|  |  |
| --- | --- |
| crest | **Singapore Customs,**  **55 Newton Road #07-02**  **Revenue House**  **Singapore 307987**  **Tel No.: 6355 2000**  **Email:** [**customs\_documentation@customs.gov.sg**](mailto:customs_documentation@customs.gov.sg) |

**APPLICATION FOR VESSEL REGISTRATION**

|  |
| --- |
| **This form may take you 5 minutes to complete.**  **You will need the following information to fill in the form:**   1. Carrier Agent’s details 2. Vessel Details   **Supporting Documents required for Vessel Registration (VR) application:**   1. Certification of Registry and any other supporting documents   The application for VR is applicable for vessels with a net registered tonnage (NRT) between 75 and 300 (inclusive) if they are to be used to carry dutiable Liquor & Tobacco (L&T) products for exportation/re-exportation by sea.  **Note:**   1. Please fill in all fields unless otherwise stated. 2. Indicate ‘NA’ where not applicable. 3. If the vessel you intend to register is currently registered with Singapore Customs under another Carrier Agent, please liaise with the former agent to de-register the vessel under their company prior to submitting your application.   Please complete this form and submit it together with all relevant supporting documents (listed in **SECTION C**) to Singapore Customs via the Networked Trade Platform (NTP) at [www.ntp.gov.sg](https://www.ntp.gov.sg/). |
| General Information and Application Procedures for VR   1. Application Procedures for VR    1. The Applicant shall submit the completed and typewritten application form with all relevant supporting documents via the Networked Trade Platform (NTP) at [www.ntp.gov.sg](https://www.ntp.gov.sg/).    2. After logging in to your NTP account, access your entity’s Data Repository to upload your application via the Singapore Customs folder which can be found under Data Tools & VAS > Data Repository > Partners Folder > Singapore Customs. From the Singapore Customs Folder, click on the Out folder followed by the Upload icon.    3. Please upload the application form and all relevant supporting documents as a single file (e.g. JPG, GIF, PDF and ZIP).    4. Please label the file name according to the type of application. The recommended file name for submission is: Application for <insert application name>\_YYYYMMDD (e.g. Vessel Registration\_20181101). If you are submitting multiple applications (of the same type) on the same day, please number your documents (e.g. Vessel Registration\_20181101\_2).    5. Please tag your documents according to the type of application by selecting the relevant document type (i.e. “Vessel Registration (VR)”) from the dropdown under Document Type before submitting.    6. By submitting the application, you declare that all information provided in the application is true and correct. 2. Approved VR 3. Once your application is approved, you may retrieve your VR approval letter via your entity’s Data Repository > Partners > Singapore Customs > In folder. |

|  |  |
| --- | --- |
| **SECTION A APPLICANT DETAILS** | |
| 1. Your Reference No. (optional): | |
| 1. Company Name: | 1. Unique Entity Number (UEN): |
| 1. Name of Applicant: | 1. Designation: |
| 1. Tel No.: | 1. Email: |
| **SECTION B VESSEL DETAILS** | |
| 1. Vessel Name.: | |
| 1. Vessel Type:   Select from drop-down list here | 1. Vessel Net Registered Tonnage (NRT): |
| 1. Declaration:   I declare that this vessel is to be used to carry dutiable Liquor & Tobacco (L&T) products for exportation/re-exportation by sea. | |
| **SECTION C SUPPORTING DOCUMENTS TO BE SUBMITTED** | |
| Please submit the following supporting document to Singapore Customs together with this application via the NTP:   1. Certificate of Registry of vessel, as issued by the port/maritime authority of the place of registration of vessel. | |
| **SECTION D FOR OFFICIAL USE** (\*Delete where applicable) | |
| 1. Our Reference No.: | 1. Date Approved/ Rejected\*: |
| 1. Approved/Rejected\* By: | 1. Internal Remarks (if any): |