



Circular No: 02/2018
13 March 2018

To Traders and Declaring Agents

Dear Sir/Madam

ELECTRONIC SUBMISSION OF PREFERENTIAL CERTIFICATE OF ORIGIN FOR CLAIMING OF PREFERENTIAL TARIFF TREATMENT FOR GOODS IMPORTED UNDER THE VARIOUS FREE TRADE AGREEMENTS

From **1 April 2018**, an importer could choose to submit an electronic /scanned copy of the preferential certificate of origin (PCO) or self-certification to Singapore Customs instead of a physical copy for the purpose of claiming preferential treatment for the import of originating stout/porter, beer including ale, medicated samsu and other samsu from eligible Free Trade Agreement Partners.

2 The revised submission procedures are summarised in the following paragraphs.

Procedures for new mode of submission to claim preferential tariff treatment

3 With the new mode of submission, traders could scan and convert PCO or self-certification and supporting documents such as those illustrated in paragraph 4 to common image format such as PDF, JPEG, GIF, PNG, DOC, etc. The documents should then be e-mailed to the following email address:

customs_pref_doc@customs.gov.sg

4 In order to help us process your submission expeditiously, please ensure that the following documents are attached in the email:

- A scanned copy of the PCO or self-certification (depending on the Free Trade Agreement);
- A scanned copy of the Inward Movement / Duty Payment Permit or indicate the Inward Movement / Duty Payment Permit number in the submission;
- Commercial invoice; and
- Bill of Lading.

5 Singapore Customs would like to take this opportunity to remind importers who are importing originating stout/porter, beer including ale, medicated samsu and other samsu from eligible Free Trade Agreement Partners the importance of possessing the necessary supporting documentation and declaring the correct HS codes in the

Customs permits for the import to qualify for preferential tariff treatment, failing which the imports of such products will not qualify for preferential tariff treatment.

Clarification

6 For more information on the new submission mode and claim process, please visit our website for more information at www.customs.gov.sg > businesses > importing goods > import procedures > claiming preferential tariff treatment for dutiable imports.

7 Please refer to the list of Frequently Asked Questions (FAQ) on the new submission mode in **Annex A**. If you require further clarification on the content of this circular, please write to customs_roo@customs.gov.sg.

Yours faithfully

Chua Yock Chin
Head Tariffs and Trade Services
for Director-General of Customs
Singapore Customs

(This is a computer-generated circular. No signature is required.)

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at customs_roo@customs.gov.sg.

1. What are some of the acceptable common image that I can convert my hardcopy PCO or Self-Certification?

Generally, Customs can accept common document types such as PDF, JPEG, GIF, PNG, DOC. The scan should contain the entire image of the CO or Self-Certification and should also be reasonably legible. Customs will reject illegible or truncated scanned copies.

2. Would I still need to submit hardcopy PCO or self-certification to Customs?

No. If you have submitted scanned copies of the said documents, you do not need to submit the original hardcopy unless it is requested to be produced during a post verification audit.

3. Do I still need to retain the hardcopy PCO or self-certification?

Yes. You are still required to maintain the hardcopy CO or self-certification in accordance to the document retention period listed in the various FTA. Customs may request for an original copy of the PCO or self-certification to be produced during a post verification audit.

4. How should I draft my email for claim of preferential tariff treatment?

There is no specific format but you may wish to consider the following format.

To: customs_pref_doc@customs.gov.sg

Subject: [Importer UEN]

Dear officer

[Importer Name] [Importer UEN] would like to make a claim for preferential tariff treatment for our goods imported under [FTA abbreviation]:

<u>[Inward Movement Permit / Duty Payment Permit Number]</u>	<u>[PCO Number / Self-Certification No]</u>
e.g. DP1A123456F	D2018-9999
e.g. I11A123456F	E2018-9999
...	...

[Name of sender]

[Contact number of sender]

5. Can I still submit hardcopy CO or self-certification?

You are strongly encouraged to submit an electronic or scanned copy of the PCO and self-certification which will help facilitate the claim for preferential treatment.