



Singapore Customs
55 Newton Road #06-01
Revenue House
Singapore 307987
Tel No. : 6355 2000
Email : customs_roo@customs.gov.sg
Form reference : SC-A-006 (Ver 12 – 04/22)

MANUFACTURER'S APPLICATION FORM

This form may take you 10 minutes to fill in.

You will need the following information to fill in the form:

- (a) Company's details;
- (b) Production details; and
- (c) Type(s) of Preferential Certificate of Origin (PCO)/Free Trade Agreements (FTA) you wish to apply.

Note:

- (1) Please fill in the application form only if you wish to apply for PCO with Singapore Customs.
- (2) Please take note that not all FTAs require you to be registered as a manufacturer with Customs and apply to Singapore Customs for a PCO. Instead of a PCO, there are FTAs that allow exporters to make an origin declaration on trade documents (e.g. invoice) as an equivalent proof of origin. For more information on these FTAs, please refer to our [website](#)
- (3) Please fill in **all fields**. Indicate "NA" where not applicable.
- (4) Please check (✓) where applicable.
- (5) Please complete the application form and submit it together with the relevant supporting documents to Singapore Customs via email.
- (6) Do note that all applications submitted without the required supporting documents (Section E) will not be processed
- (7) Singapore Customs will contact you within 5 working days upon receipt of the completed application form for a follow-up or to arrange for a factory visit, if required.

SECTION A PURPOSE OF APPLICATION

(1) Please specify the purpose of this application. *(Please select only one box.)*

New Application - For companies who are not registered as a Manufacturer with Singapore Customs

New Product Line(s) - For registered Manufacturer who wish to include other products previously not registered

SECTION B APPLICANT'S DETAILS

(2) Company Name:

(3) Unique Entity Number (UEN):

(4) Factory Address:

(5) Name of Contact Person:

(6) Designation:

(7) Tel No. & Ext No. (if any):

(8) Email:

SECTION C PRODUCTION DETAILS

(9) No. of Factory Employees:

(10) Item(s) Manufactured which you wish to register with Singapore Customs for the purpose of applying for CO

Item Description ¹	HS Heading ²	Average Monthly Production. (Quantity)

(11) Main Machinery(s) installed for Manufacturing of the Item(s) Specified in Box 10

No. of Units

¹ The description of products should be generic and sufficient for the product to be identified.

² **HS Heading** refers to the first 4 digits of the HS Code.

SECTION D TYPES OF AUTHORISED CO SCHEME

(12) Please indicate the type(s) of CO you intend to apply for the item(s) specified in Box 10:

- ASEAN Free Trade Area – ASEAN Trade In Goods Agreement (ATIGA) Form D
- ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) – Form AANZ
- ASEAN-China Free Trade Area (ACFTA) – Form E
- ASEAN-Hong Kong, China Free Trade Area (AHKFTA) – Form AHK
- ASEAN-India Free Trade Area (AIFTA) – Form AI
- ASEAN-Japan Comprehensive Economic Partnership (AJCEP) – Form AJ
- ASEAN-Korea Free Trade Area (AKFTA) – Form AK
- Gulf Corporation Council-Singapore Free Trade Agreement (GSFTA) – Preferential CO (PCO)
- China-Singapore Free Trade Agreement (CSFTA) – PCO
- India-Singapore Comprehensive Economic Cooperation Agreement (CECA) – PCO
- Japan-Singapore Economic Partnership Agreement (JSEPA) – PCO
- Korea Singapore Free Trade Agreement (KSFTA) - PCO
- Peru-Singapore Free Trade Agreement (PeSFTA) – PCO
- Regional Comprehensive Economic Partnership (RCEP) – PCO
- Singapore-Jordan Free Trade Agreement (SJFTA) – PCO
- Sri Lanka-Singapore Free Trade Agreement (SLSFTA) - PCO
- US-Singapore Free Trade Agreement (USSFTA) – Certificate of Eligibility (*for textile and apparel goods only*)
- Ordinary Certificate of Origin/ Processing

SECTION E SUBMISSION OF SUPPORTING DOCUMENTS

(13) Please submit the relevant supporting document(s) to Singapore Customs together with this application form and indicate below, the supporting document(s) submitted.

For the item(s) manufactured specified in Box 10: (*Please indicate as applicable*)

Mandatory to submit:

- (a) Full Ingredients/ Components/ Composition List
- (b) Sales Invoice Of Raw Materials Used to Produce the Final Product
- (c) Manufacturing Process Flow Chart supported with photographs
- (d) All licenses as indicated in Annex 1*
- (e) Material Safety Data Sheet (MSDS) /Safety Data Sheet (SDS) (**Required for all Chemical products only**)

Additional Documents:

- (f) Photos of machinery mentioned in the manufacturing process flow chart
- (g) Product Brochure/ Catalogue

Please note that application with incomplete submission of documents (a) – (d) will be rejected.

*Depending on the type of manufacturing activity conducted, please submit the supporting documents to Singapore Customs as part of the application. Please refer to Annex 1 for the list of supporting documents.

SECTION F OUTREACH SESSION – APPLICABLE ONLY IF YOU HAVE TICKED “NEW APPLICATION” UNDER SECTION A

(14) Upon approval of your application, the applicant is required to attend an outreach session on Free Trade Agreements and Preparation of Manufacturing Cost Statement (MCS). Please provide the following information of the participant.

(We encourage the person preparing the MCS to attend the outreach session.)

Name of Participant	
Designation	
Telephone No.	
Email address	

Note: We will notify you of the date of outreach in due course.

SECTION G DECLARATION AND UNDERTAKING

(15) I hereby certify and undertake that:

- (a) The information given above is true in every aspect;
- (b) As a condition precedent to this registration, I will keep and maintain up-to-date accurate books and records of the following:
 - (i) Raw Materials Purchase Records
 - (ii) Raw Materials Consumption/Stock Records
 - (iii) Production Records
 - (iv) Receipted Wage Record for Workers
 - (v) Sales & Stock of Finished Goods Records
 - (vi) Cash Book
 - (vii) Ledger Accounts/ Accounting Records

for such period as may be required under the various CO Schemes, e.g.

<u>Types of CO Schemes</u>	<u>Retention Period (from date of CO)</u>
AIFTA, CECA & Ordinary CO	Minimum 2 years
ACFTA, AFTA, AKFTA, AJCEP, AANZFTA, CSFTA, JSEPA, SJFTA & SLSFTA, RCEP, AHKFTA	Minimum 3 years
GSFTA	Minimum 2.5 years
PeSFTA	Minimum 4 years
KSFTA, USSFTA	Minimum 5 years

- (c) I will extend the fullest co-operation to Singapore Customs if I am required to produce these books and records for verification;
- (d) I will inform Singapore Customs immediately of any changes in the particulars in this application form;
- (e) I will file cost statements for the export of my items under the relevant CO schemes on a frequency as required for the application of COs; and
- (f) I am aware that the penalty for making a false declaration in respect of any type of CO issued is a fine not exceeding S\$100,000, imprisonment for a term not exceeding 2 years, or both.

Name of Authorised Personnel:	
Contact No.:	
Email:	
Designation:	
Date (dd/mm/yyyy):	

(This is an electronically submitted declaration. No signature is required)

Annex 1

(*This list is non-exhaustive. During the application process, additional documents may be requested.)

Type of Manufacturing/Production	Licence / Supporting Documents from Respective Competent Authorities (CA)
A factory (under the Workplace Safety and Health Act)	Notification/registration with MOM
Food establishment for manufacturing, processing, preparation or packing of food for the purpose of distribution	Licence to operate from AVA/SFA
To manufacture and process animal feed	Licence to manufacture and process animal feed from AVA
Local manufacturing facilities engaged in the manufacture or assembly of therapeutic products, Chinese Proprietary Medicines (CPM)	Licence with HSA; manufacturers are required to comply with the relevant legislative and regulatory requirements and Good Manufacturing Practice (GMP) standard <ol style="list-style-type: none">Manufacturer's Licence for Therapeutic ProductsManufacturer's Licence for Chinese Proprietary MedicinesLicence to Manufacture Controlled Drugs
Manufacturers of medical devices	Licence under the Health Products Act (HPA), in addition to documents showing product registration
Manufacturers and dealers of active pharmaceutical ingredients, CPM and cosmetic products who has sought certification from HSA for the export of their products	Good Manufacturing Practice Certificate for Therapeutic Product/Medicinal Product/Active Pharmaceutical Ingredient/Cosmetic Product
Manufacture of Chemical Products	Licence from relevant CAs (e.g. SCDF, NEA)