



AV 16.01.004.0001

6 July 2012

Dear traders and declaring agents

**SUBMISSION OF SUPPORTING DOCUMENTS FOR TRADENET
DECLARATIONS FOR IMPORT, EXPORT & TRANSHIPMENT OF WILDLIFE
PRODUCTS (INCLUDING CITES-LISTED PRODUCTS)**

One of the features in TradeNet system is to allow users to attach supporting documents electronically together with your TradeNet declarations or via the portal after sending your TradeNet declarations for the competent authorities [Agri-Food & Veterinary (AVA)] or Singapore Customs (SC) etc. to process your declarations.

2 We would like to inform you that with effect from **1 October 2012**, all submission of supporting documents for declaring import, export and transshipment of CITESⁱ and wildlife specimens or consignments through the TradeNet system must be in electronic formats. The AVA (CITES) will no longer accept hardcopy submission of supporting documents. Please attach relevant supporting documents in your TradeNet declarations as follows:

a) For import/export declarations

Invoices, packing lists, Airway bill/Bill of Lading; and

For CITES species – you need not attach soft copies of the CITES permits. However, please ensure that you declare the AVA CITES permit no. in the TradeNet declaration correctly.

b) For transshipment declarations

Invoices, packing lists, Airway bill/Bill of Lading; and

For CITES species – CITES export/re-export permit from exporting/re-exporting country and *CITES import permit from country of destination (*for CITES Appendix I species)

3 Declarations submitted to the AVA (CITES) without the required supporting documents in electronic format would be rejected. Please note the following when submitting electronic supporting documents in TradeNet system:

- i. Up to 6 supporting documents can be attached for each declaration
- ii. File formats that are allowed to be attached are:
 1. MS Word
 2. MS Excel
 3. Adobe PDF

4. Image Files:

- a. Bitmap
- b. JPEG
- c. GIF Image
- d. EMF Image
- e. PNG Image
- f. TIF Image

iii. Should you require any assistance on the process of attaching the supporting documents to your TradeNet declarations, please consult your TradeNet Front-end solution provider.

4 Please do not hesitate to contact the AVA (CITES) if you have any queries. Our contact details are as follows:

Wildlife Section

Quarantine and Inspection Department

Agri-Food & Veterinary Authority

5 Maxwell Road #02-03

Tower Block MND Complex

Singapore 069110

Tel: 6325 7281 (Mr Leong Yew Chung)

6325 7549 (Mr Seah Yeow Liang / Mr Kee Boon Hwei)

5 Thank you for your cooperation.

Yours sincerely



Janice Yap

Quarantine and Inspection Department

for Director-General

Agri-Food and Veterinary Services

ⁱ Convention on the International Trade in Endangered Species of Wild Fauna and Flora; For more information on CITES, please visit CITES and AVA websites:

<http://www.cites.org/>

<http://www.ava.gov.sg/AnimalsPetSector/CITESEndangeredSpecies/>.