



SINGAPORE CUSTOMS  
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<http://www.customs.gov.sg>

Our Ref: PM.001.74.19  
Circular No. 16/2009  
Date: 12 August 2009



All Traders, Freight Forwarders, Cargo Agents and Carriers

## **REMINDER ON CUSTOMS PROCEDURES**

### **Conditions for Registration**

We wish to inform you that an updated copy of the Terms and Conditions for Declaring Entities under Part IVA of the Regulation of Imports and Exports Regulations (“RIER”) and Part XIVA of the Customs Regulations is now available at:

[www.customs.gov.sg](http://www.customs.gov.sg) > Businesses > Registering to Trade > Registration Procedures > Activate Customs Account > Terms and Conditions

2 The Entity shall not use another entity’s Unique Entity Number (UEN) in its application to Singapore Customs (SC) for a permit, licence, certificate or other document.

3 All traders, freight forwarders, cargo agents and carriers should update their particulars with SC if there are any changes. Please note that only an authorised person in SC’s record or a person who is key personnel of the entity (eg, owner, partner or director based on ACRA’s records) can login using his/her SingPass. The updates could be made at the following website:

[https://www.tradenet.gov.sg/TN40EFORM/tds/sp/splogin.do?action=init\\_acct](https://www.tradenet.gov.sg/TN40EFORM/tds/sp/splogin.do?action=init_acct)


4 During the same login session, you may wish to authorise your staff who can subsequently login to update or terminate your records with SC. Please also take this opportunity to sign-up to receive free notification alerts for TradeNet® permits approved under your UEN.

### **Import Declarations**

5 It is the responsibility of all importers and declaring agents to ensure accuracy and completeness of the information declared in a declaration before it is submitted through TradeNet® to SC for processing. It is also the joint responsibility of the importers and

declaring agents to verify correctness of information declared in Customs permits before they are used for clearance of goods. Please be reminded of the following:

- a. The value of the goods should be the transaction value inclusive of freight and insurance charges that are incurred for the shipment. You should refer to the commercial invoices and other relevant documents to establish the taxable value to be declared in Cost, Insurance and Freight term (CIF). Relying on the summary lists or similar documents from the overseas consolidator may result in incorrect declaration of values due to possible omission of certain cost elements; Relying on the summary lists or similar documents for making declaration may also result in incorrect declaration of the description of goods or wrong classification of goods, as there is possibility of transcription errors made by staff of the overseas consolidators and usually only brief information is provided in such documents.
  - b. If the value is shown in a foreign currency, it should be converted to Singapore Dollars by using the prevailing Customs exchange rate. The currency converter application can be found at our website at <http://www.customs.gov.sg>;
  - c. The importer declared in the permit should be the rightful importer/owner of the goods indicated in the commercial invoice and bill of lading/airway bill. Declaring agents should not declare themselves as the importer so as to apply for only one permit for many consignments of different owners; and
  - d. Proforma invoices are not accepted by SC. All declarations made for the import of goods into Singapore should be accompanied by commercial invoices.
- 6 For more information on Customs procedures and our courses for businesses, please visit our website at:
- [www.customs.gov.sg](http://www.customs.gov.sg) > Businesses > Courses and Events > Courses for Businesses
- 7 If you need further clarifications, please contact us
- at [customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg)

  
KAREN LIM (MS)  
HEAD, PROCEDURES & PROCESSING  
for DIRECTOR-GENERAL OF CUSTOMS  
SINGAPORE CUSTOMS

**UPDATE OF CIRCULAR BY SINGAPORE CUSTOMS**

<b>Circular No. 16/2009: REMINDER ON CUSTOMS PROCEDURES (dated 12 Aug 2009)</b>			
<b>Paragraph</b>	<b>Current Details</b>	<b>Updated Details</b>	<b>Date of Update</b>
1	We wish to inform you that an updated copy of the Conditions for Registration of Importers, Exporters, Common Carriers and Other Persons (“The Entity”) under Regulation 37 of the Regulation of Imports and Exports Regulations (“RIER”) is now available at the following website: <a href="http://www.customs.gov.sg/NR/rdonlyres/81A7A656-5593-49EC-8F99-2AB1E892210E/23100/TermsandConditionsUEN.doc">http://www.customs.gov.sg/NR/rdonlyres/81A7A656-5593-49EC-8F99-2AB1E892210E/23100/TermsandConditionsUEN.doc</a>	<i>Entire Para 1 is no longer relevant.</i>	5 Jan 2015
3	All traders, freight forwarders, cargo agents and carriers should update their particulars with SC if there are any changes. Please note that only an authorised person in SC’s record or a person who is key personnel of the entity (eg, owner, partner or director based on ACRA’s records) can login using his/her SingPass. The updates could be made at the following website: <a href="https://www.tradenet.gov.sg/TN40EFORM/tds/sp/splogin.do?action=init_acct">https://www.tradenet.gov.sg/TN40EFORM/tds/sp/splogin.do?action=init_acct</a>	All traders, freight forwarders, cargo agents and carriers should update their particulars with SC if there are any changes. Please note that only an authorised person in SC’s record or a person who is key personnel of the entity (eg, owner, partner or director based on ACRA’s records) can login using his/her SingPass. The updates could be made at the following website: <a href="https://www.tradenet.gov.sg/TN41EFORM/tds/sp/splogin.do?action=init_acct">https://www.tradenet.gov.sg/TN41EFORM/tds/sp/splogin.do?action=init_acct</a>	
1	We wish to inform you that an updated copy of the Conditions for Registration of Importers, Exporters,	We wish to inform you that an updated copy of the Terms and Conditions for Declaring Entities under Part IVA of the Regulation of Imports and Exports Regulations	30 Oct 2017

	<p>Common Carriers and Other Persons (“The Entity”) under Regulation 37 of the Regulation of Imports and Exports Regulations (“RIER”) is now available at the following website:</p> <p><a href="http://www.customs.gov.sg/NR/rdonlyres/81A7A656-5593-49EC-8F99-2AB1E892210E/23100/TermsandConditionsUEN.doc">http://www.customs.gov.sg/NR/rdonlyres/81A7A656-5593-49EC-8F99-2AB1E892210E/23100/TermsandConditionsUEN.doc</a></p>	<p>(“RIER”) and Part XIVA of the Customs Regulations is now available at:</p> <p><a href="http://www.customs.gov.sg">www.customs.gov.sg</a> &gt; Businesses &gt; Registering to Trade &gt; Registration Procedures &gt; Activate Customs Account &gt; Terms and Conditions</p>	
6	<p>For more information on Customs procedures and our Customs Competency Program for Businesses, please visit our website at:</p> <p><a href="http://www.customs.gov.sg/topNav/new/Training+Courses+and+Schedule.htm">http://www.customs.gov.sg/topNav/new/Training+Courses+and+Schedule.htm</a></p>	<p>For more information on Customs procedures and our courses for businesses, please visit our website at:</p> <p><a href="http://www.customs.gov.sg">www.customs.gov.sg</a> &gt; Businesses &gt; Courses and Events &gt; Courses for Businesses</p>	