

Dialogue Session IEF/BW/LWV

4 July 2014



**SINGAPORE
CUSTOMS**

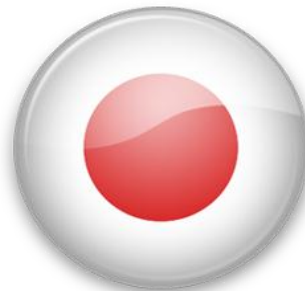
We Make Trade Easy, Fair & Secure



Secure Trade Partnership (STP) programme

MRA

Implemented



Latest addition: Signed on
27 Jun 2014
HONG KONG



Program Outline

Time	Topic	Presenter(s)
1530 – 1600	TradeFIRST Checklist	Mr Pratheeparn, Schemes & Engagement Branch (SEB)
1600 – 1620	Advanced Export Declaration (AED) Requirements	Mr Andrew Yap, Trade Security & Strategy Branch (TSSB)
1620 – 1625	Voluntary Disclosure Program	Mr Fauzi, Company Compliance Branch (CCmB)
1625 – 1630	Traders Satisfaction Survey	Ms Su Min, SEB
1630 – 1650	Q&A Tea Break	All
1700 – 1730	Petroleum Guide Review	Mr Chong Wei Hoong, SEB



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

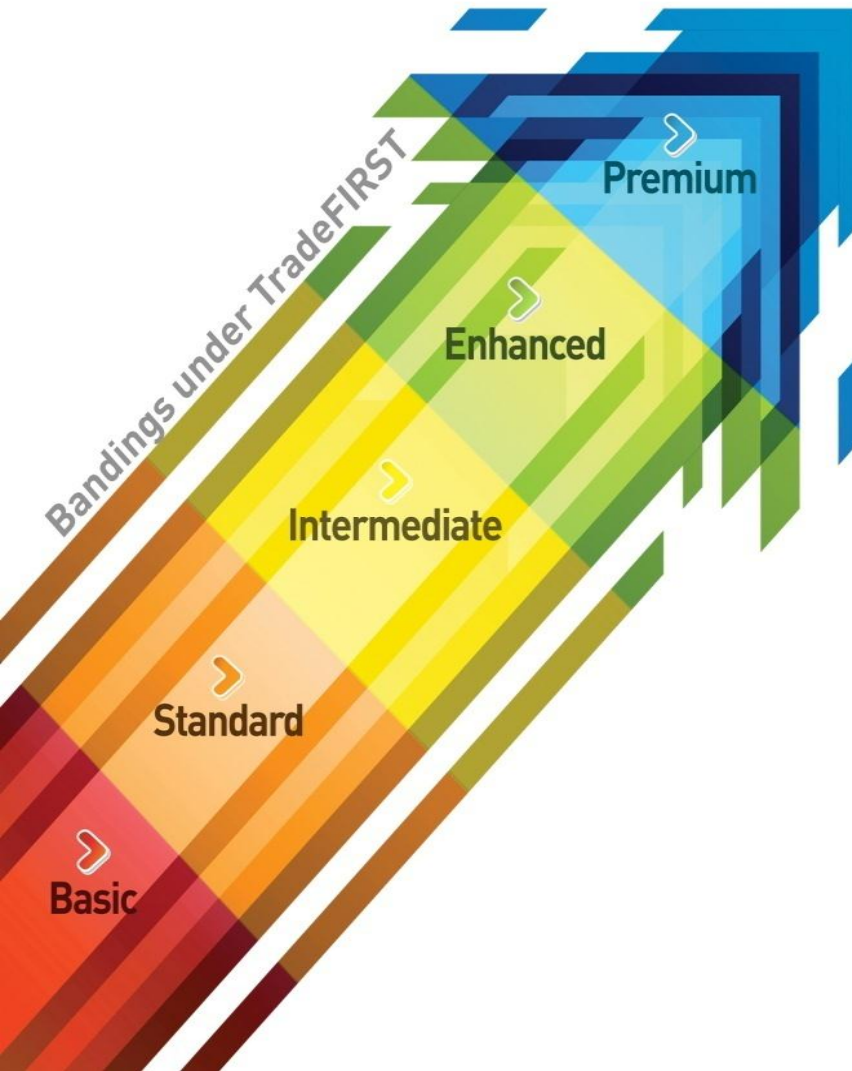
- Single Contact Point
- Single Assessment
- Set of criteria applicable for all schemes, programmes & facilitations



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



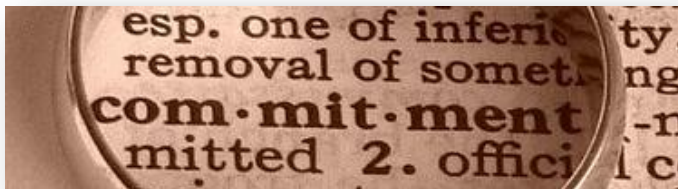
The New TradeFIRST Checklist

TradeFIRST Self-Assessment Checklist			
CRITERIA	Sub-Criteria	Applicant's 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	



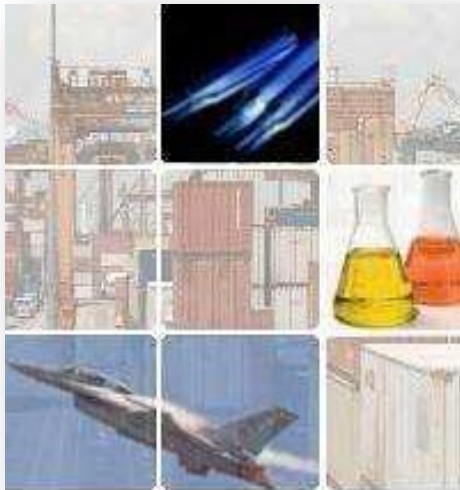
TradeFIRST Checklist - Broad Criteria

Key Criteria Categories	Elements	Purpose
4) Security	i. Premises security and access control	To assess how company secures its premises, conducts business partner screening and business continuity planning to safeguard supply chain security
	ii. Business partner security	
	iii. Crisis management and business continuity	



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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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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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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15

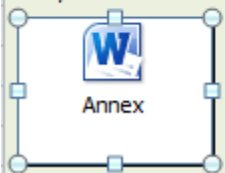
Filling up the TradeFIRST Checklist

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.

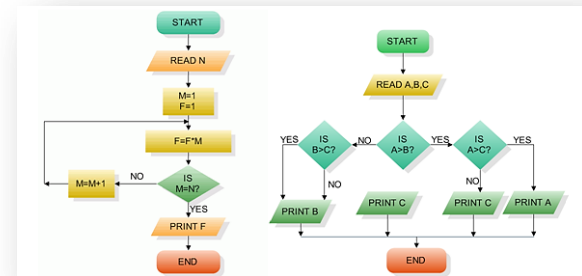
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	(d) Is the Trade Compliance Policy Statement communicated:		
	(i) Internally to all employees?		
	(ii) Externally to business partners, clients and subcontractors?		
	(a) Does your company carry out the TradeFIRST self assessment annually?		
	(b)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



Advance Export Declaration (AED) Requirement



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Jul 2014

Outline

- Recap
 - Background
 - AED 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)

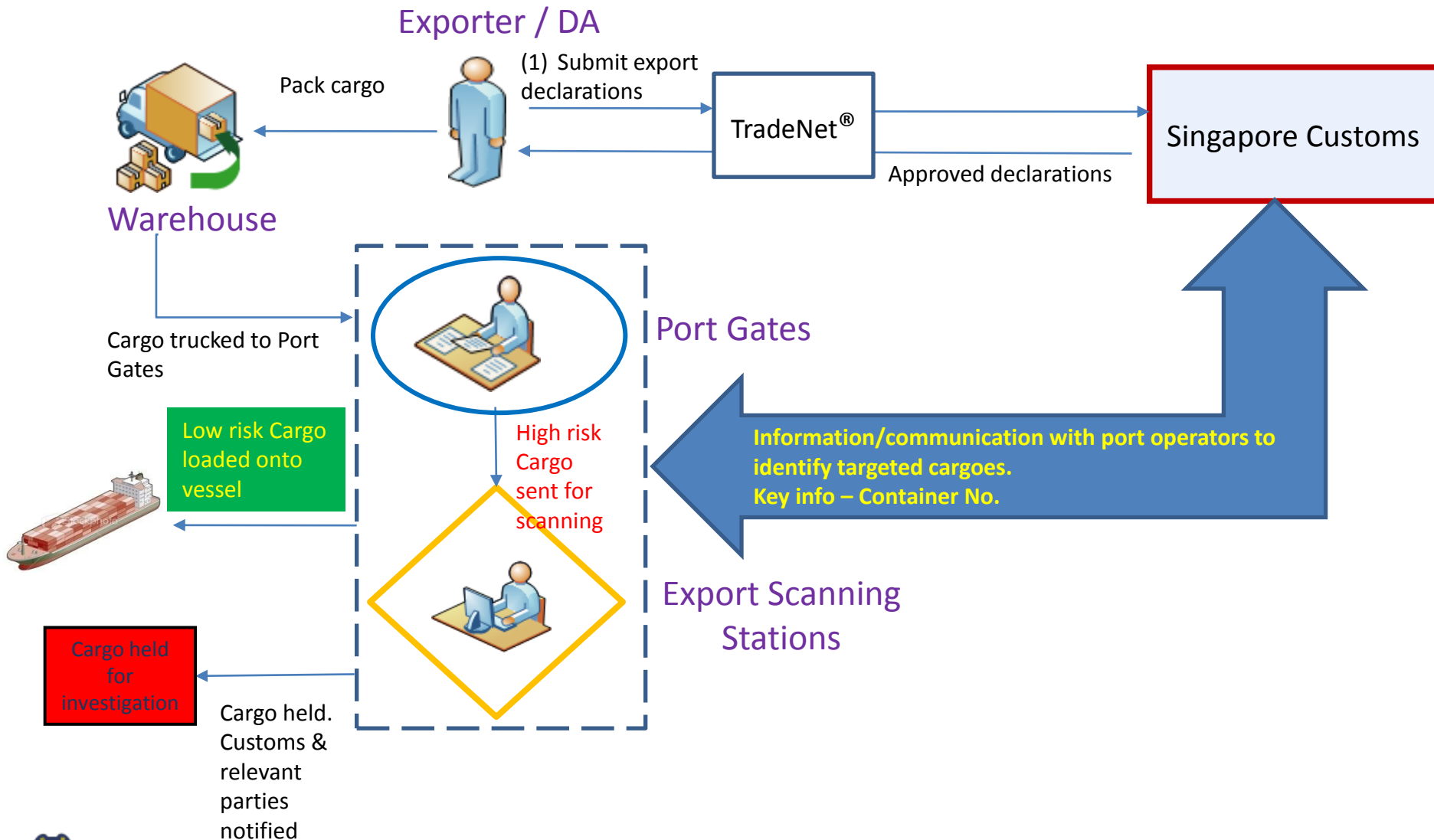


Summary of Requirements

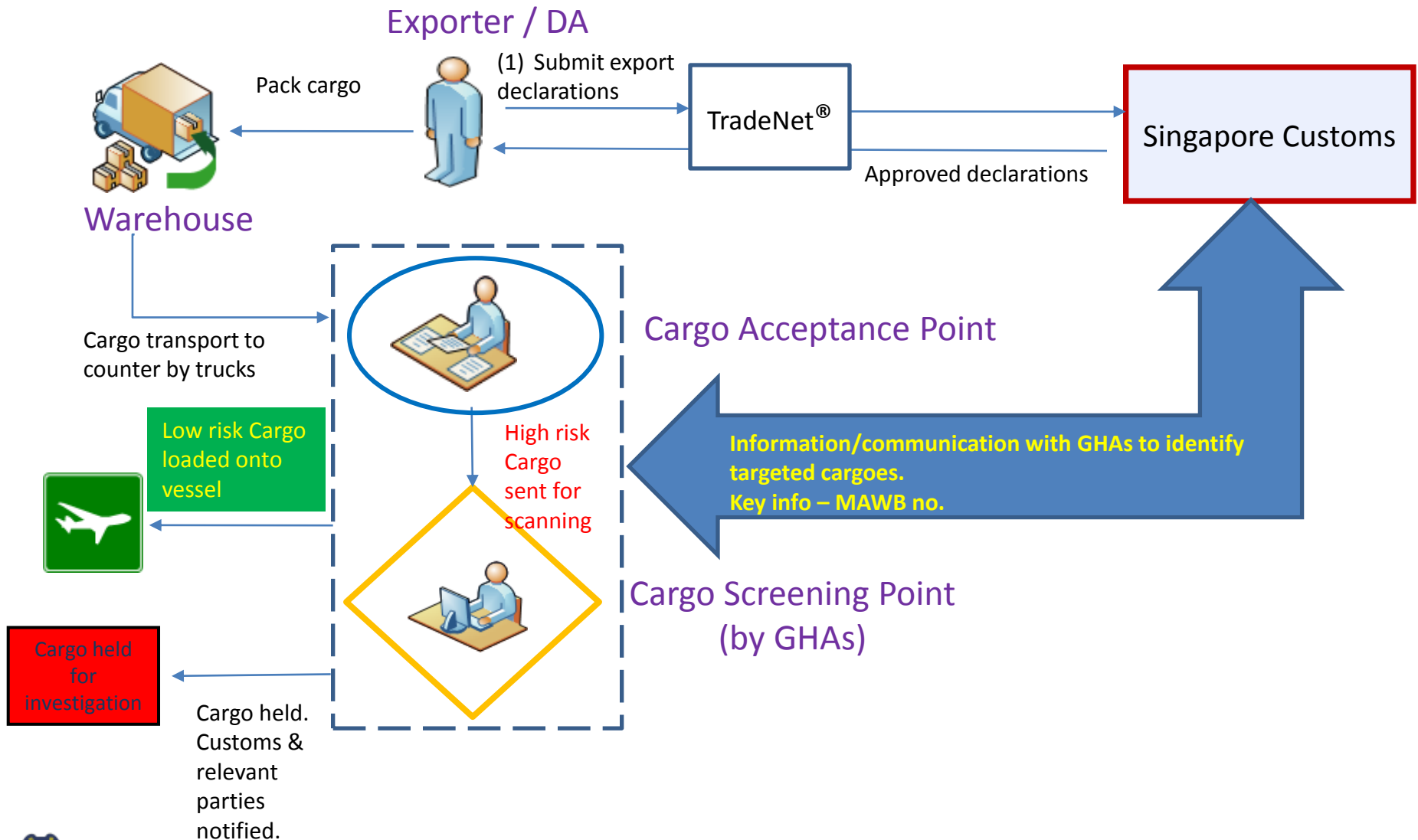
	Air	Sea
Who	Exporter/Declaring agent	
When	Before Export – As soon as information is available; Recommended before lodgement of cargo or cargo arrival at the port gates	
What	Export declaration <ul style="list-style-type: none">•available commercial data•amendments allowed	
Where	TradeNet [®] and ACCESS	



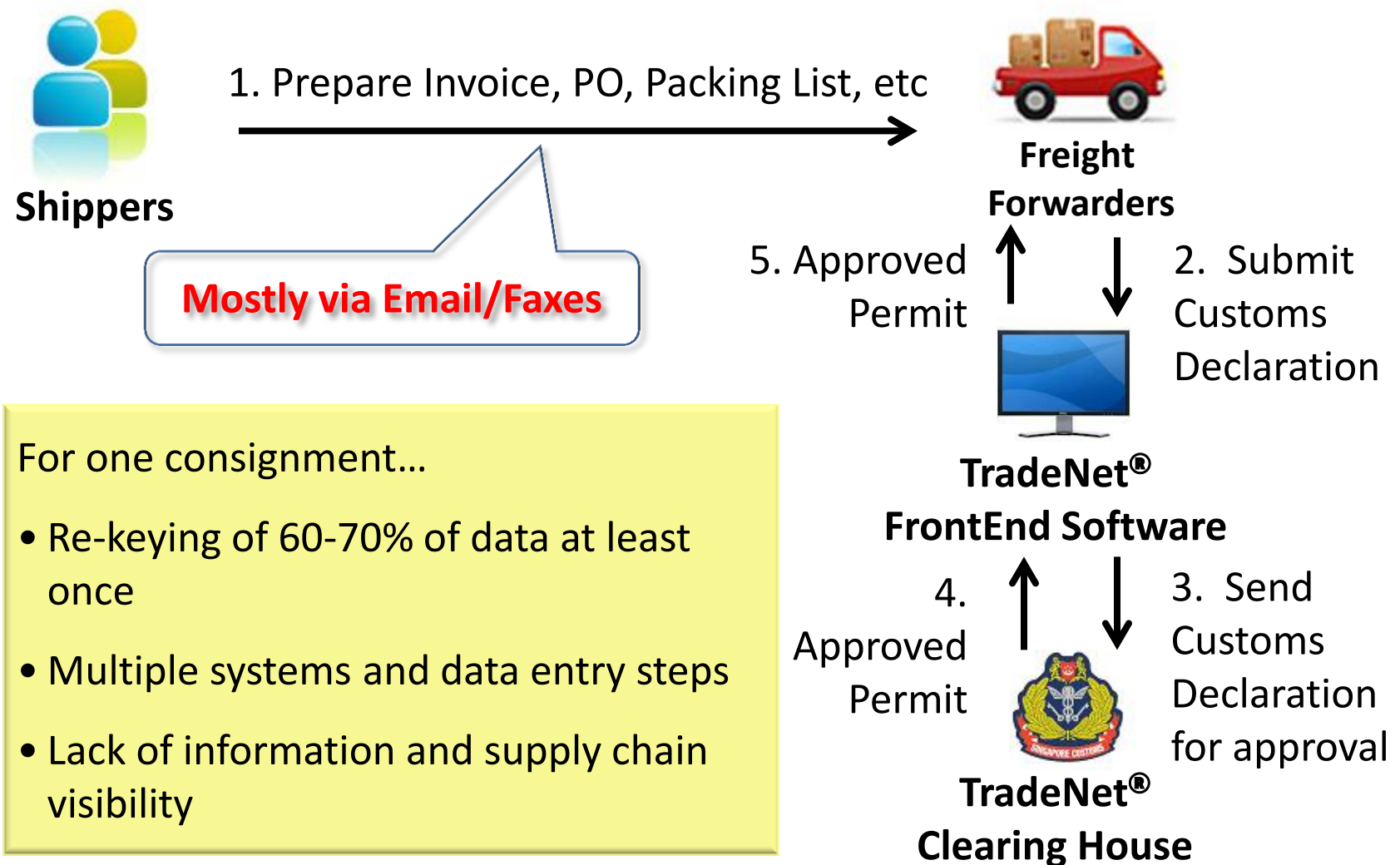
General Sea Export Flow



General Air Export Flow



Companies' General Information Flow

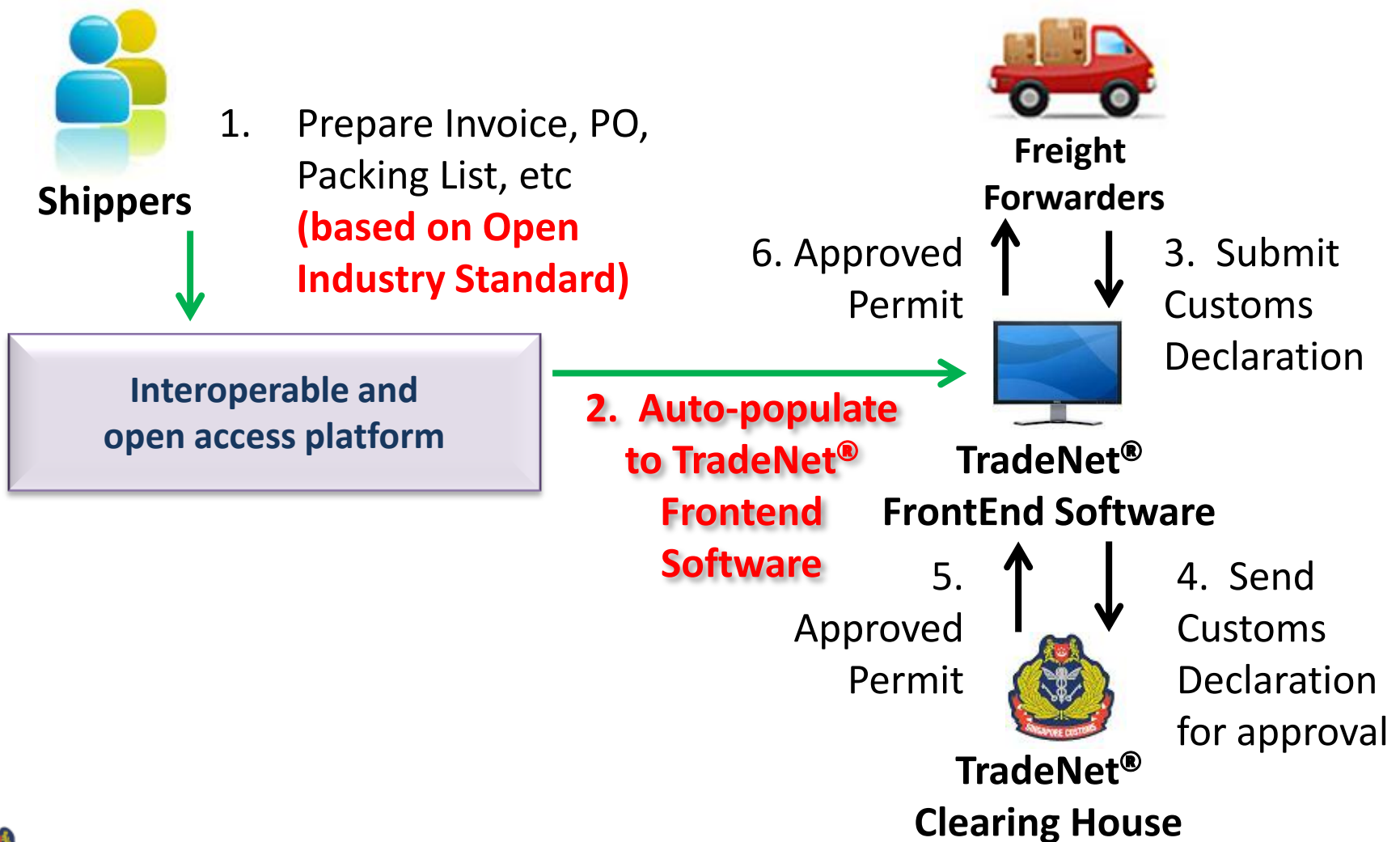


For one consignment...

- Re-keying of 60-70% of data at least once
- Multiple systems and data entry steps
- Lack of information and supply chain visibility



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.



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





CONTACT INFO FEEDBACK SITE MAP

Search

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

- Home
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- eServices
- Legislation
- Publications
- News & Events
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- FAQs
- Resources
- Useful Links

- Information for**
- Importers
 - Exporters
 - Manufacturers
 - Freight Forwarders/Declaring Agents
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- Traders & Businesses**
- Transacting with Customs for the First Time
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 - 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



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.



SINGAPORE CUSTOMS
 25 Stevens Road
 #06-01 Revenue House
 Singapore 257987
 Tel: 63552000
 Fax: 63513217
 E-mail: customs_vdp@customs.gov.sg
<http://www.customs.gov.sg>

APPLICATION FOR VOLUNTARY DISCLOSURE

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.

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
(Full name/authorized person) (Company Name)
 information given in this form is true and complete.

Signature: _____ Company Stamp: _____ Date: _____

PART V: FOR OFFICIAL USE

VDP Reference No.:	Date:
--------------------	-------

40



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



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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Break-out session for Petroleum Licensees



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Agenda

- TradeNET Permit Declarations
- Monthly Submissions
- Records to Maintain
- Proposed New Essential Fuels Return Format
- Responsibilities of Licensees
 - Allowable Losses
 - Updates Customs
 - Permit Conditions/Amendments



TradeNET Permit Declarations

Declaration of Permits	Deadline
Individual In-Non-Payment Permit (Import)	By the 10 th working day after the date of arrival of vessel
Individual Out-Permit (Export)	By the 10 th working day after the date of departure of the vessel
Consolidated Duty Payment Permit	By the <u>15th calendar day</u> of the month following the release of the dutiable petroleum products

WEF 1st April 2014, the actual departure date of the vessel may be indicated in the departure date field when declaring an Out (APS) permit.



Monthly Submissions

Monthly Submissions	Deadline
Monthly declaration and application of permit for imports and exports of petroleum products	Before the <u>end of the month</u> (eg. by 31 st July for permits to be taken up in August)
Monthly Essential Fuels Report	By the <u>15th calendar day</u> of the following month (<u>to be submitted in MS Excel format</u>)



Consumption of Essential Fuels

	Product	HS Code	Local Sales (tne)	Own Warehouse (tne)	Company's Own Use (tne)	Other Operations (tne)	Closing Stock (tne)
1	Crude Oil	27090010	n.a.	n.a	n.a		
2	Diesel (High Speed Diesel and Other diesel)	27101931 27101932				n.a	
3	Fuel Oil	27101933				n.a	
4	Jet Fuel	27101913				n.a	
5	Kerosene	27101912				n.a	
6	LPG (Butane)	27111300				n.a	
7	Lubricating Oil (Lub Oil and Other Lub Oil)	27101923 27101925				n.a	
8	Motor Gasoline (in litres)	All grades				n.a	



Monthly Essential Fuels Report (Revised)

	Product	HS Code	Opening Stock	IN			
				Imports	Production	2/3 Point Transfer In	Blending In
1	Crude Oil & Condensate	27090010 27090020					
2	Diesel	27101971 27101972					
3	Fuel Oil	27101979					
4	Jet Fuel	27101981 27101982					
5	Kerosene	27101983					
6	LPG	27111300					
7	Motor Gasoline (in litres)	All grades					



Monthly Essential Fuels Report (Revised)

	OUT						Working Gain/Loss	Closing Stock
	Exports	2/3 Point Transfer Out	Supply for Feedstock	Blending Out	Local Sales	Supply for Bunkering		
1								
2								
3								
4								
5								
6								
7								



Records to Maintain On-site

- Monthly Movement/Inventory Schedule of Tax Suspended Petroleum Products
- Meter Totaliser Reading Report (for dutiable products removal from LWP only)
- Customs Permits/BLs/CQs/Invoices and other supporting documents
- All documents to be kept for at least 5 years



Allowable Losses

Type of Loss	Loss Allowed
Working Loss - From storage of the product	0.5% for flashpoint of ≥ 23 degrees 1% for flashpoint < 23 degrees
Transfer Loss (2/3 point transfer) - From transfer of the product via pipeline or vessel	0.5% Issuing point will be responsible for losses exceeding 0.5%
Blending Loss	0.6% for flashpoint of ≥ 23 degrees 1% for flashpoint < 23 degrees



Issuing Party to Report Losses

From (Issuing Point)	To (Receiving Point)	Remarks
Bonded Warehouse Licensed Warehouse Refinery	Bonded Warehouse Licensed Warehouse Refinery	Receiving Point must inform the issuing point by e-mail or fax the quantity received at both 15 deg C and observed temperature (except for non-dutiable petroleum products, the accounting is at 15 deg C). Issuing Point will be responsible for losses above the permitted quantity.



Update Customs of Changes

- Notify Customs immediately when there are changes made to the following:
 - Name of Entity
 - Organizational Structure
 - Contact Person
 - Contact Details
 - Declaring Agent / Declarant
 - Operating Procedures, Inventory System
 - Tank Status



Permit Conditions & Amendment

- Z02 - Approved by Singapore Customs on condition that the permit, invoices and bill of lading/air waybill must be submitted to Permits Compliance Branch within **48 hrs** by fax (63371556) or by email at customs_tn48hr@customs.gov.sg
- Products controlled by CA (eg SCDF) not allow to amend
 - To submit VDP

