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To: All Registered Textiles and  
Textile Garments Manufacturers



## REGISTRATION OF TEXTILES AND TEXTILE GARMENTS SUB-CONTRACTORS

### Introduction

Currently all textiles and textile garments manufacturers who are exporting textiles and textile garments to USA, EU and Canada must register with Singapore Customs. Upon registration, they must comply with the conditions of registration and textiles rules of origin before we can approve the exports. Registered textiles and textile garments manufacturers may sub-contract their principal operations such as cutting and sewing to a sub-contractor in Singapore. For sub-contracted exports, we require you to declare the name(s) of the sub-contractor(s) in the export declarations.

**With effect from 15<sup>th</sup> September 2003**, all sub-contractors who wish to provide sub-contracting works to the registered textiles and textile garments manufacturers who intend to export textiles and textile garments to **US**, must register with Singapore Customs. The registered textiles and textile garments manufacturer who is the principal manufacturer will be responsible for the production of the textiles and textile garments locally and to furnish all the relevant production records relating to the export shipments.

We require you to inform your sub-contractors of the need to register with Singapore Customs. From **1<sup>st</sup> December 2003**, we will reject applications for Certificates of Origin for textiles and textile garments exports to **US** if your sub-contractor is not registered. It is your responsibility as the principal manufacturer to ensure that the sub-contractors are registered for the products that you intend to export.

### Procedures to Apply for Registration

We detail below the procedures for registration. All registered textiles and textile garments manufacturers who also provide sub-contracting works need not have to apply for registration as a sub-contractor.

## Application Form for Submission

Application forms for Registration of Textiles and Textile Garments Sub-contractors are available at our website: <http://www.tradenet.gov.sg>. The sub-contractor will complete the application form (a copy is enclosed with this circular) and submit it to the Classification and Statistics Audit Branch (CSA) of Singapore Customs. One application is required for one sub-contractor and the sub-contractor must list the names of his principal manufacturers in the application.

## Factory Visit

Upon receipt of the Application for Registration of Textiles and Textile Garments Sub-contractor, Singapore Customs will visit the factory to assess that the company has the factory set-up, machinery, manpower to manufacture the products and that it keeps proper books and records of its operations. If the application is successful, we will issue a registration letter to the sub-contractor.


## Approval and Renewal of Registration

The approval of the registration of sub-contractors is valid for 2 years. Sub-contractors who wish to remain registered with Singapore Customs must renew their registration before the expiry of the 2 years validity period. For renewal, the sub-contractor will return the Update of Registered Sub-contractor's Record that Singapore Customs will send to them. If no renewal is submitted within the stipulated timeframe, Singapore Customs will de-register the sub-contractor.

## **Enquiries**


If you have further enquiries, you may contact:

Mr Lau Tong Weng	Tel No 63552153
Ms Nuraini Assik	Tel No 63552153
Mrs Iris Chew	Tel No 63552172

  
MRS LAM MENG CHOO  
HEAD  
CLASSIFICATION AND STATISTICS AUDIT BRANCH  
for DIRECTOR-GENERAL OF CUSTOMS



**APPLICATION FOR REGISTRATION  
OF TEXTILES AND TEXTILE GARMENTS  
SUB-CONTRACTOR**  
THE REGULATION OF IMPORTS AND EXPORTS REGULATIONS

NAME OF COMPANY		  <b>APPLICATION FOR REGISTRATION OF TEXTILES AND TEXTILE GARMENTS SUB-CONTRACTOR</b> THE REGULATION OF IMPORTS AND EXPORTS REGULATIONS				
ADDRESS Office: _____ Factory: _____						
BUSINESS/COMPANY REGN. NO	CENTRAL REGISTRATION (CR) NO.					
Attach copy of Certificate	DATE OF INCORPN.					
TEL NO.	E-MAIL ADDRESS				FAX NO.	
BUSINESS ACTIVITY <input type="checkbox"/> Trading <input type="checkbox"/> Manufacturing	DATE OF COMMENCEMENT OF PRODUCTION	1. COMPANY CAPITAL a. Authorised Capital                 : S\$ _____ b. Paid-up Capital                     : S\$ _____ 2. SOLE PROPRIETORSHIP/PARTNERSHIP/OTHERS a. Capital                                 : S\$ _____				
ORGANISATION TYPE <input type="checkbox"/> Public Limited Co. <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited Co. <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Others (Please specify): _____						
OWNERSHIP		Name & Address	% of shares	Nationality	Profession	
TYPES OF EMPLOYEES		Occupational Group	Number Local                     Foreign	Average Wage Per Month (S\$)		
Factory Employees a. Cutter b. Sewer c. Others						
PRODUCTS MANUFACTURED				HS Code	Monthly Production Capacity	
Knit Garment	Woven Garment	Others				

MACHINERY INSTALLED	Types	No. of Units	Value (S\$)																
	-																		
DETAILS OF SUB-CONTRACTING WORK DONE FOR PRINCIPAL MANUFACTURER Name & Address of Principal Manufacturer		Products	Average Monthly Quantity																
<b>DECLARATION AND UNDERTAKING</b>																			
<p>1. I/We hereby declare that the information given in this application is true and correct.</p>																			
<p>2. As a condition precedent to registration for the Certificates of Origin for export of textiles and textile garments by the principal manufacturer, I/We hereby undertake to keep and maintain up-to-date accurate books and records for at least 5 years as shown below:</p>																			
<table border="0"> <thead> <tr> <th data-bbox="314 1429 386 1451">Records</th> <th data-bbox="776 1429 951 1451">Date of latest posting</th> </tr> </thead> <tbody> <tr> <td data-bbox="160 1464 632 1487">a. Raw Materials Purchase Records</td> <td data-bbox="628 1464 632 1487">:</td> </tr> <tr> <td data-bbox="160 1503 555 1525">b. Raw Materials Consumption/Stock Records</td> <td data-bbox="628 1503 632 1525">:</td> </tr> <tr> <td data-bbox="160 1541 632 1585">c. Production Records Including Sewing Tickets, Cutting Records, Daily Production Summary</td> <td data-bbox="628 1563 632 1585">:</td> </tr> <tr> <td data-bbox="160 1601 505 1624">d. Receipted Wage Record for Workers</td> <td data-bbox="628 1601 632 1624">:</td> </tr> <tr> <td data-bbox="160 1639 545 1662">e. Sales &amp; Stock of Finished Goods Records</td> <td data-bbox="628 1639 632 1662">:</td> </tr> <tr> <td data-bbox="160 1677 289 1700">f. Cash Book</td> <td data-bbox="628 1677 632 1700">:</td> </tr> <tr> <td data-bbox="160 1715 340 1738">g. Ledger Accounts</td> <td data-bbox="628 1715 632 1738">:</td> </tr> </tbody> </table>				Records	Date of latest posting	a. Raw Materials Purchase Records	:	b. Raw Materials Consumption/Stock Records	:	c. Production Records Including Sewing Tickets, Cutting Records, Daily Production Summary	:	d. Receipted Wage Record for Workers	:	e. Sales & Stock of Finished Goods Records	:	f. Cash Book	:	g. Ledger Accounts	:
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<p>3. I/We will extend the fullest co-operation to Singapore Customs' officers if I am/we are required to produce these books and records for verification.</p>																			
<p>4. I/We also undertake to inform Singapore Customs, immediately of any changes in the particulars in this Application Form.</p>																			
<p>Signature:</p>																			
<p>Name &amp; Designation:</p>																			
<p>Date: <span style="float: right;">Company's Stamp</span></p>																			