

Dialogue Session STP/STS/AEC

1 July 2014



**SINGAPORE
CUSTOMS**

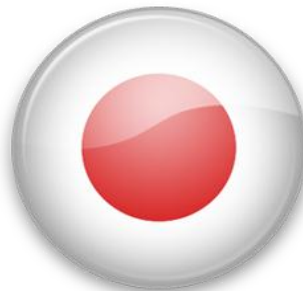
We Make Trade Easy, Fair & Secure



Secure Trade Partnership (STP) programme

MRA

Implemented



Latest addition: Signed on
27 Jun 2014
HONG KONG



Program Outline

Time	Topic	Presenter(s)
1005 – 1030	TradeFIRST Checklist	Mr Pratheeparn, Schemes & Engagement Branch (SEB)
1030 – 1045	STS Bulk Permit Declaration Requirements	Ms Ong Geok Pei, SEB
1045 – 1050	Voluntary Disclosure Program	Mr Fauzi, Company Compliance Branch (CCmB)
1050 – 1110	AED Updates & Sharing of Best Practices	Ms Foo Kai Lin, Trade Strategy & Security Branch (TSSB)
1110 – 1140	Sharing on TradeXchange	Ms Er Chye Hoon, Business Innovation Branch (BIB) Guest speaker: Ms Angela Ponce, Texas Instruments
1140 – 1150	Traders Satisfaction Survey	Mr Darren Giam, SEB
1150 – 1200	Q&A	All



SEB Dialogue Session

TradeFIRST Checklist



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Agenda



1) Background of TradeFIRST

2) The New TradeFIRST Checklist

- 5 key criteria categories, respective elements and purpose

3) Guide on filling up the TradeFIRST Checklist

4) Moving forward



TradeFIRST

A single trade facilitation window that makes trade
easy, fair and secure

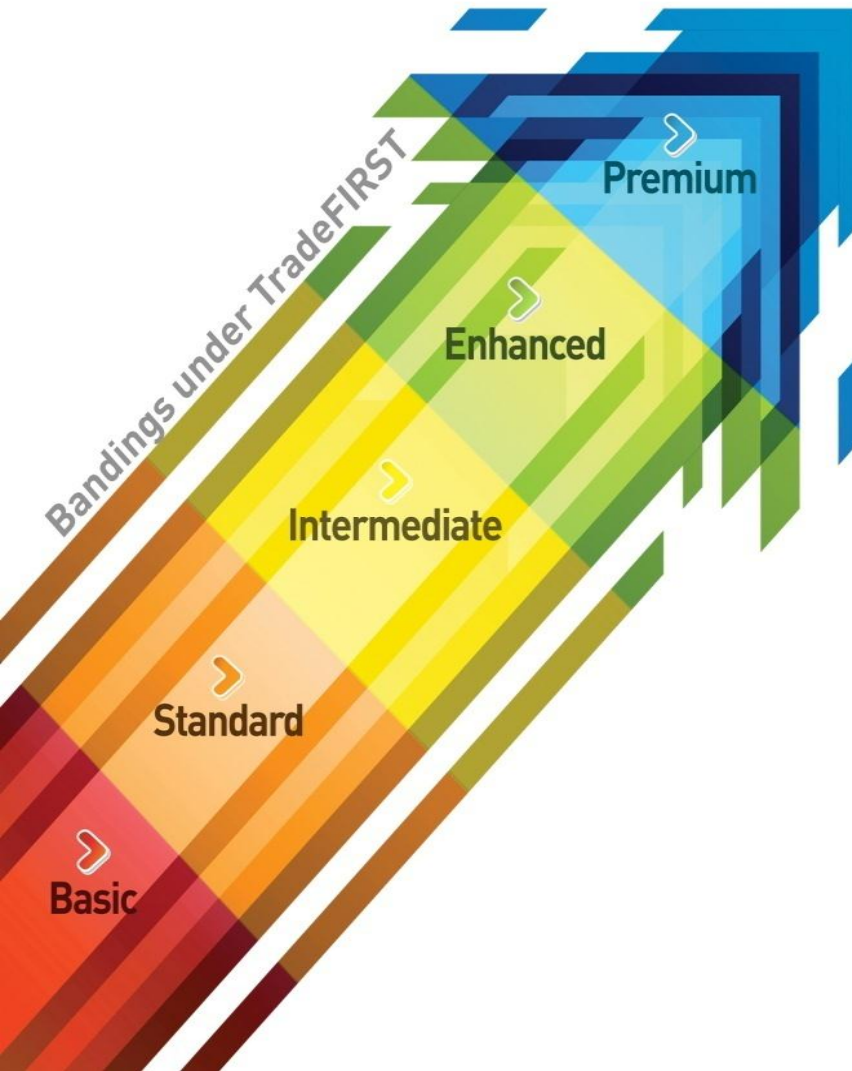
- Single Contact Point
- Single Assessment
- Set of criteria applicable for all schemes, programmes & facilitations



Trade Facilitation & **I**ntegrated **R**isk-based
Sys**T**em



TradeFIRST



↑ More robust systems & internal controls and procedures

- ↑
- Longer renewal periods
 - Eligibility for all schemes
 - Waiver of BGs
 - Customisation



The TradeFIRST Criteria

- Addresses Customs' concerns
 - Revenue – Duty, GST
 - Security – Supply Chain Security, Export Control
 - Adherence to Customs procedures – Permit Conditions etc.
- Improves self-compliance
 - Ability to detect, respond , report and implement corrective measures in case of non conformance
 - Minimize possibility of non conformance
- Adopt industry best practices and standards



Review of TradeFIRST

Launch in Jan 2011

- Single contact point
- Single assessment
- Single set of assessment criteria applied across all schemes

Need for Revision

- Greater clarity on assessment criteria requirements
- Share industry best practices
- Increase Trader's Compliance

Implementation

- Any submissions for TradeFIRST assessment after 1 May 2014 must be based on the new self-assessment checklist



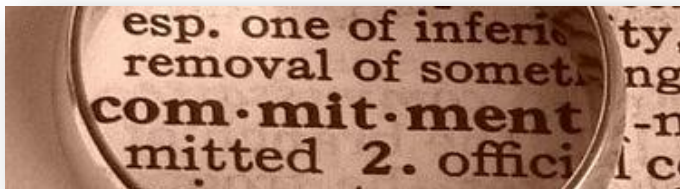
The New TradeFIRST Checklist

TradeFIRST Self-Assessment Checklist			
CRITERIA	Sub-Criteria	Applicants Answer	Remarks (Please briefly state the measures put in place in your company to meet the criteria)
Company Profile			
(1.1.1) Company Commitment	(a) Does your company have a Security Policy Statement?		
	(b) Is the Security Policy Statement communicated:		
	(i) Internally to all employees?		
	(ii) Externally to business partners, clients and subcontractors?		
	(c) Does your company have a Trade Compliance Policy Statement stating the company's commitment to comply with the terms and conditions and applicable regulations of the schemes that the company is applying for?		
	(d) Is the Trade Compliance Policy Statement communicated:		
	(i) Internally to all employees?		
	(ii) Externally to business partners, clients and subcontractors?		
(1.1.2) Review of TradeFIRST	(a) Does your company carry out the TradeFIRST self assessment annually?		
	(b) Is the TradeFIRST self assessment endorsed by a member of the senior management?		
	(c) Are there documented Standard Operating Procedures (SOPs) to rectify any instances of non conformance discovered during the annual self assessment?		
	(d) Is there a mechanism to update Singapore Customs (SC) on any changes to the company's operations , or any particulars in the application form within 7 days of discovery or change?		
Inventory Management and Controls			
(2.1.1) Data integrity	(a) Does your company file trade compliance documents (e.g. end-user screening results, training records, audit reports, export permits, end-user statements, supplying country's export licence etc.) for at least 5 years? <i>(Note to applicants: Score "N.A." only if your company does not deal with strategic goods)</i>		
	(b) Does your company file shipping documents (e.g. Commercial invoice, B/L, AWB, import and export permits) for at least 5 years?		
	(c) For Company Declaration Scheme (CDS) operators,		



TradeFIRST Checklist - Broad Criteria

Key Criteria Categories	Elements	Purpose
1) Company Profile	Company Commitment	To assess company's commitment to ensure business security and compliance
2) Inventory Management & Controls	i. Inventory Management	To assess the robustness of company's system in maintaining stock transaction records as well as preventing, detecting and responding to unauthorized access to its information system
	ii. Inventory Controls	



TradeFIRST Checklist - Broad Criteria

Key Criteria Categories	Elements	Purpose
3) Procedures & Processes	i. HR Policies	To assess how company screens its employees, and if the employees are trained adequately on Customs requirements and security awareness
	ii. Security risk assessment	To assess how company identifies security threats in its business operations and come up with ways to mitigate the risks.
	iii. Cargo handling	To assess how company ensures cargo integrity and security
	iv. Container Security	
	v. Conveyance Security	



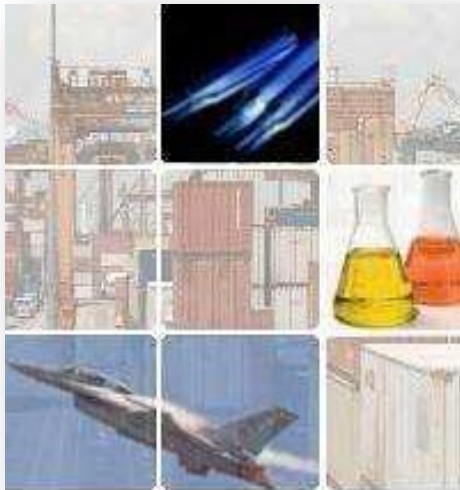
TradeFIRST Checklist - Broad Criteria

Key Criteria Categories	Elements	Purpose
4) Security	<ul style="list-style-type: none"> i. Premises security and access control ii. Business partner security iii. Crisis management and business continuity 	To assess how company secures its premises, conducts business partner screening and business continuity planning to safeguard supply chain security

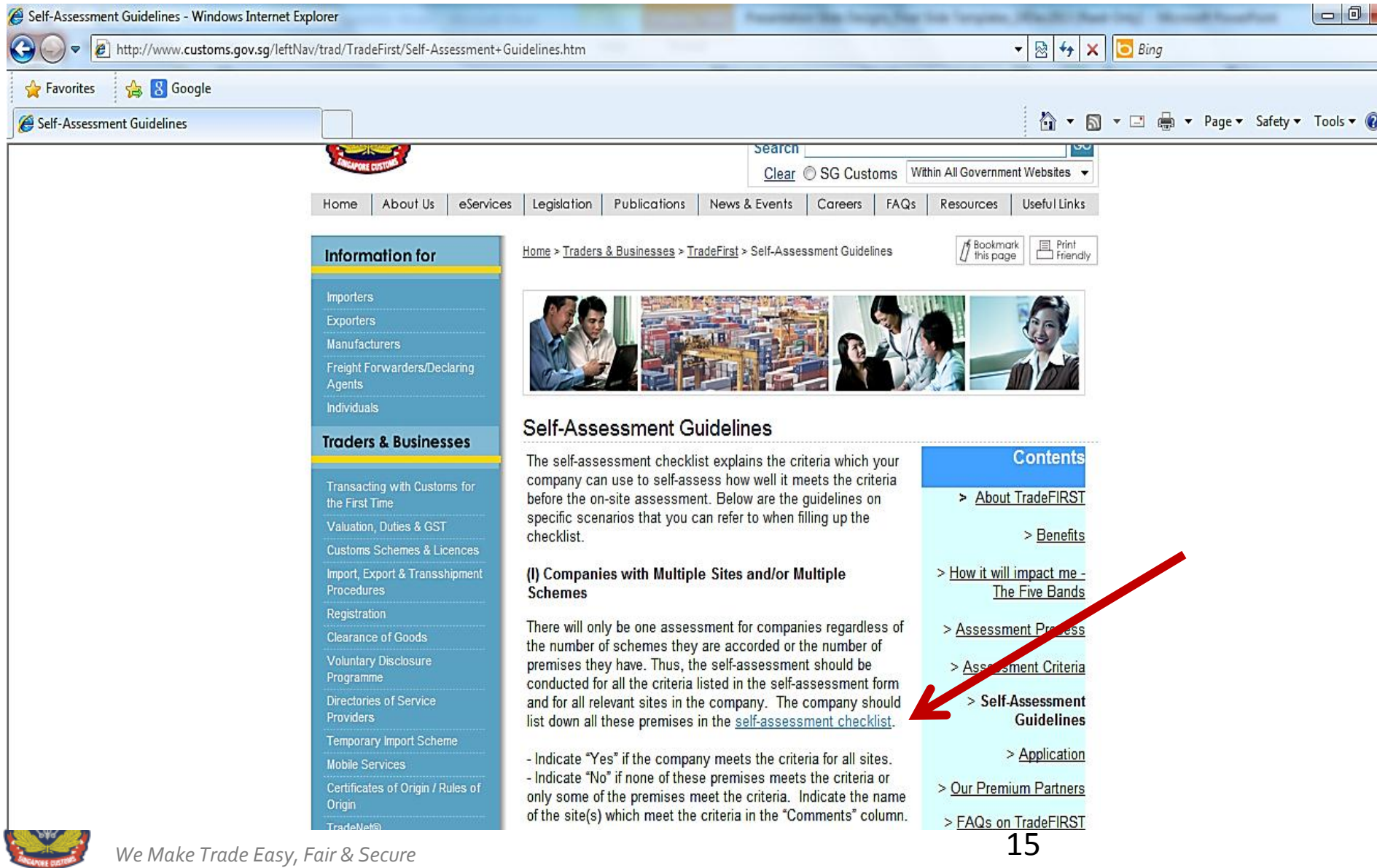


TradeFIRST Checklist - Broad Criteria

Key Criteria Categories	Elements	Purpose
5) Compliance & other requirements	i. Strategic Goods Control	To assess the robustness of company's Internal Compliance Program.
	ii. Compliance	Company's compliance records with Customs and other agencies



Downloading the TradeFIRST Checklist



Self-Assessment Guidelines - Windows Internet Explorer

http://www.customs.gov.sg/leftNav/trad/TradeFirst/Self-Assessment+Guidelines.htm

Search

Clear SG Customs Within All Government Websites

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Home > Traders & Businesses > TradeFirst > Self-Assessment Guidelines

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Information for

- Importers
- Exporters
- Manufacturers
- Freight Forwarders/Declaring Agents
- Individuals

Traders & Businesses

- Transacting with Customs for the First Time
- Valuation, Duties & GST
- Customs Schemes & Licences
- Import, Export & Transshipment Procedures
- Registration
- Clearance of Goods
- Voluntary Disclosure Programme
- Directories of Service Providers
- Temporary Import Scheme
- Mobile Services
- Certificates of Origin / Rules of Origin
- TradeNet®

Self-Assessment Guidelines

The self-assessment checklist explains the criteria which your company can use to self-assess how well it meets the criteria before the on-site assessment. Below are the guidelines on specific scenarios that you can refer to when filling up the checklist.

(I) Companies with Multiple Sites and/or Multiple Schemes

There will only be one assessment for companies regardless of the number of schemes they are accorded or the number of premises they have. Thus, the self-assessment should be conducted for all the criteria listed in the self-assessment form and for all relevant sites in the company. The company should list down all these premises in the [self-assessment checklist](#).

- Indicate "Yes" if the company meets the criteria for all sites.
- Indicate "No" if none of these premises meets the criteria or only some of the premises meet the criteria. Indicate the name of the site(s) which meet the criteria in the "Comments" column.

Contents

- > [About TradeFIRST](#)
- > [Benefits](#)
- > [How it will impact me - The Five Bands](#)
- > [Assessment Process](#)
- > [Assessment Criteria](#)
- > [Self-Assessment Guidelines](#)
- > [Application](#)
- > [Our Premium Partners](#)
- > [FAQs on TradeFIRST](#)

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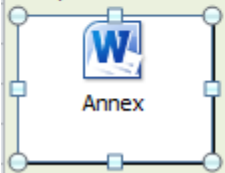
Filling up the TradeFIRST Checklist

Step 1: Read the Instruction Tab

Step 2: If your company owns/leases multiple sites OR has contracted any supply chain functions to third parties, pls complete Annex A and B

Please take note of the following when completing the checklist:

- 1. All information/documentation provided is to be accurate, complete and current at the time of submitting this form.*
- 2. Companies which are renewing existing schemes will have to resubmit documents that have been updated from the previous submission. In cases where the documents have not been updated, please indicate clearly in the Remarks column that there are no updates to the documents submitted for the previous validation.*
- 3. The checklist should be completed by an authorized personnel within the company.*
- 4. If your company owns or leases multiple sites or has contracted any supply chain related functions to third parties, please complete Annex A and B downloadable at the below link:*



Filling up the TradeFIRST Checklist

Step 3:

- Indicate Yes/No/NA in column C accordingly.
- In column D, pls indicate your remarks (if any) such as description of measures, references to supporting documents, etc.

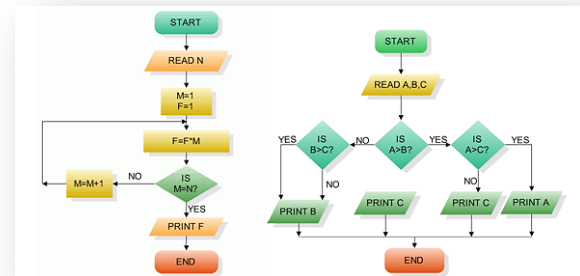
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	(d) Is the Trade Compliance Policy Statement communicated:		
	(i) Internally to all employees?		
	(ii) Externally to business partners, clients and subcontractors?		
	(a) Does your company carry out the TradeFIRST self assessment annually?		
	(b) Is the TradeFIRST self assessment endorsed by a member of the senior management?		

Filling up the TradeFIRST Checklist

To note:

- It is **mandatory** to provide supporting documents* for every “Yes” that you have indicated in the checklist; otherwise it might be counted as a “No” answer

**Supporting document is any form of documented evidence to prove that your company fulfils the criterion. For example, SOP, flow charts, screenshots, emails, etc*



Renewal Process

- For TradeFIRST renewal, please submit the necessary documentation to your respective Account Managers (AMs) at least 4 months prior to your company's TradeFIRST renewal date
- During these 4 months, your AM will send reminders to you for submission of checklist and documents. **Pls do not hesitate to consult your AM if you need any clarification**
- Upon your submission, your AM will review the documents and advise you further if more information is required
- When most of the supporting documents are in, the AM will handover the documents and checklist to the Assessment & Audit team for follow-up and onsite assessment



Key Points to Note

- Incomplete/late submission of TradeFIRST checklist and documents might result in your licence not getting renewed in time and your business operations might be affected
- Appreciate your cooperation to be prompt in replying to Customs and to give reasonable time for Customs to respond.



Moving forward

- Feedback
 - Customs_Schemes@customs.gov.sg
 - Account Managers
- Upcoming TradeFIRST Handbook





STS Bulk Permit Declaration Requirements



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Trader's Dialogue Session July 2014



> To Recap

With effect from 1st April 2014

Permit under the Revised STS Regime consists of:

- Individual Permit (Per transaction basis)
- STS Bulk Permit
 - Approval by Specific Entities
 - Approval by Countries of Destination





TradeNet Permit Declaration Requirements

- Bulk permit holders will be required to declare :
 - Customs Procedure Code (CPC)
 - Processing Code 1 (PC1)
 - Processing Code 2 (PC2)
 - Consignee information
 - End User information (if known)

- 6 months adjustment period till 30 Sep 2014

- After 1 Oct 2014, TradeNet permit declarations will be rejected if the consignee information is not declared.





Overview of TradeNet Permit Declaration Requirement for Shipments under STS Bulk Permit

Declaration Field	Information to be Declared	
	Approval By Countries of Destination	Approval by Specific Entities
Customs Procedure Code (CPC)	STS	
Processing Code 1 (PC1)	STS3	STS2
Processing Code 2 (PC2)	<<Bulk Permit Number>>	
Consignee Name	<<Name of your overseas consignee>>	
Consignee Address	<<Address, including country code of your overseas consignee>>	
End User Name	<<Name of your overseas end user>>	
End User Address	<<Address, including country code of your overseas end user>>	
Country of Destination	<<Country of Destination>>	
CA/SC Product Code	<<Strategic Goods Product Code as per Annex A. Omit the dots (if any) in between the SGC product codes. For e.g. SGC product code DL6A001.a.1.d should be declared as DL6A001a1d>>	





Monthly Reporting

- After 1 Oct 2014, Tier 3 Permit holders will no longer be required to submit monthly reports to Customs unless required
- Bulk permit holders must continue to keep record of all strategic goods transactions and produce to Customs upon request.



To feedback or enquire, please email to customs_schemes@customs.gov.sg.
Alternatively, you may also contact your Account Manager directly."



Voluntary Disclosure Programme



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Voluntary Disclosure Programme

The Voluntary Disclosure Programme (VDP) is for individuals or companies to voluntarily come forward to disclose errors/omissions committed by them under laws and regulations administered and enforced by Singapore Customs.

<http://www.customs.gov.sg/leftNav/trad/Voluntary+Disclosure+Programme.htm>


The eligibility criteria for the VDP are as follows:

- a. Disclosure must be complete with all the relevant information pertaining to the errors and omissions; and
- b. Disclosure must be made before notice or commencement of audit checks and investigations.

Important:

There is no fixed time period for the errors/omissions committed.

The VDP Application Form must be signed by the individual/company who made the errors/omissions.

APPLICATION FOR VOLUNTARY DISCLOSURE				SINGAPORE CUSTOMS 25 Stevens Road Singapore 257987 Tel: 63552000 Fax: 63512217 E-mail: customs_vdp@customs.gov.sg http: http://www.customs.gov.sg	
<small>Instructions: (i) This form will take about 10 minutes to complete. (ii) You will need the following information for this form: • UEN • Permit Details (iii) Please complete this form and return it together with the required supporting documents (permit, invoice, packing list, etc. or ATR) and other documents as applicable.</small>					
PART I: PARTICULARS					
Company Name:					
Company UEN:					
Company Address:					
Person Name:				Designation:	
NRIC/Fin/Passport No:				Office Tel:	
Email:				Mobile No:	
PART II: DISCLOSURE INFORMATION					
PART II(A): PERMIT DECLARATION ERROR					
Permit No.	S/N of Permit Line Item	Field(s) Wrongly Declared	Incorrect Data Declared	Correct Data	
PART II(B): OTHER TYPES OF ERRORS (If Part II(A) is not applicable)					
PART III: REASONS FOR ERROR					
PART IV: DECLARATION					
I, _____ on behalf of M/S _____ declare that the <small>(Full name/authorized person)</small> <small>(Company Name)</small> information given in this form is true and complete.					
Signature :		Company Stamp :		Date :	
PART V: FOR OFFICIAL USE					
VDP Reference No. :				Date :	

Voluntary Disclosure Programme

Contact Information

For all VDP form submissions or enquiry:

Email to customs_vdp@customs.gov.sg or

Fax to [6251 3227](tel:62513227)

THANK YOU

Advance Export Declaration



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Outline

- Background
- Advance Export Declaration Requirements
- Adjustment Period
 - Best Practices
- Full Implementation



Enhancing Our National Supply Chain

- Balancing Security & Facilitation
- Total Supply Chain Security & Risk-based approach
- Key gap – advance information
- To establish a more credible export control regime



What is AED?

Under the Regulation of Import and Export Regulations, an export declaration is required to be submitted to Customs prior to export.

Type	From	To	
Strategic goods	5 days before export	No Change	} Already declared in advance
Dutiable	Before export		
Controlled			
By Road	Before export	No Change	
By Rail			
Non-Dutiable, Non-controlled, by Sea or Air	Within 3 days after export	Before export*	

Scope of AED

* Recommended:

- before lodgement of cargo with Ground Handling Agents (air)
- before cargo arrival at port gates (sea)

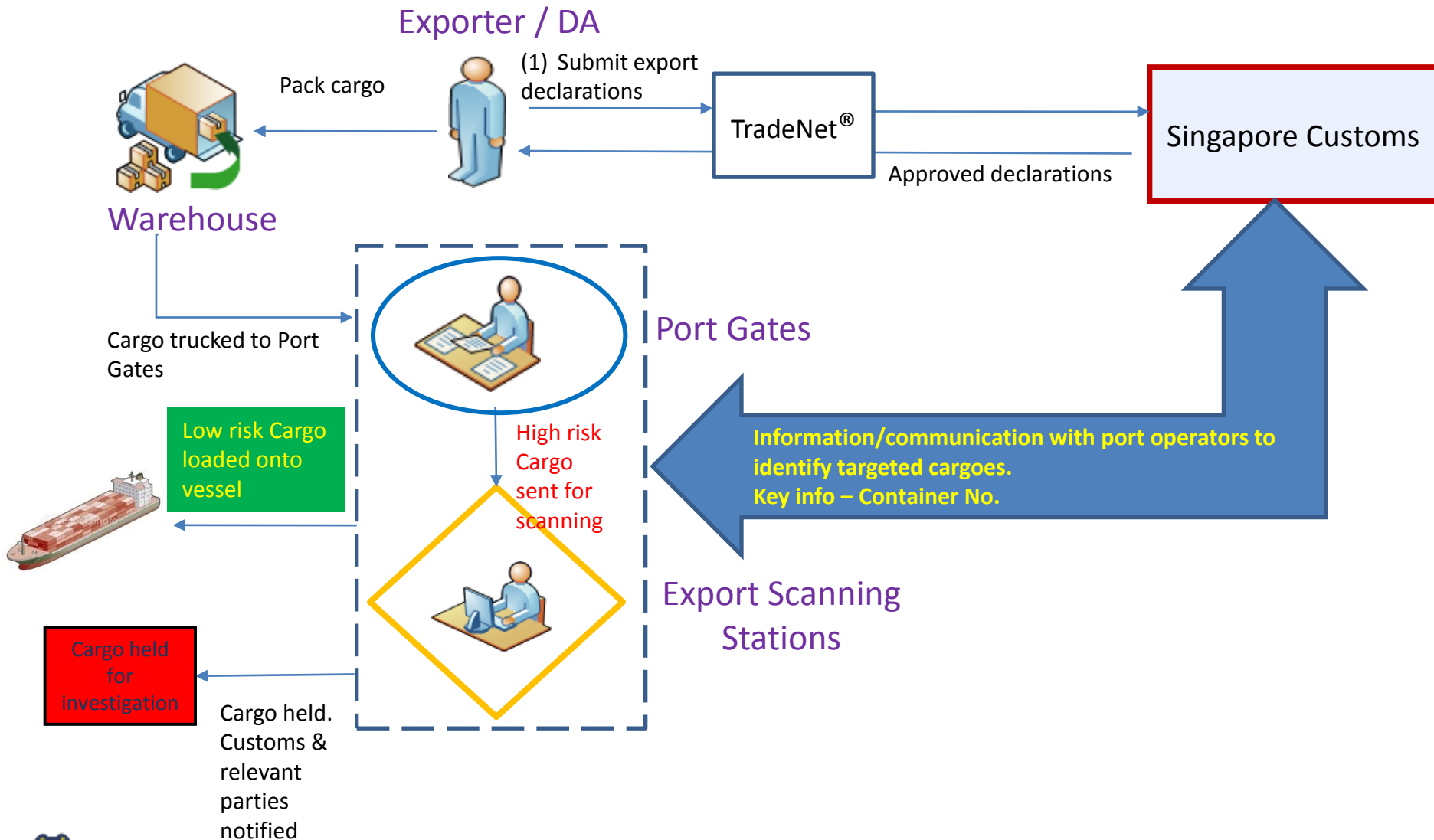


Summary of Requirements

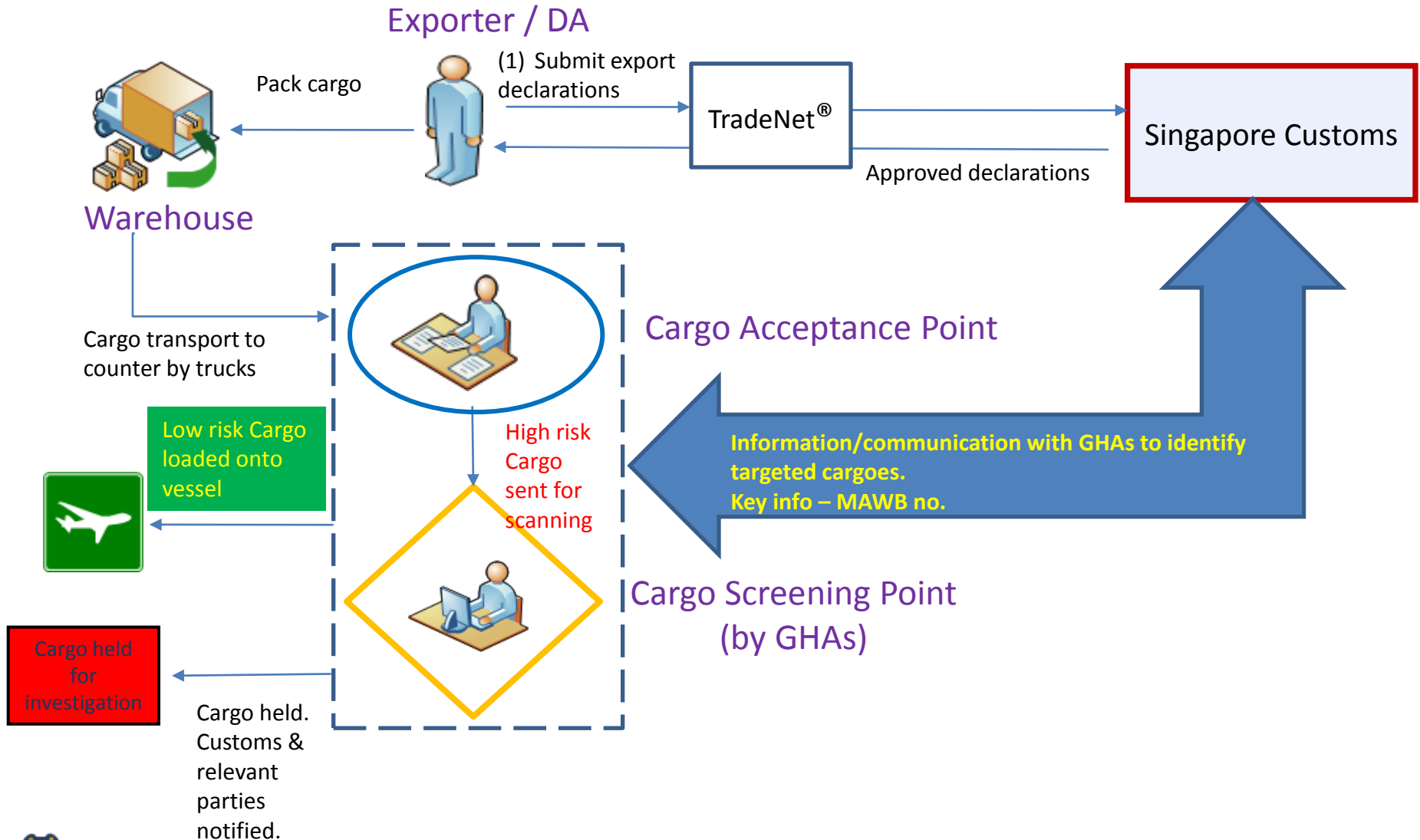
	Air	Sea
Who	Exporter/Declaring agent	
When	<p>Before Export – As soon as information is available; Recommended before lodgement of cargo or cargo arrival at the port gates</p>	
What	<p>Export declaration</p> <ul style="list-style-type: none"> •available commercial data •amendments allowed 	
Where	TradeNet [®] and ACCESS	



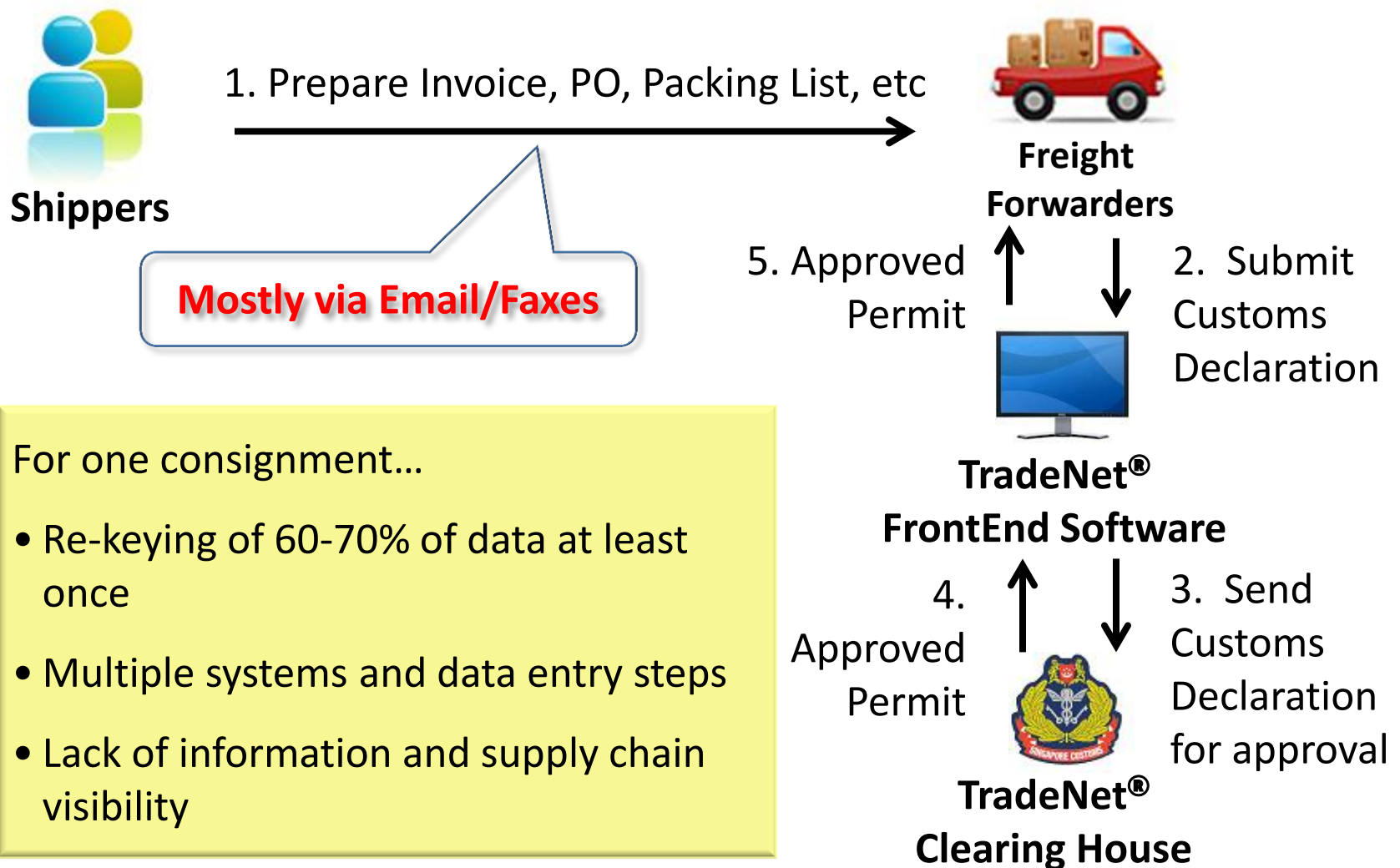
General Sea Export Flow



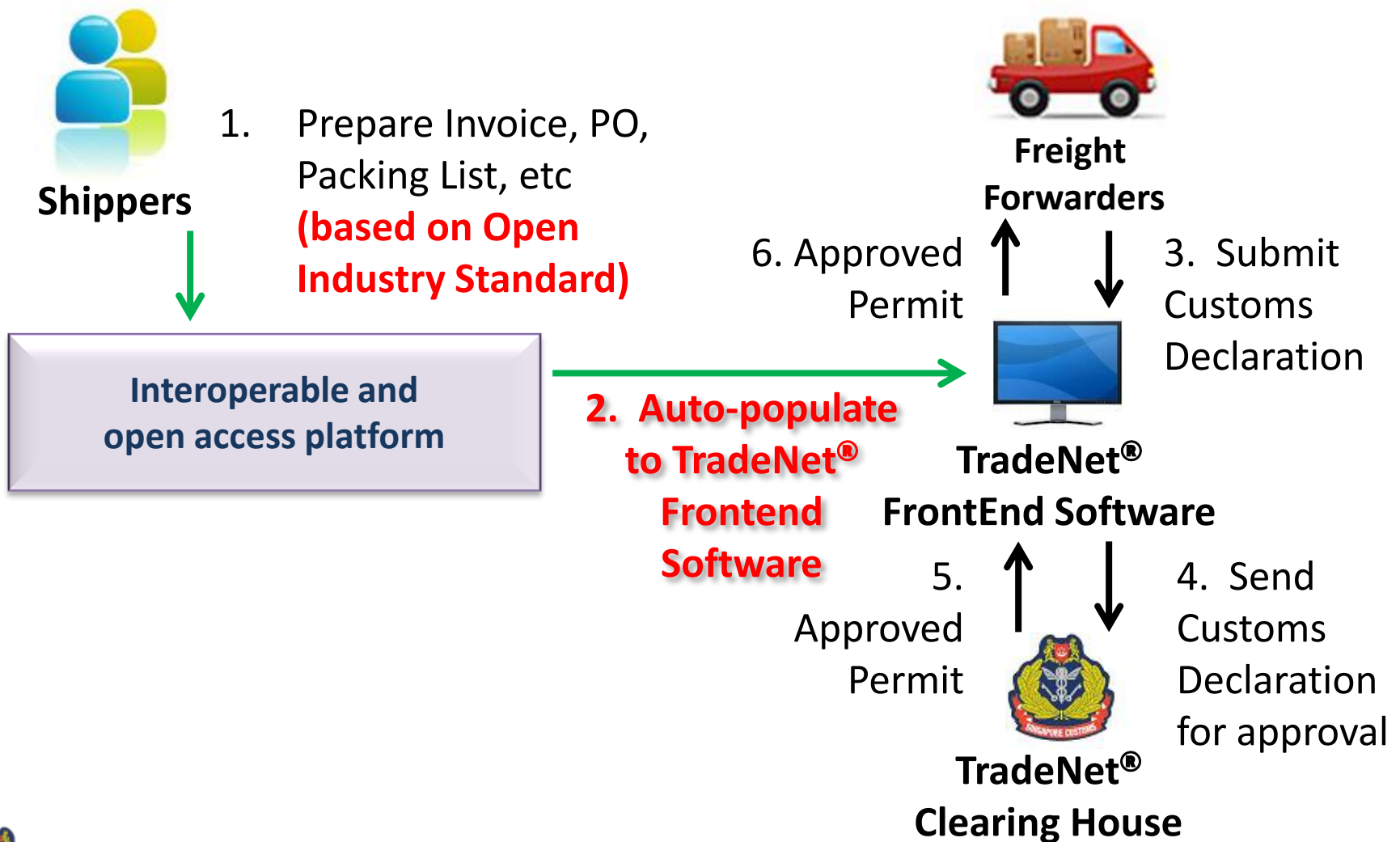
General Air Export Flow



Companies' General Information Flow



One Way Companies Can Improve Info Flow



AED Adjustment Period

18 months

for fine tuning of AED procedures



1 Apr 2013

Implementation of AED

30 Sep 2014

End of Adjustment Period

- Customs engage with companies continuously
- General improvement in AED performance since implementation



Best practices

- Companies to self-monitor their AED performance:
 - ✓ Self-generate the 'Permit Listing' report via TradeNet®
 - ✓ Work with declaring agents to develop a tracking mechanism (e.g. monthly reports) for regular performance review



Best practices

- To refine processes/systems and work jointly with relevant parties to meet AED requirements
- Develop EDI link-up to enable seamless data flow
- Establish standard operating procedures with declaring agents. Examples:
 - ✓ Agree on a timeline for the provision of documents/data for declarations
 - ✓ Obtain proof of export (e.g. export permits) prior to the release of cargoes for ex-works shipment to have sight of the declarations



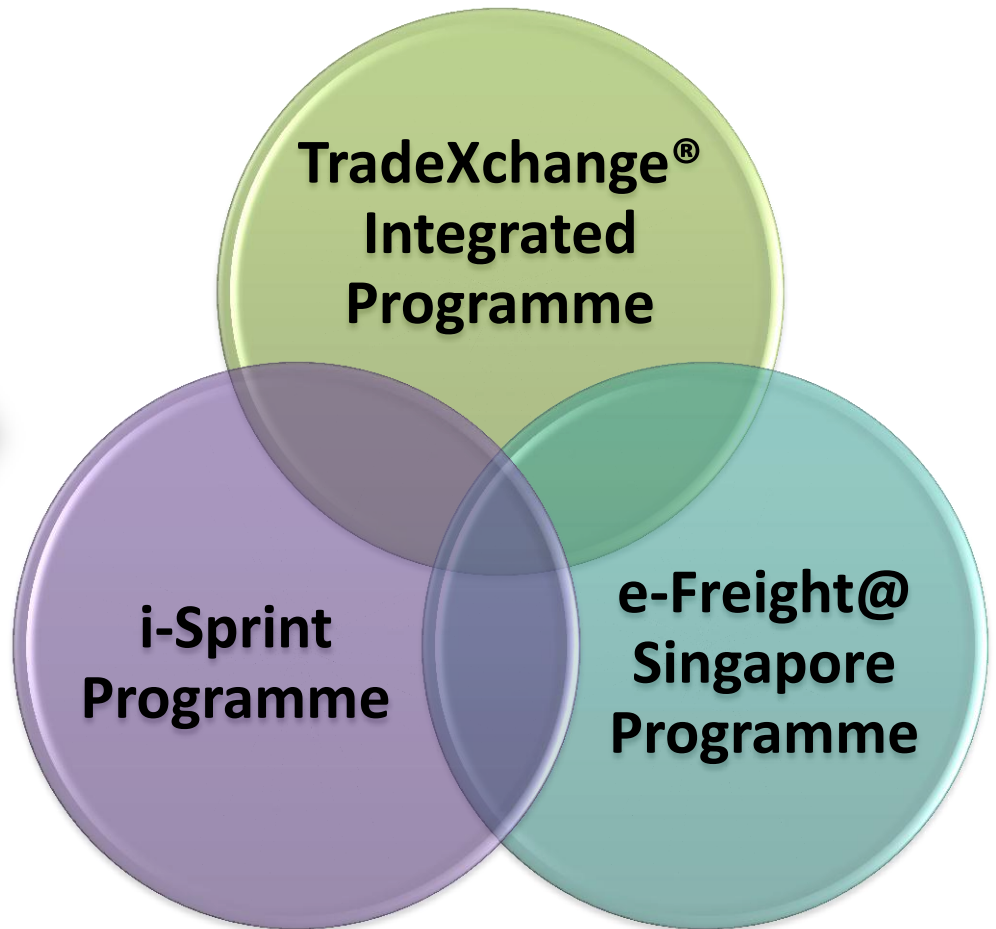
Best practices

- Utilise deferred printing option for AED with Certificate-of-Origin (CO)
 - ✓ CO fields can be amended via TradeNet® during the two working days, before the COs are printed on the third working day.
 - ✓ Useful for shipments where certain information (e.g. ship-on-board date) are not finalised at the time of declaration.



Potential Assistance for Companies

Companies are encouraged to leverage on existing industry programmes



AED Adjustment Period

18 months

for fine tuning of AED procedures



1 Apr 2013

Implementation of AED

30 Sep 2014

End of Adjustment Period

- During the 18-month adjustment period:
 - ***No penalties*** would be imposed for declarations made ***within 3 working days from export***
 - However, ***declarations made after 3 working days from export are liable to penalties***



Full Implementation

1 Oct 2014

- Purpose of implementing AED is to enhance supply chain security
- All AEDs must be submitted before export
 - Preferably prior to cargo lodgement with ground handling agents or gate-in to ports to minimise any delay to the cargo.
 - Exporters are generally responsible for the submission of export declarations in advance.
- Companies submitting late declarations are liable to penalties





Search [GO](#)
[Clear](#) SG Customs Within All Government Websites

- Information for**
 - Importers
 - Exporters
 - Manufacturers
 - Freight Forwarders/Declaring Agents
 - Individuals
- Traders & Businesses**
 - Transacting with Customs for the First Time
 - Valuation, Duties & GST
 - Customs Schemes & Licences
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 - Registration
 - Clearance of Goods
 - Voluntary Disclosure Programme
 - Directories of Service Providers
 - Temporary Import Scheme
 - Mobile Services
 - Certificates of Origin / Rules of Origin
 - TradeNet®
 - Permits and Documentation
 - Advance Export Declaration



What's New

CUSTOMS 2015 PLUS
THE REFRESHED SINGAPORE CUSTOMS 2015 STRATEGIC BLUEPRINT

Advance Export Declaration (AED)

Connect with us

eServices
-- Select --

QuickLinks for Businesses
-- Select --

QuickLinks for Travellers
-- Select --

CUSTOMS EXCHANGE RATE AND CURRENCY CONVERTER

ONLINE Payment Service

SINGAPORE CUSTOMS ACADEMY

GUIDE TO CUSTOMS' PROCEDURES (e-Learning)

TRADEXCHANGE®

Strategic Goods Control (STGC)

National Authority (Chemical Weapons Convention)



FOR CLARIFICATIONS & ENQUIRIES
Customs_Documentation@customs.gov.sg

FOR UPDATES
<http://app.customs.gov.sg/subscribe.aspx>

THANK YOU



TradeXchange: Promoting collaborations to enhance competitiveness

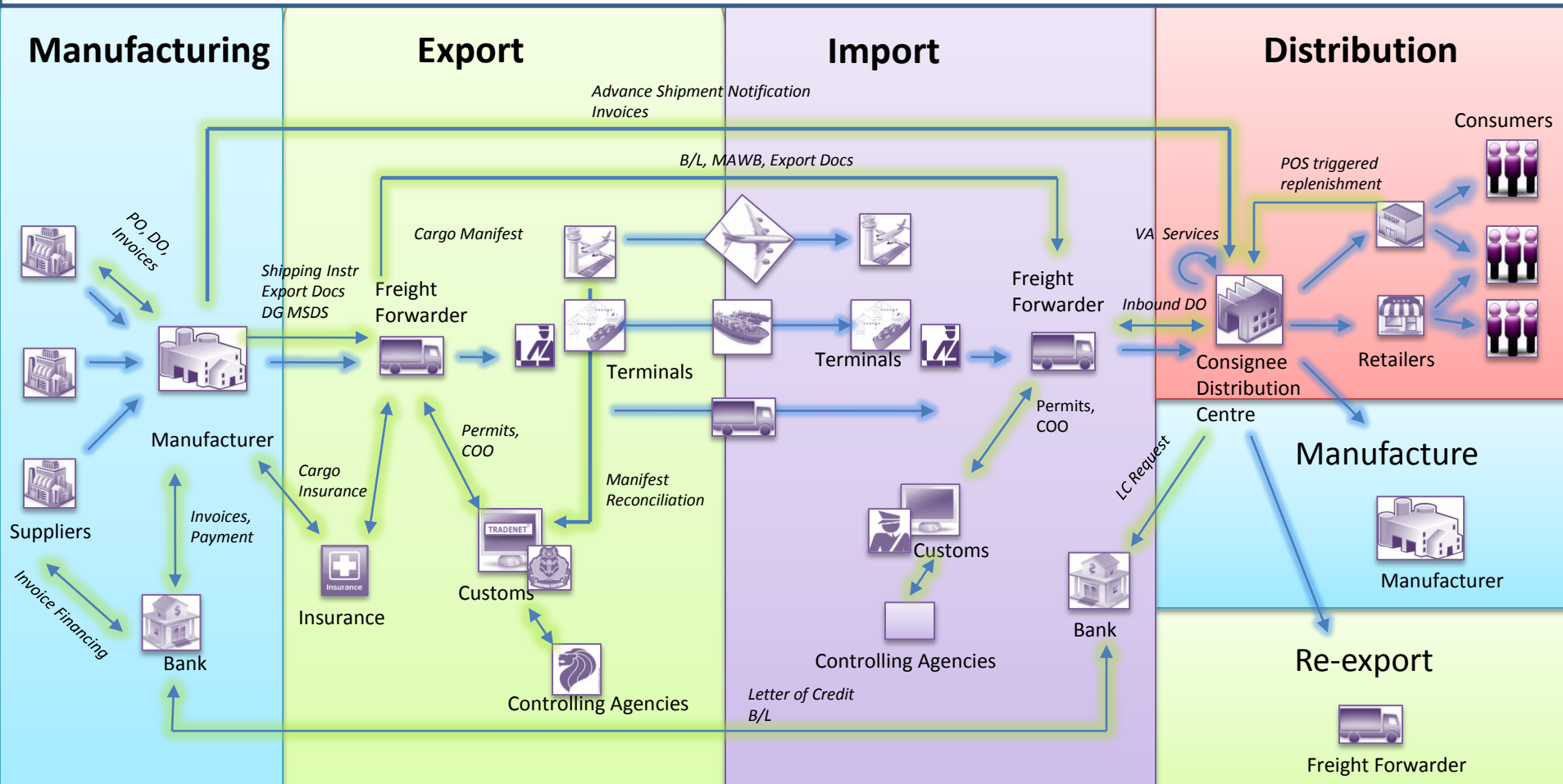


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Supply Chains are Complex



Fragmented Landscape

- One consignment can involve up to 25 different parties

Inefficient Data Flow

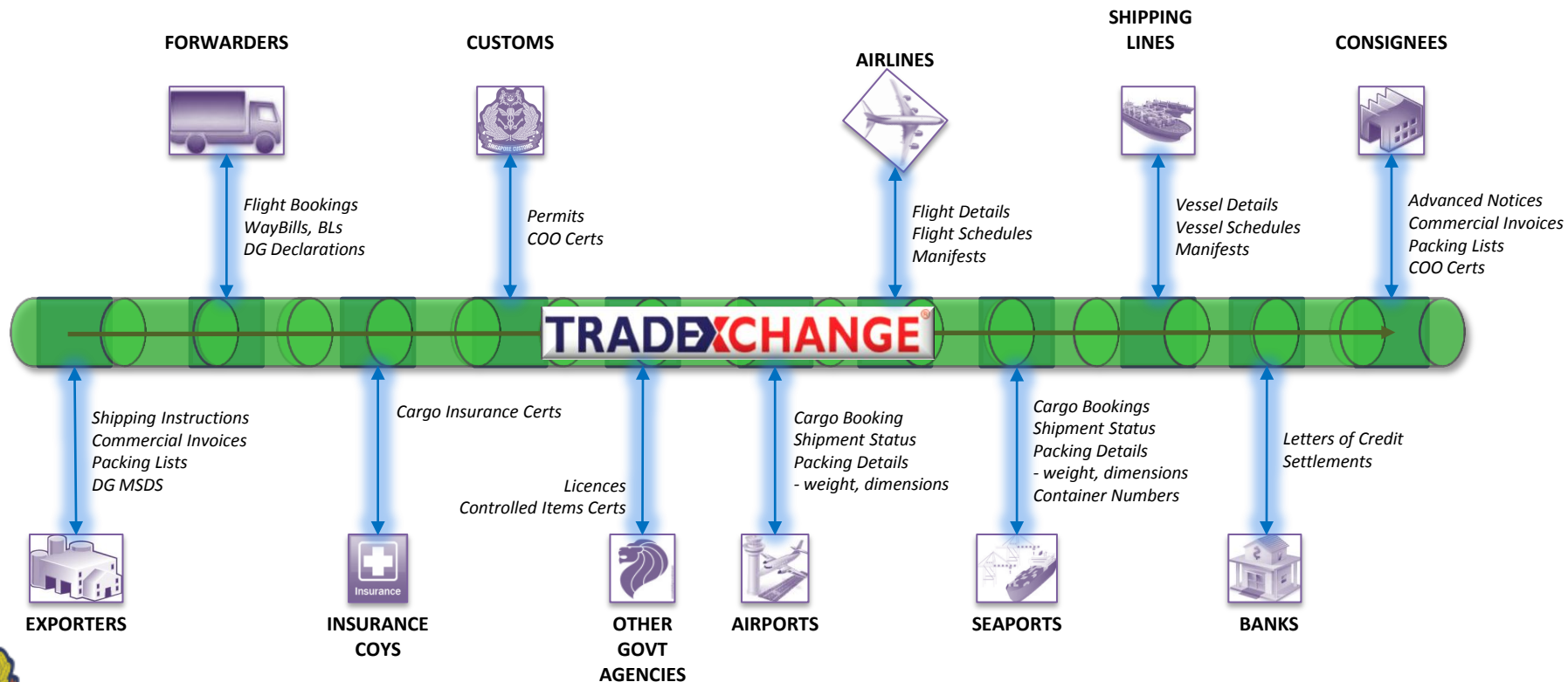
- Up to 30-40 documents exchanged.
- Multiple data re-entry: 60-70% of data is re-keyed in at least one.

TradeXchange is the data pipe provided to industry to link systems, integrate processes and share data

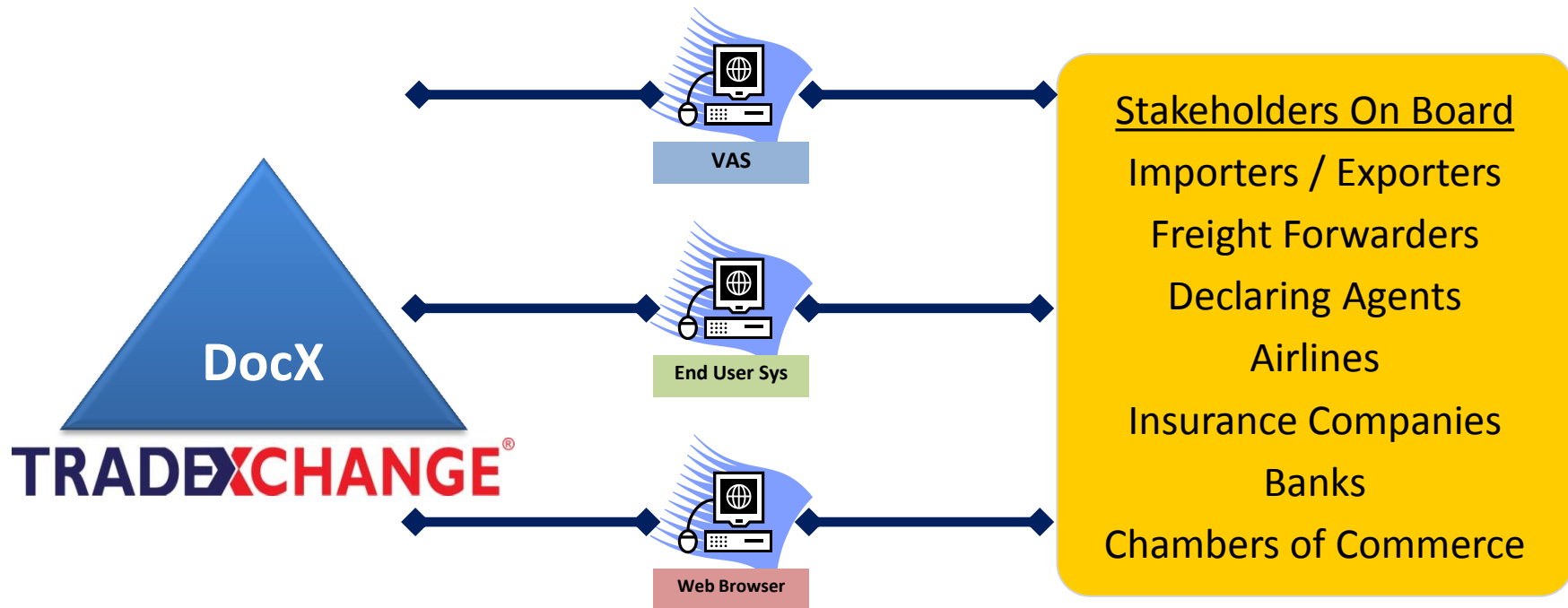
Physical Flow of Cargo:



Information Flow:



The Document Exchange (DocX) on TradeXchange enables documents to be uploaded and retrieved easily



- Enables reuse of source data for downstream processes
- Prompts with alerts and notifications on document delivery status
- Tracks & Traces documents

- Eases sharing of documents and data - uploads, downloads and electronic access
- Safeguards documents and data with authorizations and digital signatures



There have been early successes to bring the industry together to collaborate

Stakeholders On Board

Importers / Exporters
Freight Forwarders
Insurance Companies
Chambers of Commerce
Declaring Agents
Airlines
Banks

Processes enabled

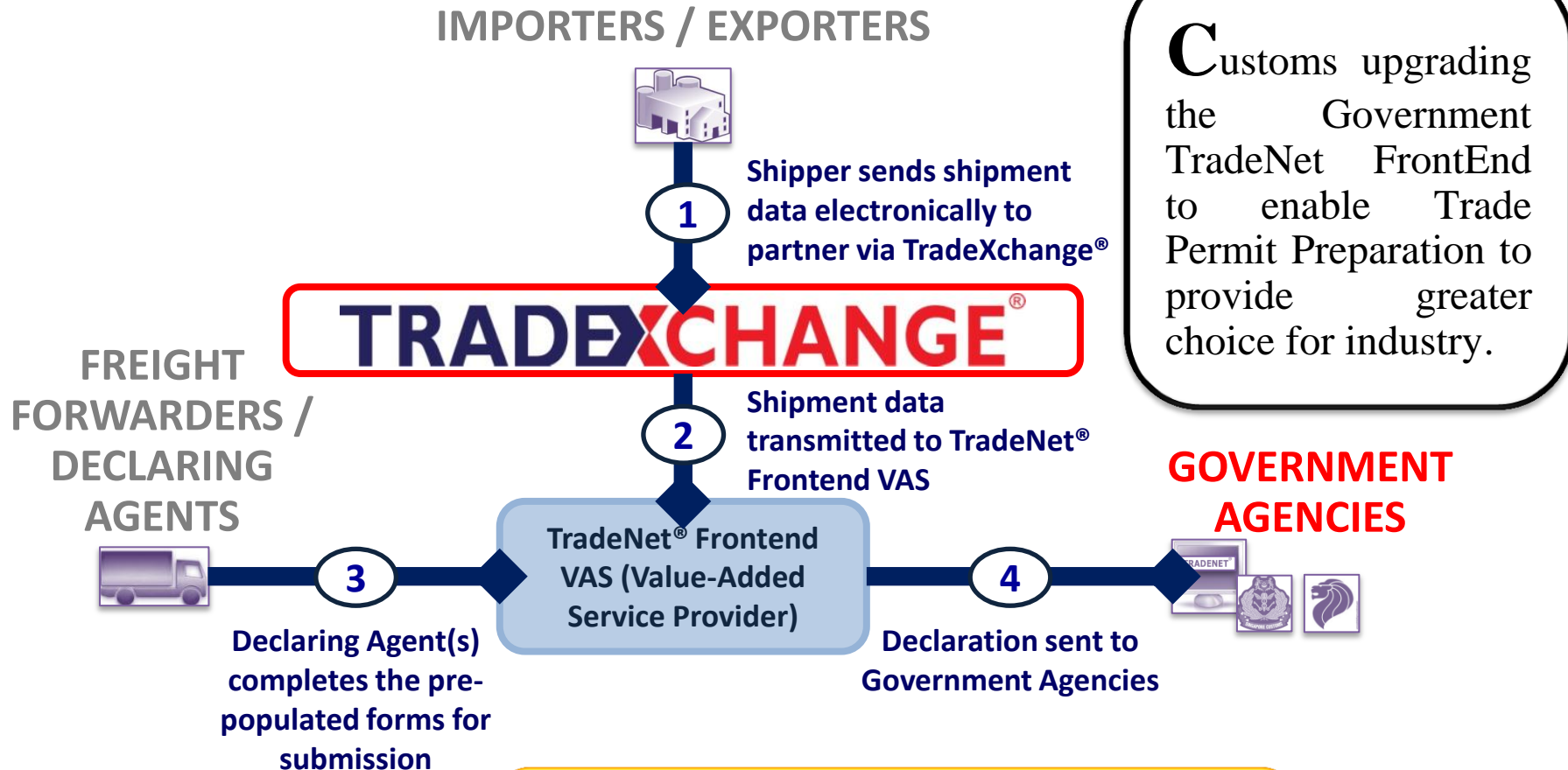
Permit Preparation
Permit Return
Cargo Insurance
Application
eCO Application
eFreight
Trade Finance
Data @Source

Benefits

up to 50% time savings in permit preparations
up to 90% time savings in cargo insurance applications
Faster & Less Costly financing



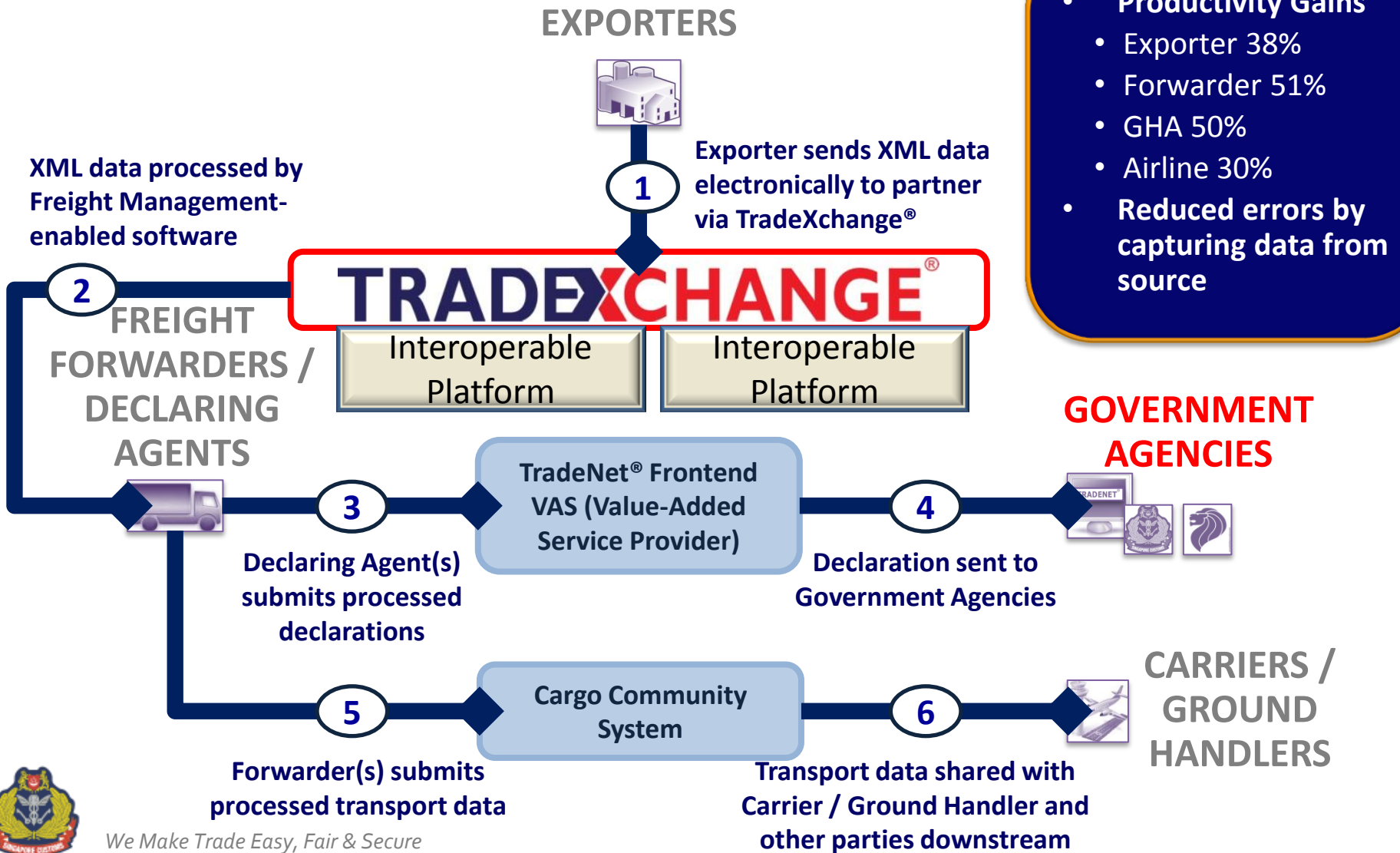
Trade Permit Preparation



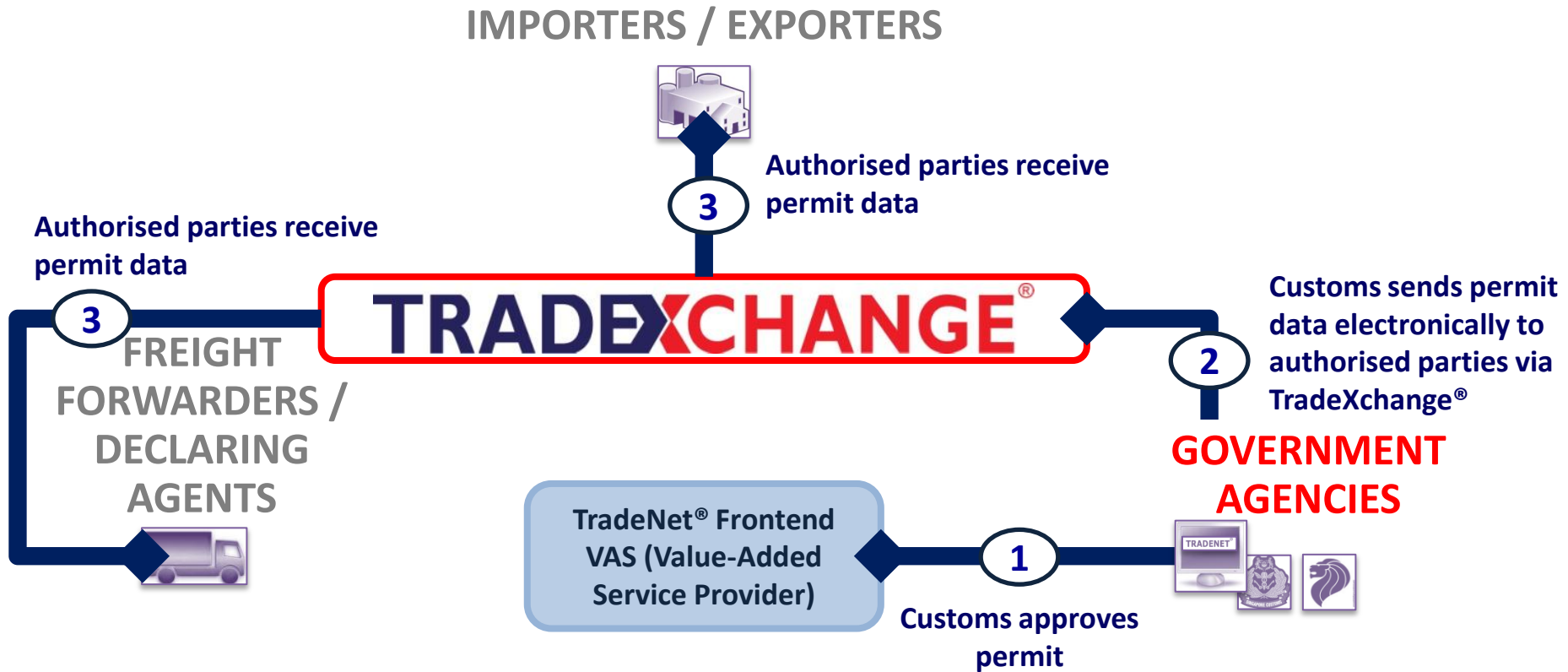
- Up to 50% Time Savings in applying for Trade Permits
- Reduced errors by capturing data from source



eFreight@Singapore



Trade Permit Return



- Importers/Exporters receive approved permits almost immediately upon approval
- PDF or machine-readable formats allow for verification or re-use of permit information



Waiver of TradeXchange Charges

For the period 1 April 2014 to end 2017, TradeXchange charges for subscription, downloading and uploading are waived for the following services

- Trade Permit Preparation
- eFreight@Singapore
- Data@Source



TradeXchange® will continue to evolve and support Singapore's infrastructure and cargo clearance



What can you do?

- Join the community to better collaborate with your partners
- Identify focus areas / processes for possible innovations



Thank You

For more information

www.tradexchange.gov.sg

tradexchange@crimsonlogic.com



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Traders Satisfaction Survey



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Traders' Satisfaction Survey

- Measure customer satisfaction on areas such as Singapore Customs' engagement channels and interaction points

Year	% of respondents who	
	Are "Satisfied"	Are "Strongly Satisfied"
2011	93.4%	67.6%
2012/2013	97.7%	78.5%



Traders' Satisfaction Survey

- Conducted online from mid July 2014 to end August 2014
- Engaged an external consultant, Aadvantage Consulting, to conduct it
- All feedback will be kept strictly confidential and will remain anonymous to Singapore Customs



Q&A

THANK YOU



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