



Circular No: 15/2017  
9 Nov 2017

To Traders and Declaring Agents

Dear Sir/Madam

**LIVE OPERATION OF THE ASEAN SINGLE WINDOW (ASW) FOR THE ELECTRONIC EXCHANGE OF FORM D UNDER THE ASEAN TRADE IN GOODS AGREEMENT OF THE ASEAN FREE TRADE AREA (“ATIGA”)**

The ASW is an environment that connects and integrates the National Single Windows (NSWs) of ASEAN Member States (AMSs), thereby allowing the electronic exchange of data between the AMSs. **Indonesia, Malaysia, Singapore and Viet Nam** (hereinafter referred to as “exchange-ready AMSs”) will transit into the live operation of the ASW for the electronic exchange of Form D under the ATIGA on **1 Jan 2018**.

2 Under the live operation, a **Form D**<sup>1</sup> electronically transmitted (hereinafter referred to as “e-ATIGA Form D”) from Singapore to any of the 3 mentioned AMSs (i.e. Indonesia, Malaysia and Viet Nam) for an import will continue to enjoy preferential tariff treatment.

**Procedures to Apply for e-ATIGA Form D**

3 To enable the transmission of an e-ATIGA Form D, the exporter and, if it does not have access to TradeNet<sup>®</sup>, its declaring agent, must be pre-registered with Singapore Customs. You may request for a copy of the registration form via email at [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

4 There will be no change to the Form D application procedures in TradeNet<sup>®</sup>. However, the exporter or its declaring agent must access the approved Form D in TradeNet<sup>®</sup> (Backend) thereafter to authorise and trigger the transmission of the e-ATIGA Form D to the importing customs authority via the ASW. Further information on the latter will be provided to pre-registered entities.

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<sup>1</sup> The preferential Certificate of Origin (CO) issued under ATIGA.

## **Back-to-Back Form D Application**

5 With effect from 1 Jan 2018, you may refer to an e-ATIGA Form D issued in the first exporting AMS for your back-to-back Form D application, instead of providing the hardcopy Form D, if:

- i. The goods originated from an exchange-ready AMS;
- ii. The e-ATIGA Form D is issued on or after 1 Jan 2018; and
- iii. You have successfully received the e-ATIGA Form D from the AMS in TradeNet®.

6 To do so, please indicate “Original e-ATIGA Form D reference number [XXX]”, where “XXX” refers to the Certificate’s reference number, in the “Remarks” column of the corresponding TradeNet® declaration. All other documentary requirements remain.

7 We strongly encourage you to also take up an e-ATIGA *back-to-back* Form D for your re-export to an exchange-ready AMS if the import into Singapore fulfills the conditions set out in paragraph 5.

## **Clarification**

8 A list of frequently asked questions (FAQ) on the live operation of the ASW is provided in **Annex A** for your reference. If you require further clarification on the content of this circular, please write to [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

Yours faithfully

Chua Yock Chin  
Head Tariffs and Trade Services  
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\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg).

## FAQ

1. Can I use an e-ATIGA Form D to claim preferential tariff treatment for my import into Singapore?

We are only able to accept e-ATIGA Form D issued by an exporting AMS in live operation of the ASW for preferential tariff claim under the ATIGA. Currently, Singapore only grants preferential tariff treatment to originating stout/porter, beer including ale, medicated samsu and other samsu from The Philippines and Thailand under the ATIGA. However, neither of the two AMSs are ready to transit into live operation of the ASW on 1 Jan 2018.

2. Is the manufacturer still required to register with and submit manufacturing cost statements to Singapore Customs for verification if the exporter intends to apply for an e-ATIGA Form D for its export?

Yes. The standard Certificate of Origin application procedures for locally-manufactured goods will still apply.

3. Can I still request for hardcopy Form D for my exports to Indonesia, Malaysia and Viet Nam?

Yes. You can still obtain a hardcopy Form D although there is no need to if you already have an e-ATIGA Form D.

4. The importing customs authority did not receive the e-ATIGA Form D. What should I do?

Please write to [customs\\_roo@customs.gov.sg](mailto:customs_roo@customs.gov.sg) with your company's Unique Entity Number and the Form D reference number, and we will investigate the matter.

5. How does the importer submit its preferential tariff claim to the importing customs authority with an e-ATIGA Form D?

Please request the importer to consult its customs authority directly for the relevant information.

6. I have been informed by Singapore Customs that the e-ATIGA Form D quoted in my back-to-back Form D application cannot be found in TradeNet®. What should I do?

This could be due to missing or erroneous details in the e-ATIGA Form D transmitted by the first exporting AMS. You may wish to inform your supplier to request the issuing authority in the AMS to rectify the issue and retransmit the e-ATIGA Form D. Alternatively, you may wish to request your supplier to obtain a hardcopy Form D for the import into Singapore.