



Notice No: 26/2019
30 Dec 2019

Traders and Declaring Agents

Dear Sir/Madam

CHANGES TO REGISTRATION PROCESS FOR CUSTOMS COMPETENCY TEST FOR DECLARANTS (SC401)

The registration for Customs Competency Test for Declarants ("SC401") test sessions from January 2020 onwards will be available via the application form at <https://go.gov.sg/sc401>.

2 Once the registration for each test session is closed, we will send an invoice to the email address indicated in the application form. Payment must be made through AXS/e-AXS/Singpost before the due date indicated in the invoice. Upon successful payment, we will send a confirmation of the registration to the same email address indicated in the application form.

3 The test sessions will continue to be held at Singapore Customs Academy, 55 Newton Road #02-01, Revenue House, Singapore 307987. A list of Frequently Asked Questions (FAQ) can be found in **Annex A**.

Yours faithfully

Ivy Chong
Head Procedures & Systems
for Director-General of Customs
Singapore Customs

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

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

ANNEX A

1. How do I register for Customs Competency Test for Declarants?

You can register for the test via the application form at <https://go.gov.sg/sc401>.

2. Do I need to pass the Customs Competency Test for Declarants (SC401) again if I work for another Declaring Agent (DA)?

You are not required to pass the SC401 test again if you have passed the test while you were registered under your previous Declaring Agent (DA).

3. I have registered for the Customs Competency test for Declarants (SC401). How will I know if my registration is confirmed?

Upon registration and closing of the test session, we will send an invoice to the email address indicated in the application form. Payment must be made through AXS/e-AXS/Singpost before the due date indicated in the invoice. Upon successful payment, we will send a confirmation of the registration to the same email address indicated in the application form. If payment is not received by the invoice due date, the registration for the test will not be confirmed.

4. I have registered for the Customs Competency Test for Declarants (SC401) but I am unable to attend it on the scheduled test date. Can I request for a change in test date?

Please write in to customs_documentation@customs.gov.sg to request for a change in test date at least one week before the test. In the email, please provide the following details:

- Company name and Unique Entity Number (UEN)
- Your name, email and contact number
- Preferred test date and session (am/pm)
- Reason to request for the change