



Notice No: 02/2020  
17 Jan 2020

Manufacturers

Dear Sir/Madam

**UPDATE DETAILS OF REGISTERED MANUFACTURERS WITH CUSTOMS AND  
CESSATION OF HARDCOPY MANUFACTURING COST STATEMENT  
SUBMISSION**

Please be informed that with effect from **15 Feb 2020**, all correspondences relating to Certificate of Origin matters such as Customs Circular or Notices, Manufacturer Registration or Renewal Letters, Verification of Cost Statement and Letter of Acknowledgment will be sent via email. It is important for your entity to ensure that the Authorised Person and Contact Person details, particularly the email addresses, registered with Customs are updated.

2 To update the details to the Authorised Person, Contact Person and email addresses, please fill in the form ([go.gov.sg/updatetomanufacturerreg](http://go.gov.sg/updatetomanufacturerreg)) or scan the QR code on the right to access the form. If you are unsure of the contact information that is currently registered with us, do submit the form and we will update the latest contact details accordingly.



3 With effect from **1 Mar 2020**, we will cease acceptance of hardcopy Manufacturing Cost Statement (MCS) submission. Please use the latest MCS template available on our website ([www.customs.gov.sg](http://www.customs.gov.sg) > eServices > Customs Forms and Service Links > Manufacturing Cost Statement Formats) and submit it in accordance to the instructions and file format to [customs\\_mcs@customs.gov.sg](mailto:customs_mcs@customs.gov.sg).

Yours faithfully

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

*(This is a computer-generated notice. 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\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).