



Circular No: 14/2020
31 Dec 2020

Traders and Declaring Agents

Dear Sir/Madam

LIVE OPERATION FOR THE ELECTRONIC EXCHANGE OF THE ASEAN CUSTOMS DECLARATION DOCUMENT (ACDD) UNDER THE ASEAN SINGLE WINDOW (ASW)

The ASW is an environment that connects and integrates the National Single Windows (NSWs) of ASEAN Member States (AMS), thereby allowing the electronic ASEAN exchange of ACDD among AMS. **Cambodia, Myanmar and Singapore** (hereinafter referred to as “exchange-ready AMS”) will commence live operation to exchange the ACDD through the ASW on **31 Dec 2020**. More AMS will participate when they are ready to do so.

2 The ACDD is an electronic document to facilitate the exchange of export declaration information between exchange-ready AMS. It contains a specific set of TradeNet export permit data, which will be sent to the Customs authority in the importing exchange-ready AMS for the purpose of supplementing risk management by the Customs authority in the importing country. The expected benefits for participating traders include potential reduction in Customs clearance time for consignments which are supported by the ACDD and imported into exchange-ready AMS.

Participation in the Electronic Exchange of ACDD

3 The ACDD is optional and open to all traders who export goods to an exchange-ready AMS. Traders exporting goods from Singapore who wish to participate in the exchange of ACDD should submit a duly completed ACDD participation form to Singapore Customs. The form: a) indicates the traders’ participation in the exchange of ACDD; b) provides consent to Singapore Customs to send the ACDD to the importing exchange-ready AMS; and c) informs Singapore Customs of their Declaring Agent(s) who are authorised to provide such consent on the traders’ behalf in TradeNet export permit applications. The ACDD participation form is available on the Singapore Customs’ website at www.customs.gov.sg > [E-Services](#) > [Customs Forms & Service Links under ASEAN Customs Declaration Document \(ACDD\)](#).

TradeNet Declaration Procedures

4 There will be no change to the TradeNet permit application procedures. To authorise Singapore Customs to send the ACDD to an importing exchange-ready AMS (specified in the “country of final destination” field in the export permit), the Declaring Agent has to:

- a) Select “International Data Exchange” under the “Customs Procedure Code (CPC)” field; and
- b) Key in “ACDD” at the “Procedure Code 1 (PC1)” field.

ACDD Data

5 The specific TradeNet export permit data that will be sent as an ACDD are:

- a) Exporter UEN
- b) Exporter Company Name
- c) Consignee Company Name
- d) Consignee Company Address
- e) Declaring Agent UEN
- f) Declaring Agent Company Name
- g) Departure Date
- h) Item HS Code
- i) Item HS Quantity
- j) Item HS Quantity UOM
- k) Item Country of Origin of Goods
- l) Outward Transport Mode
- m) Port of Discharge
- n) Serial Number of Item; and
- o) TradeNet Permit Number.

Clarification

6 You may obtain more information from www.customs.gov.sg > [Businesses > International Data Exchange > ASEAN Customs Declaration Document](#). You may also refer to the Frequently Asked Questions in Annex A for more details.

Yours faithfully

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Head Procedures & Systems Branch
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_documentation@customs.gov.sg.

FREQUENTLY ASKED QUESTIONS

Q1: Do I need to apply for a Customs export permit if I send an ACDD?

A1: Please note that Singapore's domestic customs procedure will continue to apply for the exportation of goods from Singapore. An ACDD can only be sent when there is an approved TradeNet export permit application taken by participating traders that is in accordance with the procedures under paragraphs 3 and 4 of the circular.

Q2: What are the benefits of sending an ACDD?

A2: The ACDD aims to supplement risk management by the Customs authority of the importing exchange-ready AMS. The expected benefits for participating traders include potential reduction in Customs clearance time for consignments which are supported by the ACDD and imported into an exchange-ready AMS.

Q3: I export goods to the importing exchange-ready ASEAN Member States (AMS). Am I required to participate in the ASEAN exchange of ACDD?

A3: No, participation in the ASEAN exchange of ACDD is voluntary.

Q4: If I have signed up for ACDD but have forgotten to select "International Data Exchange" under the "CPC" field, will my permit application get rejected?

A4: Your permit application will not be rejected if "International Data Exchange" is not selected under the "CPC" field. However, the permit application, if approved, will not be sent to the importing exchange-ready AMS.

Q5: If I have selected "International Data Exchange" under the "CPC" field but have declared a wrong value for the "PC1" field in the permit application, will my permit application get rejected?

A5: Your permit application will not be rejected if the wrong value for "PC1" field is entered. However, the permit application, if approved, will not be sent to the importing exchange-ready AMS.

Q6: Why am I not able to find “International Data Exchange” under the “CPC” field during permit application?

A6: “International Data Exchange” under the “CPC” field is only available for the following message and declaration types as shown below:

Message Type	Declaration Type Reference
OUT	APS (Approved Premises / Schemes)
	DRT (Direct)
	TCS (Temporary Consignments previously imported with/without sales)
	TCR (Temporary Consignments previously imported for repair)
	TCE (Temporary Consignments previously imported for exhibition)
	TCO (Temporary Consignments previously imported for other purposes)
	TCI (Temporary Consignments for export / re-import of local goods)
INP (In-Non Payment)	REX (Re-Export)

Q7: I have declared the “CPC” and “PC1” fields correctly, why is the permit application not sent to the importing exchange-ready AMS?

A7: You should check if the exporter has submitted the ACDD participation form, and if the “port of discharge” and “country of final destination” are declared correctly under the same exchange-ready AMS.

Q8: Which are the exchange-ready AMS currently?

A8: As of 31 Dec 2020, the exchange-ready AMS include Singapore, Cambodia and Myanmar. For the latest list of exchange-ready AMS, please refer to www.customs.gov.sg > Businesses > International Data Exchange > ASEAN Customs Declaration Document.

Q9: I have made an amendment to my permit application or cancelled the permit application. Will the status for ACDD be affected or updated?

A9: Please note that amendments to and/or cancellation of TradeNet permit applications will not be sent to the Customs authority of the importing exchange-ready AMS, as these functionalities are currently not available for ACDD. Should there be any changes to the export information in the permit application after the ACDD information has been sent to the importing exchange-ready AMS, the onus is on your company to update the importing exchange-ready AMS of the changes.

Q10: How do I a) withdraw from participation in the electronic exchange of ACDD and withdraw my consent to send the ACDD to the importing exchange-ready AMS; b) inform Singapore Customs of revocation of authority of DA(s); or c) inform Singapore Customs of additional DA(s) after submission of the ACDD participation form?

A10: Please send an email to Customs_documentation@customs.gov.sg. Singapore Customs will contact you within 7 working days to confirm the details and inform you of the effective date or dates for the withdrawal or any changes.