



Circular No: 04/2021  
23 Apr 2021

Traders and Declaring Agents

Dear Sir/Madam

**ADVISORY: COMMON COMPLIANCE ERRORS MADE DURING DECLARATIONS OF PERMITS, CARNETS, VOLUNTARY DISCLOSURE PROGRAMME, FREE TRADE AGREEMENT, RULES OF ORIGIN AND DECLARATION OF FACTS FOR MOTOR VEHICLES**

Singapore Customs have detected some common errors made by Traders and Declaring Agents (DAs) under the following scenarios:

**Permit compliance errors**

- a) Reasons for cancellations of the permit(s) were not declared accurately. Traders and DAs are reminded to select the correct reason for permit cancellations to ensure accuracy in such declarations.
- b) Inaccuracy in the declarations for transshipment permits taken for movements of LCL containers stuffed with local and transshipment cargoes from one FTZ to another FTZ for export. For such movement of cargoes, Traders and DAs are to refer to [Circular 11/2002](#) for the correct declaration process.
- c) Incorrect permit taken up for the movement of container(s) with consolidated cargoes meant for multiple consignees imported by land via Woodlands or Tuas Checkpoints to a FTZ for bulk-breaking. Subsequent failure to take up GST-payment permits upon release of the cargoes into Customs Territory. Traders and DAs are to refer to [Circular 10/2019](#), for the proper declaration of such cargoes.
- d) Incorrect usage of generic Unique Entity Numbers (UENs) in declarations. For the correct usage of such UENs, Traders and DAs are to refer to [Circular 11/2014](#).
- e) Incorrect declaration of Importer's name and UEN on record. Traders and DAs are to ensure that details in declarations are true and accurate and declared according to the trade documents such as the commercial invoice, Bill of Lading, packing list etc.

### **Carnet compliance errors**

- a) Wrong exchange rates used in the declaration for GST payment. Traders and DAs are reminded to use the correct exchange rates found on the MAS website.
- b) Failure to provide necessary information and documents of the Carnet for applications, such as the Carnet front page, Carnet counterfoil, BL/AWB, general goods listing and location of goods. Traders and DAs should ensure that all documents and information are in order, for any applications made to Singapore Customs.
- c) Missing HS codes during the submission of Carnets to Singapore Customs. HS codes of the goods must be accurately stated. If the goods are controlled items, Traders and DAs must seek approval from the respective Competent Agencies (CA) before utilisation of the Carnet(s).
- d) Non-certification of replacement Carnet by the Customs of the exporting country. All Carnets and replacement Carnets must be certified by the exporting country to prevent misuse.
- e) Failure to apply for Customs Supervision for pre-shipment inspection of cargoes. Traders and DAs must apply for Customs Supervision for the stuffing/unstuffing of Carnet goods before re-exportation/re-importation.
- f) Failure to produce Carnet and goods at checkpoint for examination and endorsement during re-exportation/re-importation. All Carnet and its goods must be duly presented and endorsed before re-exportation/re-importation.
- g) Failure to apply for extension by final date for re-exportation/re-importation stated in the counterfoil. Traders and DAs are reminded to apply for extension at least two weeks prior to the final date of re-exportation/re-importation.

### **Voluntary Disclosure Programme (VDP) compliance errors**

- a) Failure to provide the correct and relevant supporting documents such as the permit(s), B/L/AWB(s), invoice(s), revised documents, Competent Agencies' acknowledgement (if required) and etc. All VDPs must be submitted with the correct basic supporting documents.
- b) Incorrect values or incomplete data inputted in FormSG VDP form. Traders and DAs must ensure that the fields are correctly inputted so as to ensure accuracy of the information provided to Singapore Customs.
- c) Missing CA's acknowledgement email when submitting VDP for permits containing CA controlled goods. CA's acknowledgement must be obtained for permits containing controlled goods.

- d) Failure to provide a detailed calculation of errors declared for values and quantity of goods. A submission of the working showing the correct calculation for changes in value and quantity of goods, is required.

#### **Free Trade Agreement Rules Of Origin (FTA ROO) compliance errors**

- a) Failure to ensure the goods meet the origin criteria under the respective Free Trade Agreements before taking out a Preferential Certificate of Origin (PCO) or making out the Origin Declaration (OD). Companies must understand the ROO requirements and operational certification procedures.
- b) Failure to select “PRI” under the “Preferential Indicator” field in TradeNet export permit declaration when the overseas importer is claiming preferential tariff treatment on the goods. Companies are to refer to [Circular 12/2018](#) for the correct export permit declaration procedure.
- c) Failure to state the intention to claim preferential tariff treatment in the “Remarks” column of the TradeNet declaration for In-Payment permit for goods imported into Singapore where the PCO or OD is not available at time of importation.

#### **Declaration of Facts for Motor Vehicles (DOFMV) compliance errors**

- a) Failure to provide the correct and relevant supporting documents such as the commercial invoice, BL, registration and de-registration papers, manufacturer data card and supplier’s letter on options fitted in the vehicles.
- b) Incorrect values and data reflected in DOFMV form and supporting documents. The vehicle’s engine and chassis number on all the supporting documents must be the same as the ones declared in DOFMV. All the charges incidental to the sale and delivery of the vehicles have to be declared and documents showing the charges have to be provided.
- c) Incorrect values e.g. freight and insurance charges declared in the duty payment permits for motor vehicles. These values should have been declared and agreed on in the DOFMV applications and the correct values are to be declared in the permits.

2 Traders and DAs are urged to be mindful on the common errors detected by Singapore Customs. It is the responsibility of all Traders and DAs to ensure the accuracy and completeness of all declarations made to Singapore Customs. Failure to do so may result in penalties being imposed.

3 If you have any further enquiries, please visit [www.customs.gov.sg/contact-us](http://www.customs.gov.sg/contact-us) and contact the relevant Divisions or Branches.

Yours faithfully

Wan Boon Oon  
Head Company Compliance  
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\\_company\\_compliance@customs.gov.sg](mailto:customs_company_compliance@customs.gov.sg).