



AV 16.01.003.0001

20 June 2016

Food Traders and Declaring agents,

Dear Sir / Madam

UPDATE OF CONTACT DETAILS ON LICENCEONE BY 31 JULY 2016

We would like to inform you that from **1 August 2016**, we will **STOP** sending circulars through Singapore Customs' fax system to you. **From 1 August 2016**, we will be sending **circulars by email**.

Please update your contact details in LicenceOne to avoid missing notifications, especially those related to temporary import suspension of food products or food recalls.

You can update your contact details in LicenceOne by logging in to the e-services. The steps are as follows:

- a) Licensee to login with Sing Pass at:
<https://licence1.business.gov.sg/AVA/authentication/showLogin.action>
- b) Select under Company → key in UEN (Business registration)
- c) Click Next → Go to My Portfolio → Click on Licence TAB
- d) Click on the Licence/Registration No.
- e) Select " **Amend** " from the Action dropdown (at the bottom)
- f) Proceed to make amendments
- g) Declare and submit the Amendment application

If you are aware of declaring agents who are also interested in receiving AVA circulars, they can send in their email address to AVA_Import&Export_Foodstuff@ava.gov.sg.

If you require assistance, please contact Crimsonlogic's Helpdesk at: 6774 1430 or email them at: licences-helpdesk@crimsonlogic.com.

Yours faithfully

Li Lu
Senior Executive Manager (Food)
Quarantine & Inspection Group
for Director-General
Agri-Food and Veterinary Services

This is a computer-generated letter and no signature is required.