

Template for Letter of Undertaking (LOU) for TradeNet Unavailability

Instructions for Use

Please read the following instructions before completing the LOU template (provided in Sheets 2-6) using your company's letterhead:

1. Declaring agents registered with Singapore Customs are eligible users ("User") for this LOU template.
2. User will only be allowed to submit this LOU template during unscheduled TradeNet unavailability or when such use is announced by Customs.
3. User is required to fill in the required information for all mandatory fields.
4. The "LOU Reference Number" field indicated in the LOU template refers to the unique number issued by the user or user's company. The intent is to facilitate their tracking on the use of the LOU.
5. For controlled goods, user may be required to fulfil additional requirements imposed by the Competent Authorities (CAs), e.g. LOU must be submitted and/or endorsed by the CA before presenting for clearance.
6. Where strategic goods are concerned, the LOU must be endorsed by Singapore Customs before the shipment may be effected.
7. Where strategic goods are concerned, the Strategic Goods or Strategic Goods Technology Transaction is required to have obtained the relevant approvals from the authorities in the importing or exporting countries if the import or export of the items declared in Section **VI** are subject to control by these countries.
8. Where strategic goods are concerned, the items declared in Section **VI** are not allowed to be shipped to a country or person:
 - a. Other than the country or person declared in Section **III**;
 - b. Which or who has been embargoed under the resolutions of the United Nations Security Council;
 - c. Which or who is known or suspected to use the items declared in Section **VI** for nuclear, chemical or biological weapons purposes or missile capable of delivering such weapons; or
 - d. For any purpose other than that for which it is granted under the LOU or which is contrary to public interest or national security.
9. User can provide information in a separate sheet of paper which must be issued under the company's letterhead specified with the document reference numbers and page numbers as well as signed and dated for every page and/or additional sheet of paper. These additional sheets of paper must be attached to this LOU and will form part of this LOU.
10. User should submit one LOU for each TradeNet permit to be applied subsequently during TradeNet restoration.

11. User must sign the LOU and are responsible for the true and correctness of all the information provided in the LOU. Customs reserves the right to take appropriate compliance action against any user who declares incorrect information to Customs at the time of application.

12. User must produce the completed LOU, invoice, packing list and Bill of Landing/Air Waybill for clearance at places manned by Immigration and Checkpoint Authority or Singapore Customs or applicable security posts requiring permits upon entry and/or exit.

13. User must apply for a TradeNet Permit within 3 working days after TradeNet services are restored, with the same information in the TradeNet permit as per this LOU. The trader is required to state the following in the Trader's Remarks field of his/her TradeNet permit application: "This is a follow-up permit application for LOU [trader's internal unique Document Reference Number]," including, where relevant, the LOU reference number, pre-assigned prefix (for STS Bulk Permit) and actual shipment date in the Remarks field.

14. User must submit a copy of the approved TradeNet permit and the ICA-endorsed LOU within 3 working days after TradeNet services are restored to the following branches of Singapore Customs, depending on the type of goods:

Strategic Goods (Individual Permit)	Attn to: Procedures & Systems Branch (SGC) Email: customs_stgc@customs.gov.sg
Strategic Goods (Bulk Permit)	Attn to: Schemes & Engagement Branch Email: customs_schemes@customs.gov.sg (Users to cc. their Customs Account Manager, where applicable)
All other goods:	Attn to: Procedures & Systems Branch (Permits) Email: customs_documentation@customs.gov.sg

15. Singapore Customs may at any time by notice in writing, vary or add to any of the conditions.

[Letterhead of the Company]

Letter of Undertaking (LOU) for all Goods

LOU Reference Number: _____

Page: ____ of ____

I hereby certify that all the details and particulars declared in this LOU (**Sections I to VII**) are true and correct.

I hereby declare that this LOU contains controlled goods.	Yes	No
I hereby declare that this LOU contains strategic goods.	Yes	No

Declarant's Signature :

Authorising/Company Stamp :

[Empty box for Authorising/Company Stamp]

Strategic Trade Scheme Bulk Permit Number and pre-assigned prefix (if applicable):

STS Bulk Permit Number:

Pre-assigned prefix:

[Empty box for STS Bulk Permit Number and Pre-assigned prefix]

Date of Submission :

For Official Use Only: Endorsement by ICA Officer

Clearance of Goods listed in the Letter of Undertaking

Endorsement by ICA Officer (Gate 1)			
Authorised Signature:		Name of Officer:	
Designation and Department:		Contact Number:	
Authorized Agency Stamp: (Please include Date and Time of Goods Clearance)			

Endorsement by ICA Officer (Gate 2) (where applicable)			
Authorised Signature:		Name of Officer:	
Designation and Department:		Contact Number:	
Authorized Agency Stamp: (Please include Date and Time of Goods Clearance)			

LOU Reference Number: _____

Page: ____ of ____

Section I: Consignment Details

To: Singapore Customs

Date: _____

I undertake to apply for a TradeNet permit through TradeNet for the following purpose as per the attached invoice(s) within 3 working days from the date TradeNet services are restored (please tick one of the following boxes):

Declaration Type

Import / Re-import	Export / Re-export / Seastores	Transshipment / Movement
Payment for Duty and/or GST	Export of controlled goods (excluding Strategic Goods under STS Individual or Bulk Permit)	Through Transshipment with Inter-gateway Movement
Approved Premises/Schemes	Approved Premises/Schemes	Inter-gateway Movement
Temporary Import for Repairs, Sales & Exhibitions (excluding Other Purposes)	Re-export of temporarily imported goods	
Return of temporarily exported local goods	Temporary Export of local goods	
Import for Re-Export	Export with Inter-gateway Movement	
Shut-Out / Destruction	Seastores	

Transport Mode

<input type="checkbox"/> IN Transport
<input type="checkbox"/> Sea
<input type="checkbox"/> Road
<input type="checkbox"/> Air

<input type="checkbox"/> OUT Transport
<input type="checkbox"/> Sea
<input type="checkbox"/> Road
<input type="checkbox"/> Air

IN/OUT Transport Name/Voyage No : _____
 Arrival / Departure Date : _____
 BL / AWB No : _____

*Bill of Lading / Air Waybill	Invoice Number

Cargo Packing Type

<input type="checkbox"/> Bulk	<input type="checkbox"/> Containerised Please indicate container numbers below: (Mandatory for containerised cargo packing type): <table border="1" style="width: 100%;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					<input type="checkbox"/> Conventional

LOU Reference Number: _____

Page: ____ of ____

Section II: Details of the Declaring Agent and Importer/Exporter

Declaring Agent Details

Entity Identifier No : _____
Company's Name : _____
Declarant Code : _____
Name of Declarant : _____
Telephone : _____

Importer/Exporter Details

Entity Identifier No : _____
Company Name : _____
Company Address : _____

Section III: Consignee and End User Information (Mandatory for Strategic Goods Only)

Consignee Details

Company Name : _____
Company Address : _____

End User Details

Company Name : _____
Company Address : _____

Section IV: Place of Release/Receipt

Place of Release

Code : _____
Name : _____
Address : _____

Place of Receipt

Code : _____
Name : _____
Address : _____

Destination Country : _____ Port of Discharge : _____

LOU Reference Number: _____

Page: ____ of ____

Section V: Licence Information inclusive of Import Certificate Delivery Verification (Mandatory for Strategic Goods Only)

S/N	Licence Number	Issuing Department / Date
1		
2		
3		

Section VI: Item Information

S/N	Item Description (inclusive of Model / Brand)	QTY / UOM	CIF/ FOB Value (\$)	CA/SC Product Code	HS Code	Country of Origin
1						
2						
3						
4						
5						
Corresponding End Use Description for Item (Mandatory for Strategic Goods Only)						
1						
2						
3						
4						
5						

CA/SC	Code 1	Code 2	Code 3
For strategic goods only	<input type="checkbox"/> GOVT	<input type="checkbox"/> Military	<input type="checkbox"/> WMD
	<input type="checkbox"/> Non-GOVT	<input type="checkbox"/> Non-Military	<input type="checkbox"/> Non-WMD

Trader's Remarks:

LOU Reference Number: _____

Page: ____ of ____

Section VII: Endorsement by the Competent Authority (if applicable¹)

Approval granted for the *import/export/transshipment of goods listed under invoice no(s).
_____ by _____ (name of *importer/exporter/handling agent).

<i>For Official Use Only</i>	
LOU Reference Number	
Name of Approving Authority:	
Name of Approving Officer:	
Authorized Signature:	
Authorized/Agency Stamp: (Please include Date and Time of Approval / Rejection)	

¹ Refer to “Appendix – Requirements of Competent Authorities for the Use of Letter of Undertaking during TradeNet Downtime”