Quick Reference Guide

1. Activation of Customs Account
2. Manage DA/Declarant (for Companies registering as Declaring Agent)
3. Declarant Confirmation of Terms and Conditions
4. Edit Declarant Information

Activation of Customs Account

This section shows how to activate UEN or update the UEN information. Only Key Personnel or Authorized Personnel with Activation of Customs Account authorization can perform this.

Pre-requisites:

- SingPass ID
- For non-Key Personnel or non-Authorized personnel doing the activation, please prepare the following documents for uploading or faxing:
    - Letter of Authorization
    - Applicant NRIC (Front & Back) / Passport
    - Issuing Agency (e.g ROS)
    - Proof of Employment

1. Launch TradeXchange® Portal at https://www.tradexchange.gov.sg
2. At TradeXchange® Portal's home page, look for "Online Forms" portlet.
3. Select on "Activation of Customs Acc.." from the list then click on "Go to Form" button.

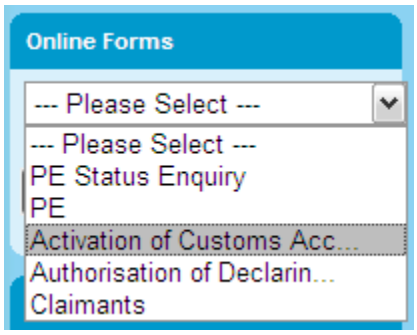


Fig 1. Online Forms

4. At the Activation of Customs Account initial screen, click on "Login with SingPass" button.

Fig 2. Activation of Customs Account initial screen

5. Login with SingPass ID
6. Upon successful login with SingPass, enter the UEN to activate, update or terminate.

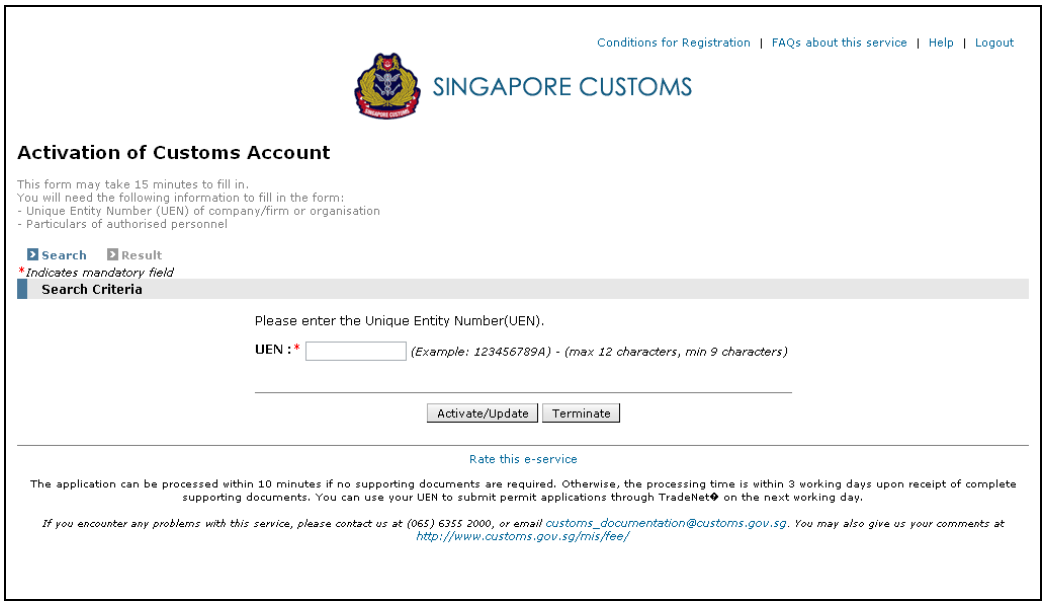


Fig 3. Activation of Customs Account Search Criteria

7. Enter all the required information. Mandatory information is marked with "*".

SINGAPORE CUSTOMS

Activation of Customs Account

Data Entry | Confirmation | Acknowledgement

*Indicates mandatory field

Print Previous Letter of Approval

Company Details

UEN : 201101240001

Entity Name : TESTING

Operating Address :* DSFDS (max 105 characters)

Postal Code :* 234234 (Example: 123456) - (min 6 characters)

Main Business Activity :* Importer / Exporter / Distributor

Other Business Activity : (please select where applicable)

- [x] Importer / Exporter / Distributor
- [ ] Manufacturer
- [ ] Freight Forwarder / Haulier
- [ ] Postal, Courier & Air Express Service Providers
- [ ] Declaring Agent
- [ ] Warehouse Operator
- [ ] Airline / Airline agent
- [ ] Shipping Line / Shipping agent
- [ ] Ship chandler / Seastore supplier
- [ ] Events/Exhibition Organiser and Venue Operator
- [ ] Government Ministry / Department / Statutory Board
- [ ] Chamber of Commerce / Association
- [x] Others, please specify: TERTER (max 100 characters)

Nature of Goods Commonly Dealt With :*

- [x] Dutiable Liquor Products
- [ ] Dutiable Tobacco Products
- [ ] Dutiable Motor Vehicles & Parts
- [ ] Dutiable Petroleum Products
- [ ] Strategic Goods
- [ ] Aircraft Parts / Ship Spares
- [ ] High Value Exhibition Items such as Painting, Jewellery, Gems etc.
- [ ] Electronics Products
- [ ] Pharmaceutical Products
- [ ] Chemical Products (excluding Petroleum Products)
- [ ] Any other goods, pls specify: (max 100 characters)

Applicant Information

NRIC/Passport :* (max 20 characters)

Name :* (max 70 characters)

Contact Parties / Authorised Personnel Information

Primary Contact* | Secondary Contact* | Trader Notification | Authorised Personnel

Please note that all correspondences from Singapore Customs will be sent via fax or email to the Primary Contact.

Name :* (max 70 characters)

Designation :* (max 100 characters)

NRIC/Passport :* (max 20 characters)

Salutation :* DR

Email Address : (max 60 characters)

Fax No. : (Only 8 digit local Singapore fax no. is allowed)

Telephone No. :* (max 25 characters)

Mobile No. : (max 25 characters)

Next | Cancel

Fig 4. Company Details, Applicant Information, Primary Contact Information

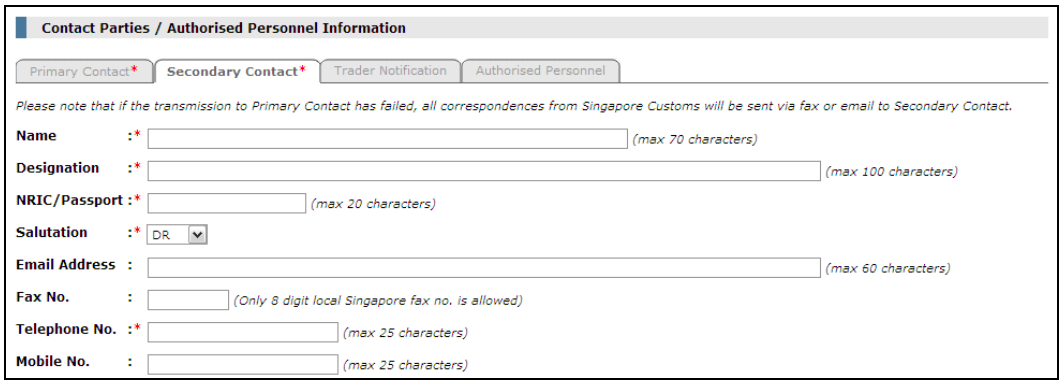


Fig 5. Secondary Contact Information

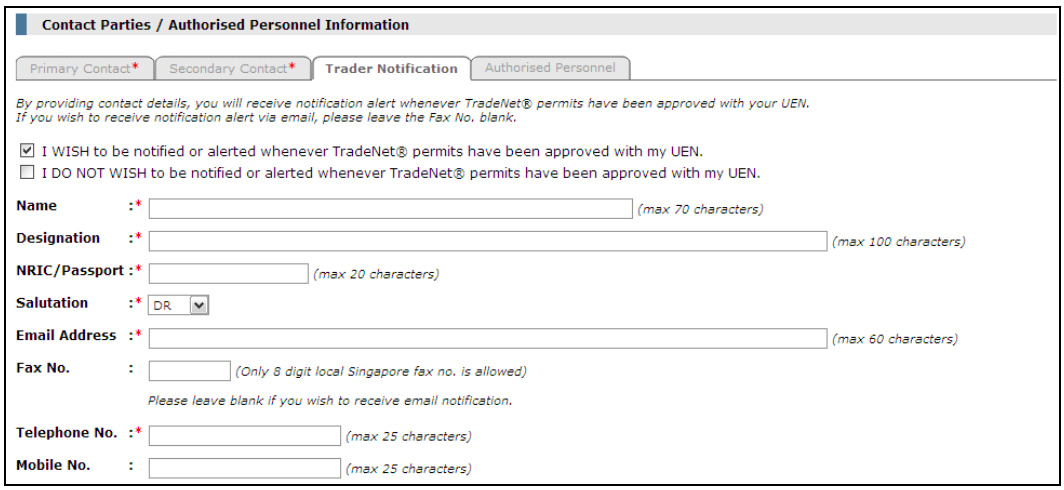


Fig 6. Trader Notification Information

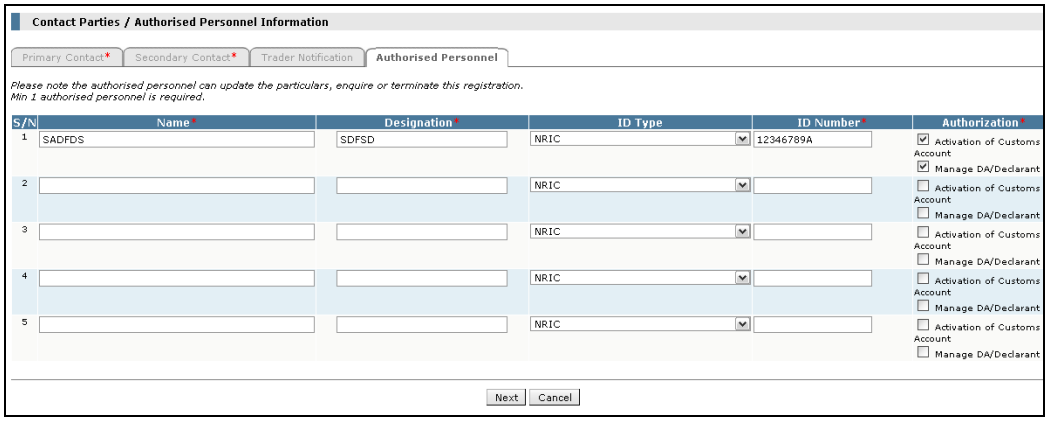


Fig 7. Authorized Personnel Information

8. Click on Next button.
9. Read Terms and Conditions and Click on "I Agree" button
10. Review the details entered at Confirmation page.
11. Click on checkbox beside "(1) I declare…".
12. Click on Confirm button.

13. At acknowledgment page, click on “Manage DA/Declarant” button for company who would like to be a Declaring Agent.

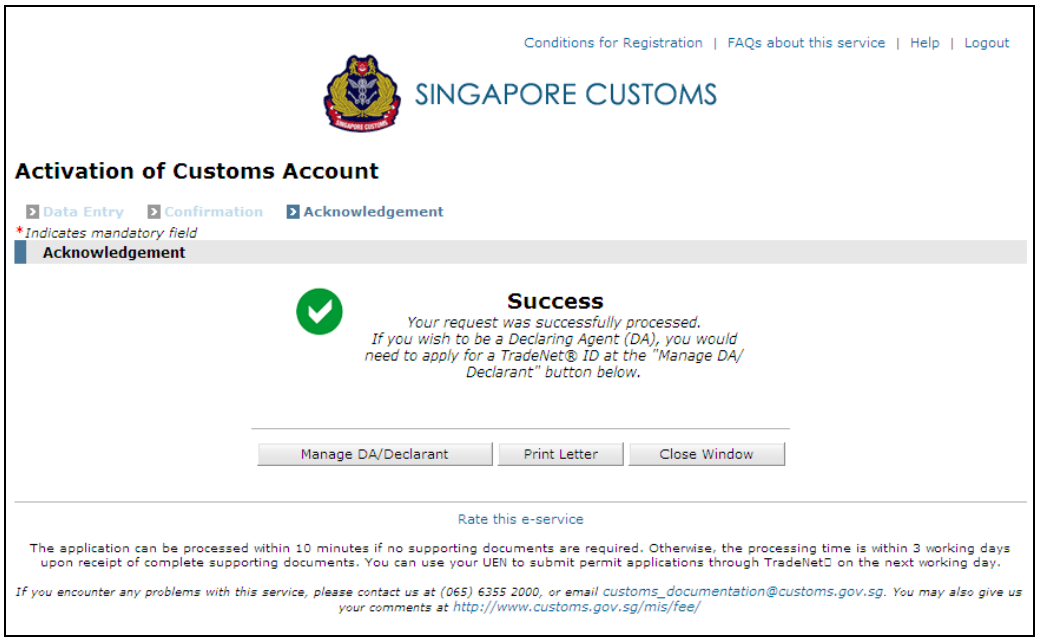


Fig 8. Acknowledgement Page for auto-approve activation

Manage DA/Declarant

This section shows how to update the Declaring Agent(DA) and Declarant Information. Only Key Personnel or Authorized Personnel with Manage DA authorization can perform this.

Pre-requisites:

- SingPass ID
- Please prepare the following declarant's documents for uploading or faxing:
  - Scanned IC, Work Permit, or Employment Pass
  - Customs Course certificate (if applicable)
  - For Malaysian Declarants
    - Malaysian ID (Front & Back)
    - Form 49
    - Signed Copy of Terms and Conditions
    - Other Supporting documents that can be found here: https://www.tradenet.gov.sg/TN40/tdsui/da/DeclarantSupportDocList.jsp

For Key Personnel or Authorized Personnel with both Activation of Customs Account and Manage DA authorization

1. Launch TradeXchange® Portal at https://www.tradexchange.gov.sg
2. At TradeXchange® Portal's home page, look for "Online Forms" portlet.
3. Select on "Activation of Customs Acc.." from the list then click on "Go to Form" button.
4. At the Activation of Customs Account initial screen, click on "Login with SingPass" button.
5. Login with SingPass ID
6. Upon successful login with SingPass, enter the UEN to activate or update. Click on "Activate/Update" button.
7. Enter all the required information. Mandatory information is marked with "*".
8. Click on Next button.
9. Read Terms and Conditions and Click on "I Agree" button
10. Review the details entered at Confirmation page.
11. Click on checkbox beside "(1) I declare…".
12. Click on Confirm button.
13. At acknowledgment page, click on "Manage DA/Declarant" button for company who would like to be a Declaring Agent (applicable for NEW activation only or existing account that do not have Declaring Agent account registered).

For Authorized Personnel with Manage DA authorization only

1. Launch TradeXchange® Portal at https://www.tradexchange.gov.sg
2. At TradeXchange® Portal's home page, look for "Online Forms" portlet.
3. Select on "Activation of Customs Acc.." from the list then click on "Go to Form" button.

4. At the Activation of Customs Account initial screen, click on "Login with SingPass" button.
5. Login with SingPass ID
6. Upon successful login with SingPass, enter the UEN to activate or update. Click on "Activate/Update" button.
7. Click on "Manage DA/Declarant" button

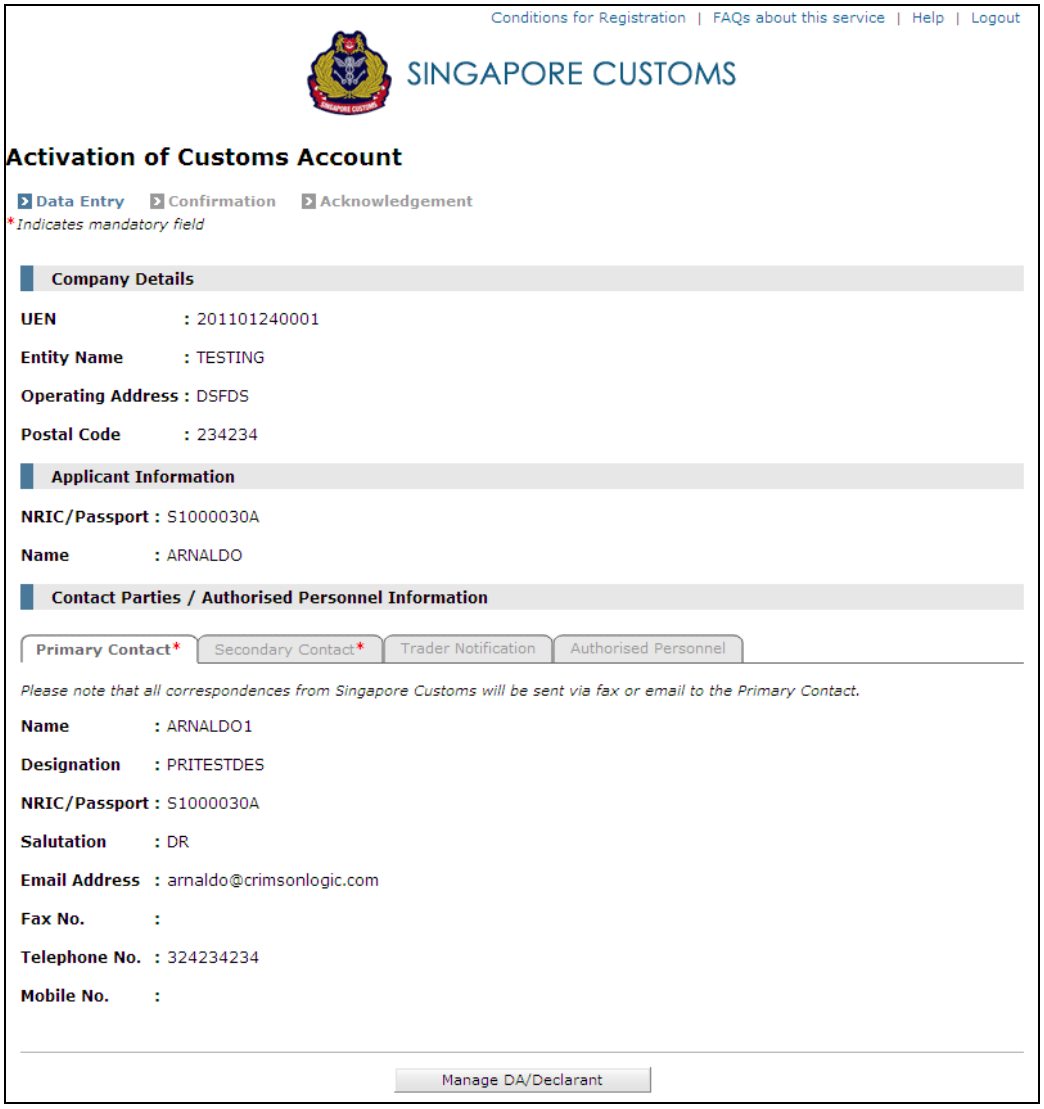


Fig 9. Activation of Customs Account page for Authorized Personnel with Manage DA authorization only.

Updating DA (Declaring Agent/Company Information) and Declarant Information

1. At the Declaring Agent & Declarant Registration page, click on "New/Update DA/Declarant" button to update or "Terminate DA" button to terminate the Declaring Agent account

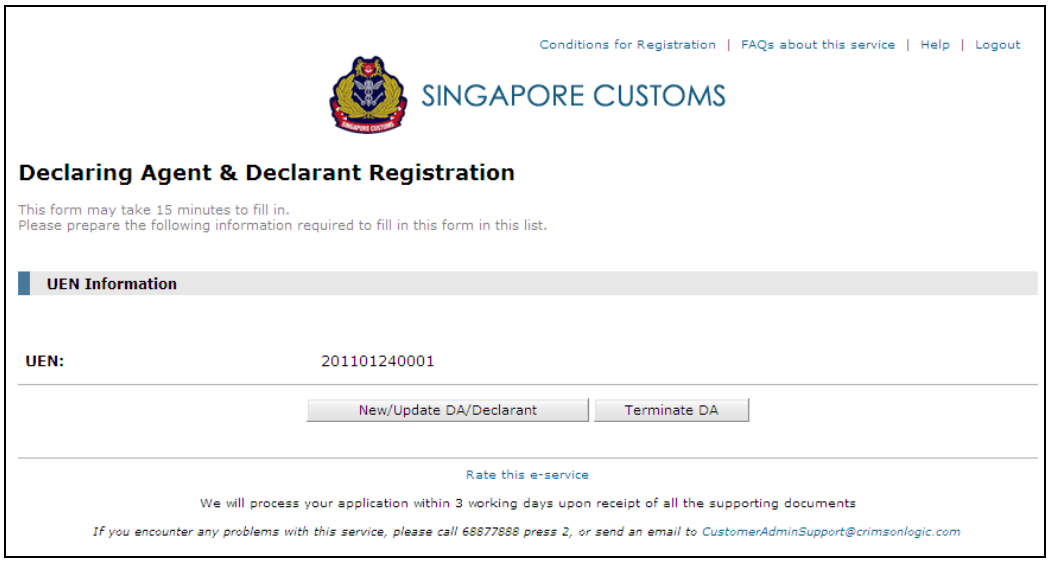


Fig 10. Declaring Agent & Declarant Registration (Manage DA/Declarant) page

2. Click on account ID from the Account ID column

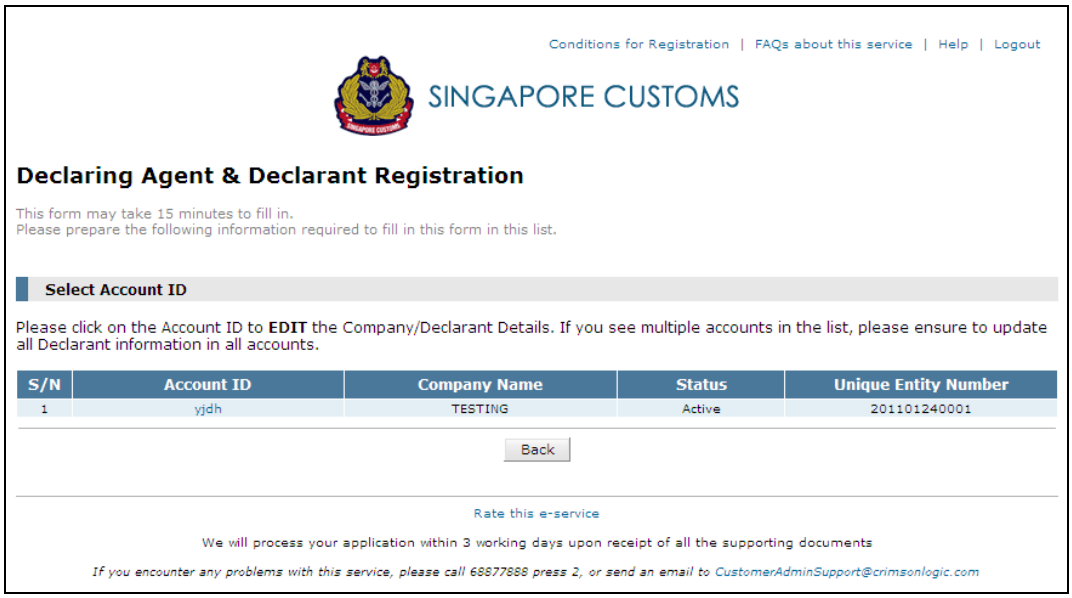


Fig 11. Account ID selection page

3. Provide the mandatory Company and Key Personnel information. Click Next to proceed.

Conditions for Registration | FAQs about this service | Help | Logout

SINGAPORE CUSTOMS

Declaring Agent & Declarant Registration

This form may take 15 minutes to fill in.
Please prepare the following information required to fill in this form in this list.

Company Info Entry | User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

*Indicates mandatory field

Company Information

Please complete the required information below.

1	**UEN/Entity Identifier**	201101240001
2	**Company Name**	TESTING
3	**Operating Address**	*This is the operating address of the TradeNet® user(s) and will be used for mailing purpose.eg, User ID and password.*
3.1	Country*	SINGAPORE
3.2	Block No./House No.*	123 *(max 10 characters)*
3.3	Street Name*	TELOK BLANGAH RD *(max 70 characters)*
3.4	Unit No.	33-09 *(max 10 characters)*
3.5	Building Name	*(max 70 characters)*
3.3	Postal Code*	233444 *(max 6 characters)*
4	**Telephone No.***	123456 *(max 15 characters)*
5	**Fax No.***	12345678 *Only 8 digit local Singapore fax no. is allowed*
6	**Company Email Address***	ARNALDO@CRIMSONLOGIC.COM *(max 60 characters)*
7	**Membership with Association***	The Singapore Air Cargo Agents Association
8	**Other Membership**	TEST NEW UPDATE FOR ALL ACCOUNTS *(max 100 characters)*
9	**Annual Financial Turnover***	5555 *(max 14 characters)*
10	**Total No. of TradeNet® Declarants***	55 *(max 4 characters)*
11	**Total No. of Employees***	66 *(max 6 characters)*
12	**Declaring Agents Activity 1***	Our Company: ◉ provides permit declaration services only, ie. documentation service provider ○ provides permit declaration and freight forwarding services
13	**Declaring Agents Activity 2***	Our Company: ◉ submits permits for our own company and/or our branch/related companies only ○ submits permits on behalf of other companies ○ submits permits on behalf of other companies, for our own company and/or our branch/related companies

Key Personnel

14	**Salutation***	MR
15	**Name***	ARNALDO KP *(max 100 characters)*
15	**Designation***	COMP KP *(max 100 characters)*
16	**NRIC/FIN***	S1000030A *(min 8, max 20 characters)*
17	**Email Address***	ARNALDO@CRIMSONLOGIC.COM *(max 60 characters)*
18	**Fax No.***	12345678 *Only 8 digit local Singapore fax no. is allowed*
19	**Telephone No.**	*(max 15 characters)*
20	**Mobile No.**	*(max 15 characters)*
21	**Nationality***	BOUVET ISLAND

Next

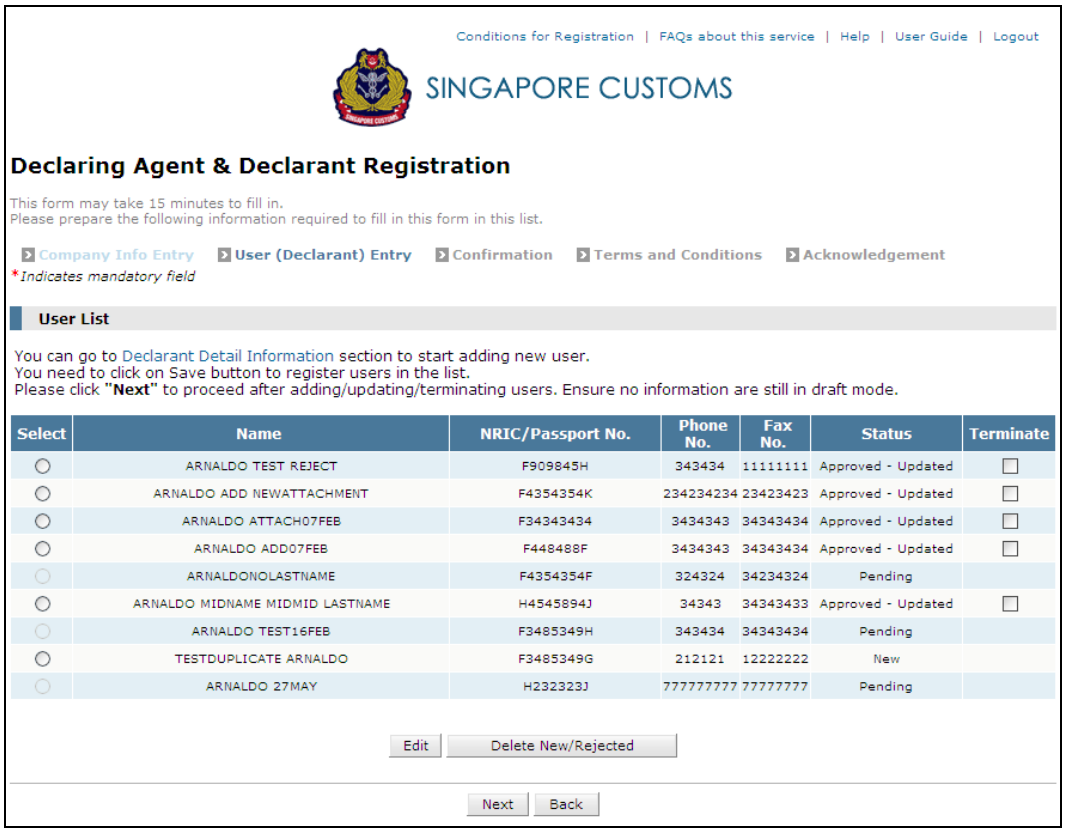
Rate this e-service

We will process your application within 3 working days upon receipt of all the supporting documents

If you encounter any problems with this service, please call 68877888 press 2, or send an email to CustomerAdminSupport@crimsonlogic.com

Fig 12. Company and Key Personnel Information

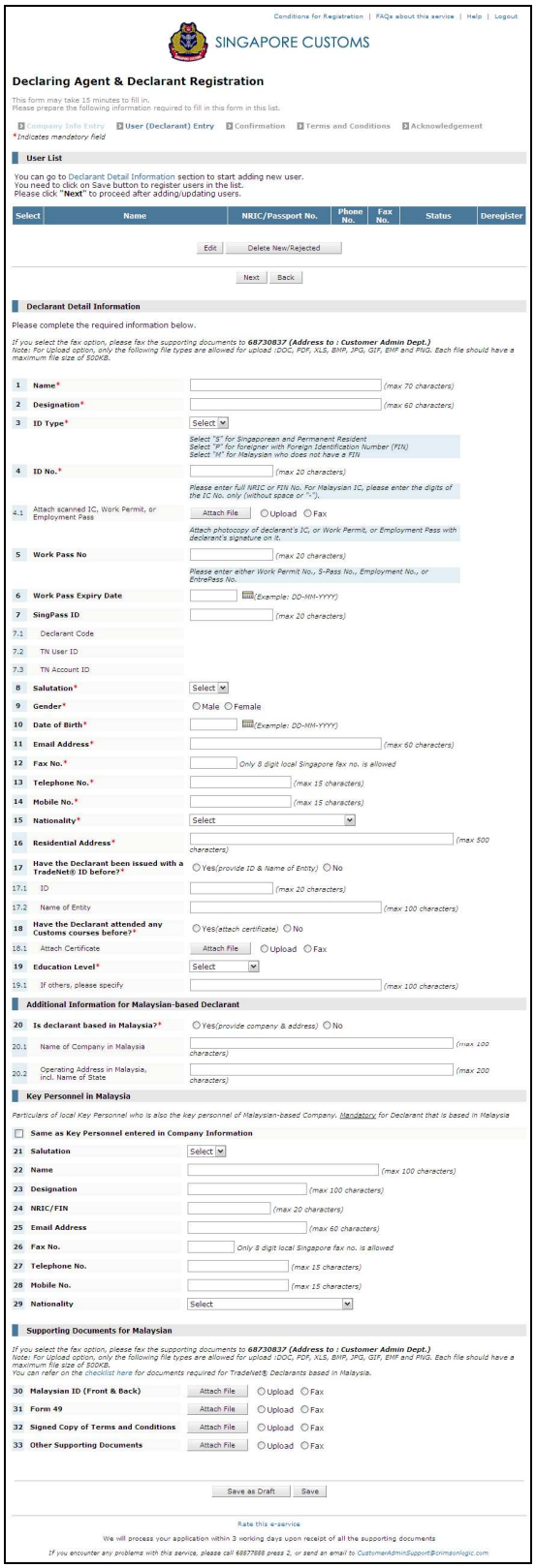
4. At the User List screen
    a. To edit existing declarant information, click on the radio button at the Select column, , then click on Edit button
    b. To remove or delete the newly added record or rejected record from the list, click on the radio button at the Select column, , then click on Delete New/Rejected button
    c. To terminate a declarant, click on checkbox beside the declarant at Terminate column,
    d. To add new record, make sure that all data in Declarant Detail information are empty. If you had previously selected an existing record from the list, click on Save button to save your changes and to clear the input fields.
    e. Click Next to proceed with the registration and confirmation page



Select	Name	NRIC/Passport No.	Phone No.	Fax No.	Status	Terminate
○	ARNALDO TEST REJECT	F909845H	343434	11111111	Approved - Updated	☐
○	ARNALDO ADD NEWATTACHMENT	F4354354K	234234234	23423423	Approved - Updated	☐
○	ARNALDO ATTACH07FEB	F34343434	3434343	34343434	Approved - Updated	☐
○	ARNALDO ADD07FEB	F448488F	3434343	34343434	Approved - Updated	☐
○	ARNALDONOLASTNAME	F4354354F	324324	34234324	Pending	
○	ARNALDO MIDNAME MIDMID LASTNAME	H4545894J	34343	34343433	Approved - Updated	☐
○	ARNALDO TEST16FEB	F3485349H	343434	34343434	Pending	
○	TESTDUPLICATE ARNALDO	F3485349G	212121	12222222	New	
○	ARNALDO 27MAY	H232323J	777777777	77777777	Pending	

Fig 13. User List section

5. Provide all the required declarant information. Mandatory information is marked with "*".



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SINGAPORE CUSTOMS

Declaring Agent & Declarant Registration

This form may take 15 minutes to fill in.
Please prepare the following information required to fill in this form in this list.

Company Info Entry | User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

*Indicates mandatory field

User List

You can go to Declarant Detail Information section to start adding new user.
You need to click on Save button to register users in the list.
Please click "**Next**" to proceed after adding/updating users.

Select	Name	NRIC/Passport No.	Phone No.	Fax No.	Status	Deregister

Edit | Delete New/Rejected

Next | Back

Declarant Detail Information

Please complete the required information below.

*If you select the fax option, please fax the supporting documents to **68730837 (Address to : Customer Admin Dept.)***
Note: For Upload option, only the following file types are allowed for upload :DOC, PDF, XLS, BMP, JPG, GIF, EMF and PNG. Each file should have a maximum file size of 500KB.

1	**Name***	(max 70 characters)
2	**Designation***	(max 60 characters)
3	**ID Type***	Select Select "S" for Singaporean and Permanent Resident Select "P" for foreigner with Foreign Identification Number (FIN) Select "M" for Malaysian who does not have a FIN
4	**ID No.***	(max 20 characters) Please enter full NRIC or FIN No. For Malaysian IC, please enter the digits of the IC No. only (without space or "-").
4.1	Attach scanned IC, Work Permit, or Employment Pass	Attach File ○ Upload ○ Fax Attach photocopy of declarant's IC, or Work Permit, or Employment Pass with declarant's signature on it.
5	**Work Pass No**	(max 20 characters) Please enter either Work Permit No., S-Pass No., Employment No., or EntrePass No.
6	**Work Pass Expiry Date**	(Example: DD-MM-YYYY)
7	**SingPass ID**	(max 20 characters)
7.1	Declarant Code	
7.2	TN User ID	
7.3	TN Account ID	
8	**Salutation***	Select
9	**Gender***	○ Male ○ Female
10	**Date of Birth***	(Example: DD-MM-YYYY)
11	**Email Address***	(max 60 characters)
12	**Fax No.***	Only 8 digit local Singapore fax no. is allowed
13	**Telephone No.***	(max 15 characters)
14	**Mobile No.***	(max 15 characters)
15	**Nationality***	Select
16	**Residential Address***	(max 500 characters)
17	**Have the Declarant been issued with a TradeNet® ID before?***	○ Yes(provide ID & Name of Entity) ○ No
17.1	ID	(max 20 characters)
17.2	Name of Entity	(max 100 characters)
18	**Have the Declarant attended any Customs courses before?***	○ Yes(attach certificate) ○ No
18.1	Attach Certificate	Attach File ○ Upload ○ Fax
19	**Education Level***	Select
19.1	If others, please specify	(max 100 characters)

Additional Information for Malaysian-based Declarant

20	**Is declarant based in Malaysia?***	○ Yes(provide company & address) ○ No
20.1	Name of Company in Malaysia	(max 100 characters)
20.2	Operating Address in Malaysia, incl. Name of State	(max 200 characters)

Key Personnel in Malaysia

Particulars of local Key Personnel who is also the key personnel of Malaysian-based Company. Mandatory for Declarant that is based in Malaysia

☐ **Same as Key Personnel entered in Company Information**

21	**Salutation**	Select
22	**Name**	(max 100 characters)
23	**Designation**	(max 100 characters)
24	**NRIC/FIN**	(max 20 characters)
25	**Email Address**	(max 60 characters)
26	**Fax No.**	Only 8 digit local Singapore fax no. is allowed
27	**Telephone No.**	(max 15 characters)
28	**Mobile No.**	(max 15 characters)
29	**Nationality**	Select

Supporting Documents for Malaysian

*If you select the fax option, please fax the supporting documents to **68730837 (Address to : Customer Admin Dept.)***
Note: For Upload option, only the following file types are allowed for upload :DOC, PDF, XLS, BMP, JPG, GIF, EMF and PNG. Each file should have a maximum file size of 500KB.
You can refer on the checklist here for documents required for TradeNet® Declarants based in Malaysia.

30	**Malaysian ID (Front & Back)**	Attach File ○ Upload ○ Fax
31	**Form 49**	Attach File ○ Upload ○ Fax
32	**Signed Copy of Terms and Conditions**	Attach File ○ Upload ○ Fax
33	**Other Supporting Documents**	Attach File ○ Upload ○ Fax

Save as Draft | Save

Rate this e-service

We will process your application within 3 working days upon receipt of all the supporting documents

If you encounter any problems with this service, please call 68877888 press 2, or send an email to CustomerAdminSupport@crimsonlogic.com

Fig 14. Declarant Information page

6. Click on “Save” button to save the declarant information. Ensure all mandatory fields are filled-up. If you don’t have all the mandatory information, you may click on “Save as Draft” to temporary save the data entered.
7. Click “Next” button at the User List section.
8. Review the changes at Confirmation page. Click Next button to proceed.

Conditions for Registration | FAQs about this service | Help | Logout

SINGAPORE CUSTOMS

Declaring Agent & Declarant Registration

This form may take 15 minutes to fill in.
Please prepare the following information required to fill in this form in this list.

Company Info Entry | User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

Company Information

Please review and confirm on the information you have provided below.

1	**UEN/Entity Identifier**	201102280001
2	**Company Name**	201102280001 NAME
3	**Operating Address**	*This is the operating address of the TradeNet® user(s) and will be used for mailing purpose.eg, User ID and password.*
3.1	Country	SINGAPORE
3.2	Block No./House No.	23423
3.3	Street Name	STREET OF NOWHERE
3.4	Unit No.	666
3.5	Building Name	BUILDING BLOCKS
3.3	Postal Code	123456
4	**Telephone No.**	1123456
5	**Fax No.**	12343433
6	**Company Email Address**	ARNALDO@CRIMSONLOGIC.COM
7	**Membership with Association**	The Singapore Air Cargo Agents Association
9	**Annual Financial Turnover**	232
10	**Total No. of TradeNet® Declarants**	232
11	**Total No. of Employees**	2323
12	**Declaring Agents Activity 1**	Our Company: provides permit declaration services only, ie. documentation service provider
13	**Declaring Agents Activity 2**	Our Company: submits permits for our own company and/or our branch/related companies only

Key Personnel

14	**Salutation**	MR
15	**Name**	TESTER KP
15	**Designation**	KP DESIGNATION
16	**NRIC/FIN**	S1000030A
17	**Email Address**	ARNALDO@CRIMSONLOGIC.COM
18	**Fax No.**	66666666
19	**Telephone No.**	
20	**Mobile No.**	
21	**Nationality**	BM

New User(s)

No	Name	NRIC/Passport No.	Phone No.	Fax No.
1	ARNALDO 28FEB	X234234	22343	23232333

Existing User(s)

No	Name	NRIC/Passport No.	Phone No.	Fax No.

Terminated User(s)

No	Name	NRIC/Passport No.	Phone No.	Fax No.

Pending User(s)

No	Name	NRIC/Passport No.	Phone No.	Fax No.

Next | Back

Rate this e-service

We will process your application within 3 working days upon receipt of all the supporting documents

If you encounter any problems with this service, please call 68877888 press 2, or send an email to CustomerAdminSupport@crimsonlogic.com

Fig 15. Confirmation page

9. Read the Terms and Conditions and click on "I Agree" to save the changes

10. An acknowledgement page will be displayed upon completion of the update of DA and Declarant information.

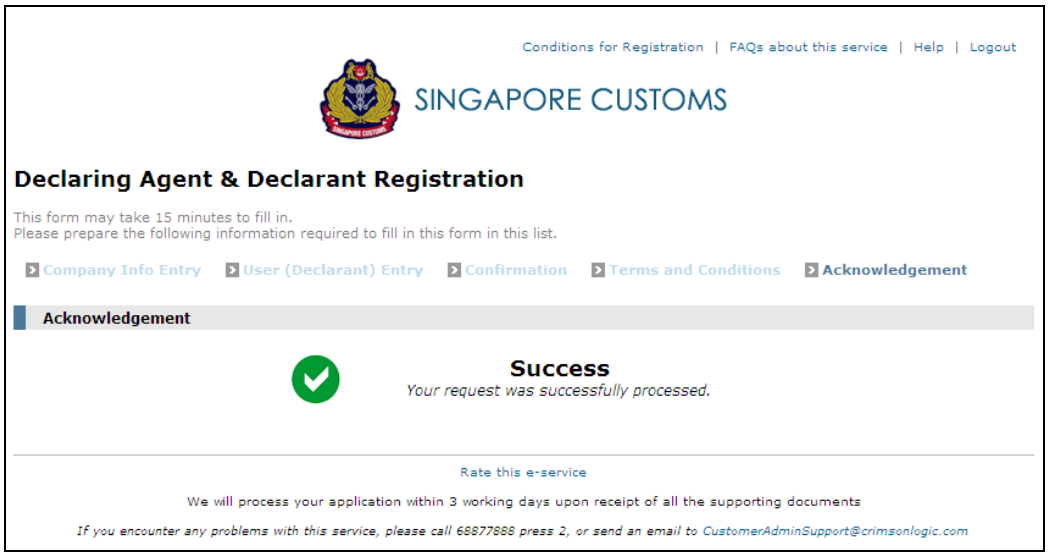

Fig 16. Acknowledgement page

11. An email will be sent to updated existing Declarants that have not previously accepted the Terms and Conditions and to new Declarants added.

Declarant Confirmation of Terms and Conditions

This section shows how Declarants can update their information and read acknowledge the Terms and Conditions.

Pre-requisites:

- SingPass ID of Declarant that is registered in their record
- Email sent to Declarants with subject "PROD - [TRADENET] Declarant Registration/Update Confirmation"

1. Open the email with subject "PROD - [TRADENET] Declarant Registration/Update Confirmation".

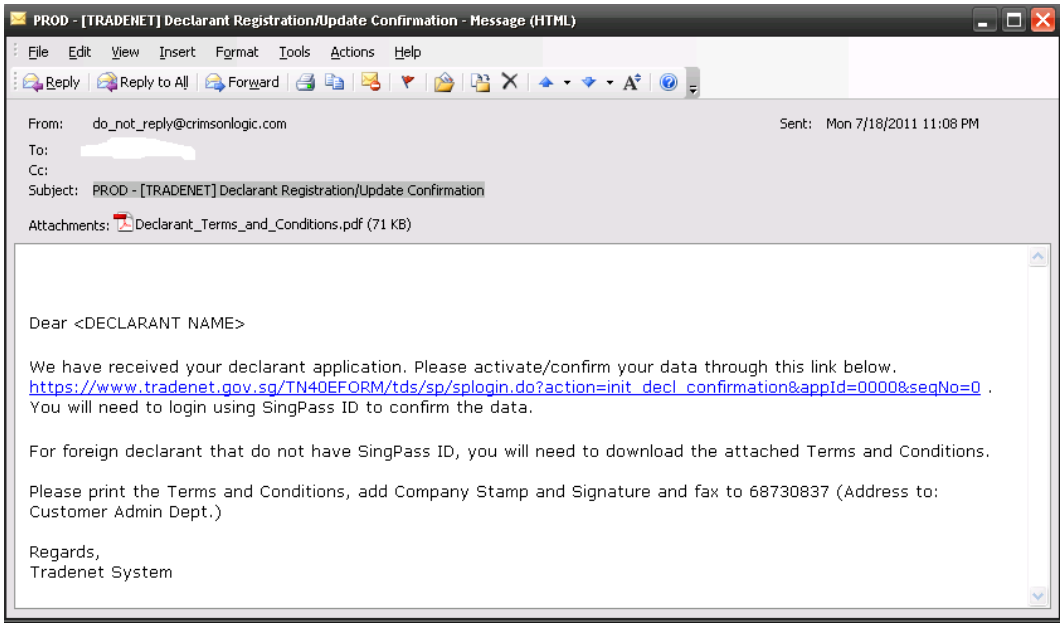

Fig 17. Email sent to Declarant after Key Personnel have updated their information

2. Click on the hyperlink in the message body.
3. Click on "Login with SingPass" button.

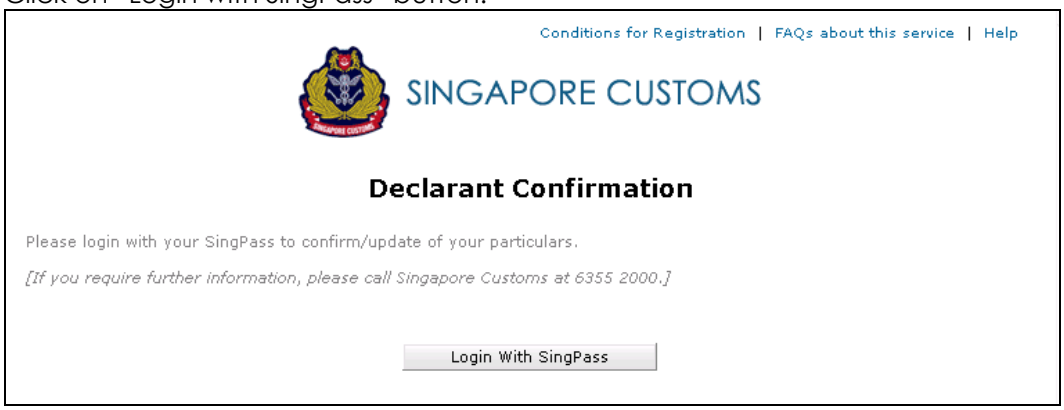

Fig 18. Declarant Confirmation initial page

4. Login with SingPass ID
5. Verify declarant data and click on Next button

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SINGAPORE CUSTOMS

Declarant Confirmation

This form may take 15 minutes to fill in.
Please prepare the following information required to fill in this form in this list.

User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

*Indicates mandatory field

Declarant Detail Information

Please complete the required information below.

*If you select the fax option, please fax the supporting documents to **68730837 (Address to : Customer Admin Dept.)***
Note: For Upload option, only the following file types are allowed for upload :DOC, PDF, XLS, BMP, JPG, GIF, EMF and PNG. Each file should have a maximum file size of 500KB.

1	**Name***	ARNALDO LASTNAME
2	**Designation***	TESTING UPDATE DESIGNATION *(max 60 characters)*
3	**ID Type***	P *Select "S" for Singaporean and Permanent Resident* *Select "P" for foreigner with Foreign Identification Number (FIN)* *Select "M" for Malaysian who does not have a FIN*
4	**ID No.***	G3454435431 *Please enter full NRIC or FIN No. For Malaysian IC, please enter the digits of the IC No. only (without space or "-").*
4.1	Attach scanned IC, Work Permit, or Employment Pass	View/Attach File ◉ Upload ○ Fax *Attach photocopy of declarant's IC, or Work Permit, or Employment Pass with declarant's signature on it.*
5	**Work Pass No**	WP324324 *(max 20 characters)* *Please enter either Work Permit No., S-Pass No., Employment No., or EntrePass No.*
6	**Work Pass Expiry Date**	31-01-2013 *(Example: DD-MM-YYYY)*
7	**SingPass ID**	S1000031A *(max 20 characters)*
7.1	Declarant Code	P05443543
7.2	TN User ID	UBOE001
7.3	TN Account ID	UBOE
8	**Salutation***	MR
9	**Gender***	◉ Male ○ Female
10	**Date of Birth***	01-01-2011 *(Example: DD-MM-YYYY)*
11	**Email Address***	ARNALDO@CRIMSONLOGIC.COM *(max 60 characters)*
12	**Fax No.***	11111111 *Only 8 digit local Singapore fax no. is allowed*
13	**Telephone No.***	3333333 *(max 15 characters)*
14	**Mobile No.***	222222222 *(max 15 characters)*
15	**Nationality***	AFGHANISTAN
16	**Residential Address***	JB ADDRESS *(max 500 characters)*
17	**Have the Declarant been issued with a TradeNet® ID before?***	○ Yes*(provide ID & Name of Entity)* ◉ No
17.1	ID	*(max 20 characters)*
17.2	Name of Entity	*(max 100 characters)*
18	**Have the Declarant attended any Customs courses before?***	○ Yes*(attach certificate)* ◉ No
18.1	Attach Certificate	Attach File ○ Upload ○ Fax
19	**Education Level***	GCE "N" Level
19.1	If others, please specify	*(max 100 characters)*

Next

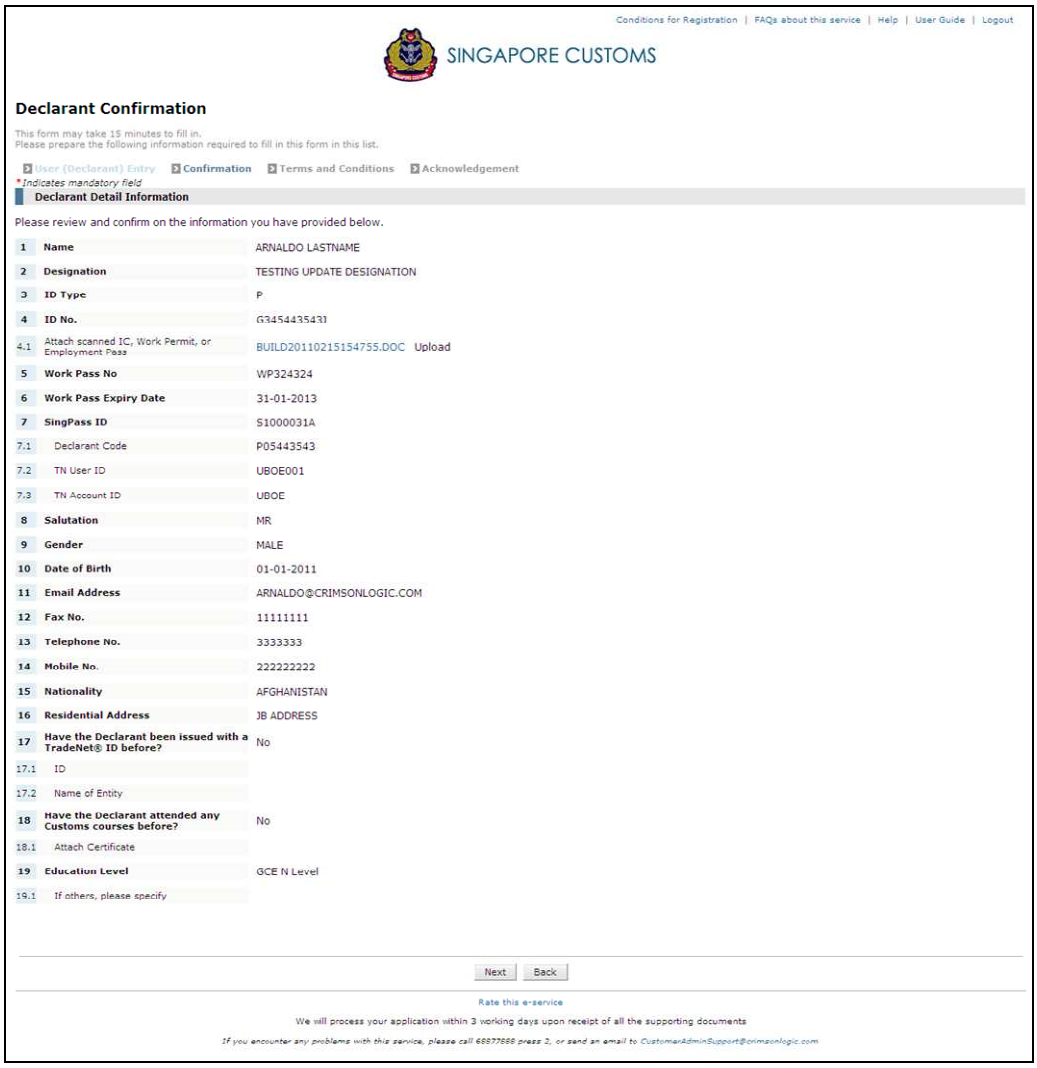
Rate this e-service

We will process your application within 3 working days upon receipt of all the supporting documents

If you encounter any problems with this service, please call 68877888 press 2, or send an email to CustomerAdminSupport@crimsonlogic.com

Fig 19. Declarant Information page

6. Review data in Confirmation page. Click Next button to proceed.



Conditions for Registration | FAQs about this service | Help | User Guide | Logout

SINGAPORE CUSTOMS

Declarant Confirmation

This form may take 15 minutes to fill in.
Please prepare the following information required to fill in this form in this list.

User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

*Indicates mandatory field

Declarant Detail Information

Please review and confirm on the information you have provided below.

1	**Name**	ARNALDO LASTNAME
2	**Designation**	TESTING UPDATE DESIGNATION
3	**ID Type**	P
4	**ID No.**	G3454435431
4.1	Attach scanned IC, Work Permit, or Employment Pass	BUILD20110215154755.DOC Upload
5	**Work Pass No**	WP324324
6	**Work Pass Expiry Date**	31-01-2013
7	**SingPass ID**	S1000031A
7.1	Declarant Code	P05443543
7.2	TN User ID	UBOE001
7.3	TN Account ID	UBOE
8	**Salutation**	MR
9	**Gender**	MALE
10	**Date of Birth**	01-01-2011
11	**Email Address**	ARNALDO@CRIMSONLOGIC.COM
12	**Fax No.**	11111111
13	**Telephone No.**	3333333
14	**Mobile No.**	222222222
15	**Nationality**	AFGHANISTAN
16	**Residential Address**	JB ADDRESS
17	**Have the Declarant been issued with a TradeNet® ID before?**	No
17.1	ID	
17.2	Name of Entity	
18	**Have the Declarant attended any Customs courses before?**	No
18.1	Attach Certificate	
19	**Education Level**	GCE N Level
19.1	If others, please specify	

Next Back

Rate this e-service

We will process your application within 3 working days upon receipt of all the supporting documents

If you encounter any problems with this service, please call 68877888 press 2, or send an email to CustomerAdminSupport@crimsonlogic.com

Fig 20. Confirmation page

7. Read the Terms and Conditions. Click on “I Agree” button.

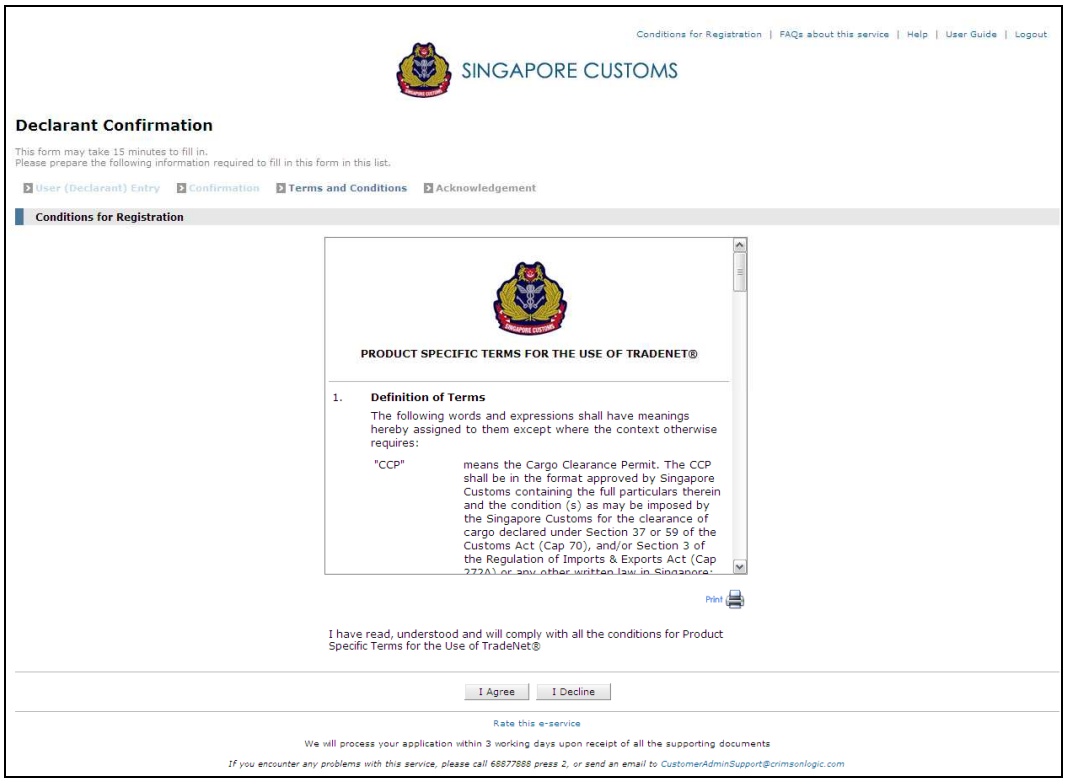


Fig 21. Terms and Conditions page

8. At Acknowledgement page, click on “Close Window” to close the window.

Edit Declarant Information

This section shows how declarant can update their own information or terminate their registration.

Pre-requisites:

- CrimsonLogic TradeNet ID

1. Launch TradeXchange® Portal at https://www.tradexchange.gov.sg
2. Login with CrimsonLogic TradeNet ID
3. At Application tab, look for TradeNet® 4.0 application. Click on "Launch" hyperlink.

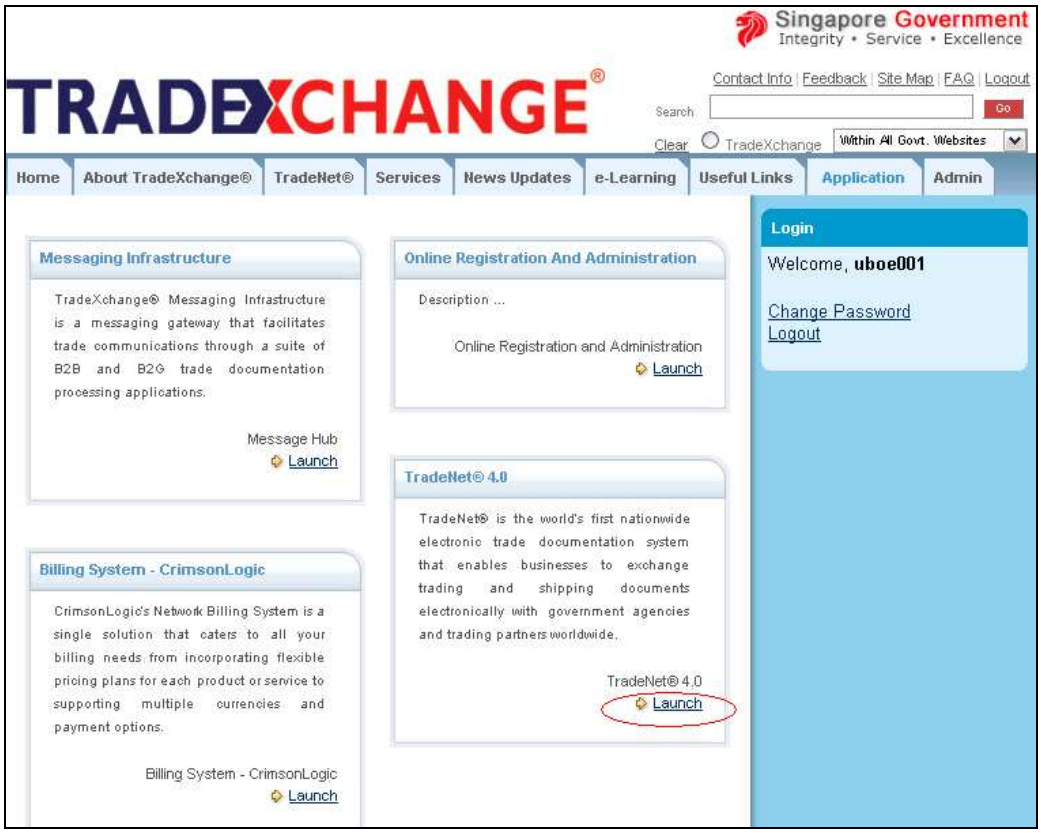


Fig 22. Application portlets

4. At TradeNet® 4.0 application's left hand side menu. Click on "Edit Declarant Info" link.

Fig 23. TradeNet® 4.0 menu

5. Update declarant information. Click Next to proceed with the update. Click Terminate button to terminate registration.

Edit Declarant Info - Trial (V4.0)

Home / **Edit Declarant Info**

User (Declarant) Entry | Confirmation | Terms and Conditions | Acknowledgement

*Indicates mandatory field

Declarant Detail Information

Please complete the required information below.

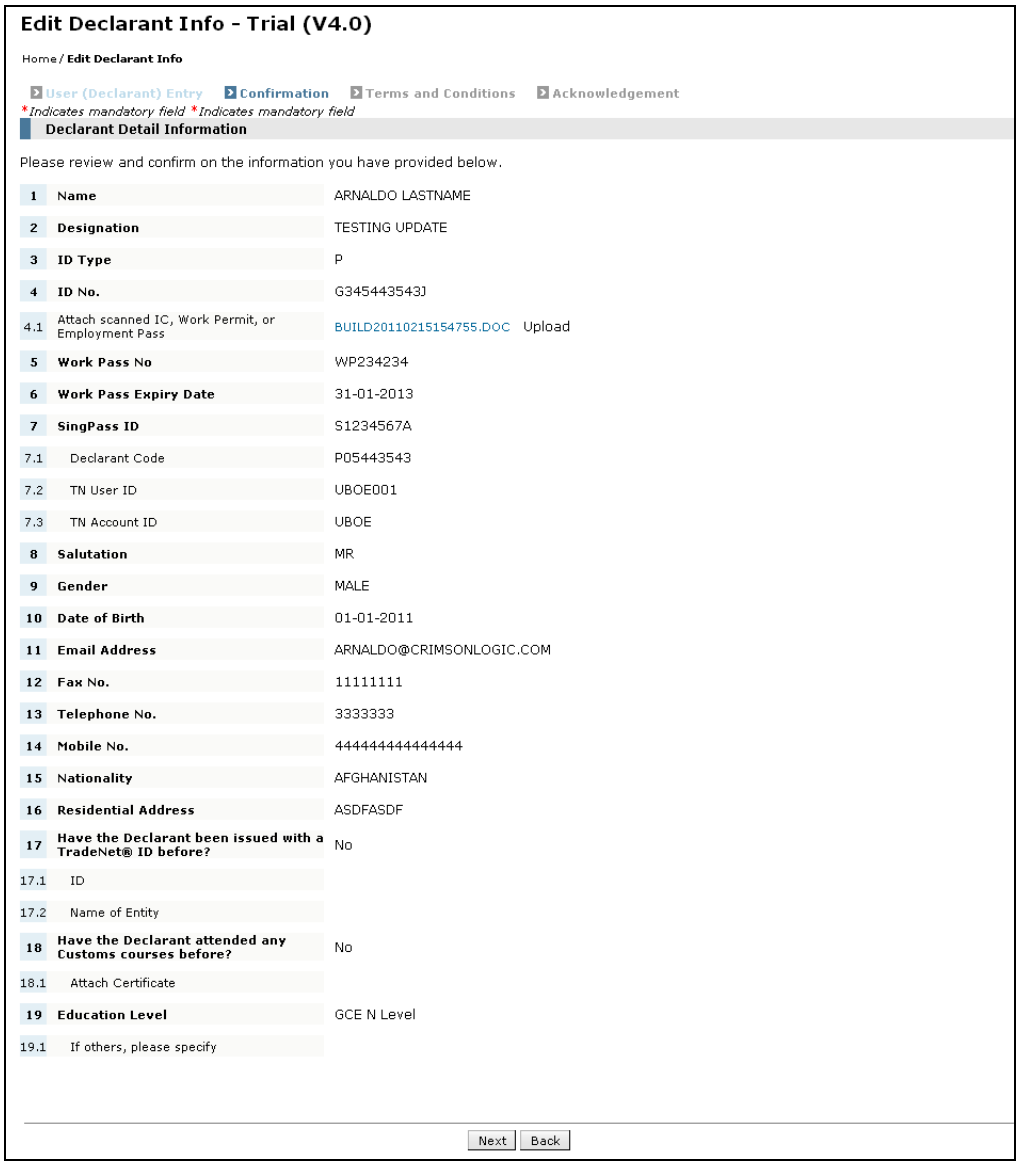
*If you select the fax option, please fax the supporting documents to **68730837 (Address to : Customer Admin Dept.)***
Note: For Upload option, only the following file types are allowed for upload :DOC, PDF, XLS, BMP, JPG, GIF, EMF and PNG. Each file should have a maximum file size of 500KB.

1	**Name***	ARNALDO LASTNAME
2	**Designation***	TESTING UPDATE *(max 60 characters)*
3	**ID Type***	P *Select "S" for Singaporean and Permanent Resident* *Select "P" for foreigner with Foreign Identification Number (FIN)* *Select "M" for Malaysian who does not have a FIN*
4	**ID No.***	G3454435431 *Please enter full NRIC or FIN No. For Malaysian IC, please enter the digits of the IC No. only (without space or "-").*
4.1	Attach scanned IC, Work Permit, or Employment Pass	View/Attach File ◉ Upload ○ Fax *Attach photocopy of declarant's IC, or Work Permit, or Employment Pass with declarant's signature on it.*
5	**Work Pass No**	WP234234 *(max 20 characters)* *Please enter either Work Permit No., S-Pass No., Employment No., or EntrePass No.*
6	**Work Pass Expiry Date**	31-01-2013 *(Example: DD-MM-YYYY)*
7	**SingPass ID**	S1234567A *(max 20 characters)*
7.1	Declarant Code	P05443543
7.2	TN User ID	UBOE001
7.3	TN Account ID	UBOE
8	**Salutation***	MR
9	**Gender***	◉ Male ○ Female
10	**Date of Birth***	01-01-2011 *(Example: DD-MM-YYYY)*
11	**Email Address***	ABC@DOMAIN.COM *(max 60 characters)*
12	**Fax No.***	11111111 *Only 8 digit local Singapore fax no. is allowed*
13	**Telephone No.***	3333333 *(max 15 characters)*
14	**Mobile No.***	444444444444444 *(max 15 characters)*
15	**Nationality***	AFGHANISTAN
16	**Residential Address***	ASDFASDF *(max 500 characters)*
17	**Have the Declarant been issued with a TradeNet® ID before?***	○ Yes*(provide ID & Name of Entity)* ◉ No
17.1	ID	*(max 20 characters)*
17.2	Name of Entity	*(max 100 characters)*
18	**Have the Declarant attended any Customs courses before?***	○ Yes*(attach certificate)* ◉ No
18.1	Attach Certificate	Attach File ○ Upload ○ Fax
19	**Education Level***	GCE "N" Level
19.1	If others, please specify	*(max 100 characters)*

Next | Terminate

Fig 23. Edit Declarant Info page

6. Review the data updated. Click on Next to proceed.



Edit Declarant Info - Trial (V4.0)

Home / **Edit Declarant Info**

User (Declarant) Entry | **Confirmation** | Terms and Conditions | Acknowledgement

**Indicates mandatory field* **Indicates mandatory field*

Declarant Detail Information

Please review and confirm on the information you have provided below.

1	**Name**	ARNALDO LASTNAME
2	**Designation**	TESTING UPDATE
3	**ID Type**	P
4	**ID No.**	G3454435431
4.1	Attach scanned IC, Work Permit, or Employment Pass	BUILD20110215154755.DOC Upload
5	**Work Pass No**	WP234234
6	**Work Pass Expiry Date**	31-01-2013
7	**SingPass ID**	S1234567A
7.1	Declarant Code	P05443543
7.2	TN User ID	UBOE001
7.3	TN Account ID	UBOE
8	**Salutation**	MR
9	**Gender**	MALE
10	**Date of Birth**	01-01-2011
11	**Email Address**	ARNALDO@CRIMSONLOGIC.COM
12	**Fax No.**	11111111
13	**Telephone No.**	3333333
14	**Mobile No.**	444444444444444
15	**Nationality**	AFGHANISTAN
16	**Residential Address**	ASDFASDF
17	**Have the Declarant been issued with a TradeNet® ID before?**	No
17.1	ID	
17.2	Name of Entity	
18	**Have the Declarant attended any Customs courses before?**	No
18.1	Attach Certificate	
19	**Education Level**	GCE N Level
19.1	If others, please specify	

Next Back

Fig 24. Edit Declarant Info confirmation page

7. Read the Terms and Conditions. Click on "I Agree" button to confirm update or termination of ID.

8. An email will be sent to the declarant's Key Personnel informing the update or termination of the declarant record.