> <p style="padding-left: 40px;">and is freely sold in Singapore; and</p> <p>b) all information provided for above is true and correct.</p> <p>Authorised Signature:</p> <p>Name: [Click here to insert details]</p> <p>Designation: [Click here to insert details]</p> <p>Date: [Click here to select] (company stamp)</p>	
4. Certification By Singapore Customs	
<p>We certify that, to the best of our knowledge, the declaration by the exporter is true and correct.</p> <p>This Certificate is issued on the specific request of the exporter, without any prejudice or liability whatsoever on our part arising from any circumstances. This certificate should not be interpreted as a guarantee for the above-mentioned product of the said company.</p> <p>This Certificate shall be valid for 2 years unless otherwise specified by the importing authorities.</p> <p>Authorised Signature:</p> <p>Name:</p> <p>Designation:</p> <p>Date: (stamp)</p>	