



Notice No: 10/2019
15 May 2019

Traders, Declaring Agents and Shipping Agents

Dear Sir/Madam

ELECTRONIC SUBMISSION OF VOLUNTARY DISCLOSURE PROGRAMME APPLICATIONS AND REVISED APPLICATION FORM FOR THE REGISTRATION OF MANIFEST RECONCILIATION STATEMENT SCHEME USER FOR SEA SHIPMENTS

Electronic Submission of Voluntary Disclosure Programme (VDP) Applications

From 3 Jun 2019, individuals and companies are required to submit an electronic copy of their Voluntary Disclosure Programme (VDP) application to Singapore Customs instead of emailing or faxing in a manual copy.

2 The revised submission procedures are summarised in the following paragraphs.

3 With the new mode of submission, traders could access the electronic form via the Networked Trade Platform (www.ntp.gov.sg > Government Services > Voluntary Disclosure Programme (VDP)), fill up the required information and upload the supporting documents such as those illustrated in paragraph 4 in PDF format.

4 In order to help us process your submission expeditiously, please ensure that the following documents are attached in the submission:

- Cargo Clearance Permit;
- Air Waybill or Bill of Lading;
- Packing List/Purchase Order/Delivery Order;
- Commercial Invoice; and
- Any other relevant documents.

Revised Online Application Form for Manifest Reconciliation Statement (MRS) Scheme User Registration

5 Currently, applicants submit the registration of MRS Scheme users using the online application form, and send in the supporting documents (e.g. Letter of Authorisation, MPA account registration letter) to Singapore Customs separately via email. From 3 Jun 2019, the online application form will be revised. With this revised form, applicants will now be able to upload the supporting documents directly as part of the application to Singapore Customs, thereby removing the need to send in these supporting documents separately.

6 Applicants are advised to read and understand the MRS Scheme Terms and Conditions (www.customs.gov.sg > ESERVICES > Manifest Reconciliation Statement Scheme > Application as MRS User (sea shipment) > Terms & Conditions) carefully before completing the online application form.

7 The web link for this online application form will also be accessible via Networked Trade Platform (www.ntp.gov.sg > Government Services > MRS Scheme User Registration Form).

Clarification

8 For more information on the new submission mode of VDP, please visit our website for more information at www.customs.gov.sg > BUSINESSES > Compliance > Voluntary Disclosure Programme. Please refer to the list of Frequently Asked Questions (FAQs) on the new submission mode of VDP in Annex A. If you require further clarification on the content of this notice, please write to customs_vdp@customs.gov.sg.

9 For more information about Manifest Reconciliation Statement (MRS) Scheme, please visit <https://www.customs.gov.sg> > ESERVICES > Manifest Reconciliation Scheme or email customs_mrs@customs.gov.sg.

Yours faithfully

Wan Boon Oon
Head Company Compliance
for Director-General of Customs
Singapore Customs

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

We hope that this notice has been written in a way that is clear to you. If you require further clarification on the content of this notice, please write to customs_vdp@customs.gov.sg or customs_mrs@customs.gov.sg.

FREQUENTLY ASKED QUESTIONS

Q1: When can I start to submit VDP using electronic form to Singapore Customs?

A1: You can start to submit VDP using electronic form to Singapore Customs from 3 Jun 2019 onwards.

Q2: Can I choose to submit VDP using manual form?

A2: You are encouraged to submit VDP using electronic form to Singapore Customs from 3 Jun 2019. However, Singapore Customs will still accept and process all VDP submitted using manual form before 17 Jun 2019. Any VDP submitted using manual form from 17 Jun 2019 onwards will not be accepted.

Q3: Where can I access the electronic form to submit VDP?

A3: You can access the electronic form via the Networked Trade Platform (www.ntp.gov.sg > Government Services > Voluntary Disclosure Programme) to submit VDP.

Q4: What is the number of permits that I can disclose for each VDP submission?

A4: Each VDP submission can accommodate up to 3 Cargo Clearance Permits or 3 ACCESS Permits.

Q5: What should I do if my VDP submission involves both Cargo Clearance Permits and ACCESS Permits?

A5: If your VDP submission involves both Cargo Clearance Permits and ACCESS Permits, you are required to submit separately using a new form.

Q6: What should I do if my VDP submission involves more than 3 Cargo Clearance Permits or 3 ACCESS Permits?

A6: If your VDP submission involves more than 3 Cargo Clearance Permits or 3 ACCESS Permits, you are required to enter the details of 3 Cargo Clearance Permits or 3 ACCESS Permits and upload the full permit listing stating the error(s) with all the supporting documents.

Q7: What are the requirements in uploading my permits and supporting documents in the electronic form?

A7: You are required to name the file as "<Company UEN>_<Date of Submission in DDMMYYYY>" (e.g. 201912345A_03062019) and upload the permits and supporting documents in one PDF. The maximum file size allowable per uploaded document is 7 MB.

Q8: How would I be notified upon successful submission of VDP using the electronic form?

A8: Upon successful submission of VDP using electronic form, you will receive an automated acknowledgement email and Singapore Customs will follow-up on your submission. (Note: The automated acknowledgement email will be sent to the email address as stated in the electronic form).

Q9: What are the scenarios that are not eligible for VDP submission?

A9: The following scenarios are not eligible for VDP submission and as such, you will receive an automated acknowledgement email but Singapore Customs will not respond and follow-up on your submission:

- Incorrect declaration of permit fields in the following Transshipment permits (permit prefixes IT, OT, TT, TW or IR):
 - i) Container Number;
 - ii) Cargo Packing Type;
 - iii) Total Outer Pack Quantity/Unit; and
 - iv) Incorrect Place of Receipt/Release.
- Failure to produce any of following permits for complete clearance:
 - i) Transshipment permits (permit prefixes IT, OT, TT, TW or IR);
 - ii) Export and Transshipment Permits approved for strategic goods (permit prefixes XO or XP) under STS Tier 1;
 - iii) Permits under Approved Premises Schemes (permit prefixes II or OO permit); and
 - iv) Permits approved under the Temporary Export Scheme (permit prefixes II or OO) and Temporary Import Scheme (permit prefix OO).
- Failure to comply with the permit condition A6 to cancel unutilised permits.
- Failure to comply with the permit conditions AB, B2, D3, D6, D7, F9 and K2 to submit e-file application for Singapore Customs' supervision.