J01PQ_008 Activation of Customs Account

Use the **Activation of Customs Account** module to activate a UEN, update an activated UEN, and terminate a UEN for Trading in TradeNet®.

For companies who are registering as Declaring Agents and wish to register a Declarant, use the **Activation of Customs Account** module to register a new Declaring Agent account (Company) and Declarant's account, update a Declaring Agent's and Declarant's information, and terminate a Declaring Agent account and Declarant account in TradeNet®.

This chapter covers the following topics:

- Application for Activation/Update/De-activation of Customs Account
- SingPass Login
- Search Customs Account
- Activation/Update Customs Account
- Terms and Conditions
- Confirmation and Acknowledgement Page (for Activation/Update)
- Confirmation and Acknowledgement Page (for De-activation)
- Declaring Agent and Declarant Registration

Application for Activation/Update/De-activation of Customs Account

Use the **Activation of Customs Account** module to submit a request to activate/update a UEN to be activated in TradeNet® for Trading, update an activated UEN or terminate a UEN for Trading in TradeNet®.

To submit a Customs Account Activation/Update/De-activation Application through TradeNet® Portal:

1. Open the Activation of Customs Account Application Form page.
   (Online Forms >> Activation of Customs Account)
   The initial page for the Activation of Customs Account is displayed.

Figure 1. 1 Initial Page for Activation/Update/De-activation of Customs Account

2. Click **Login with SingPass** to proceed to SingPass Login.

SingPass Login

The **SingPass Login** section authenticates the user as a valid SingPass user.

This section will only be displayed once a **Login with SingPass** is selected as described in Application for Activation/Update/De-activation of Customs Account section. A link to this section is enabled after a successful validation of the information. Clicking **Submit** at the bottom part of the page will trigger the validation.

To login with SingPass:

1. Open the Activation of Customs Account application form page.
   (Online Forms >> Activation of Customs Account)

2. Click **Login with SingPass.** The SingPass Login page is displayed.

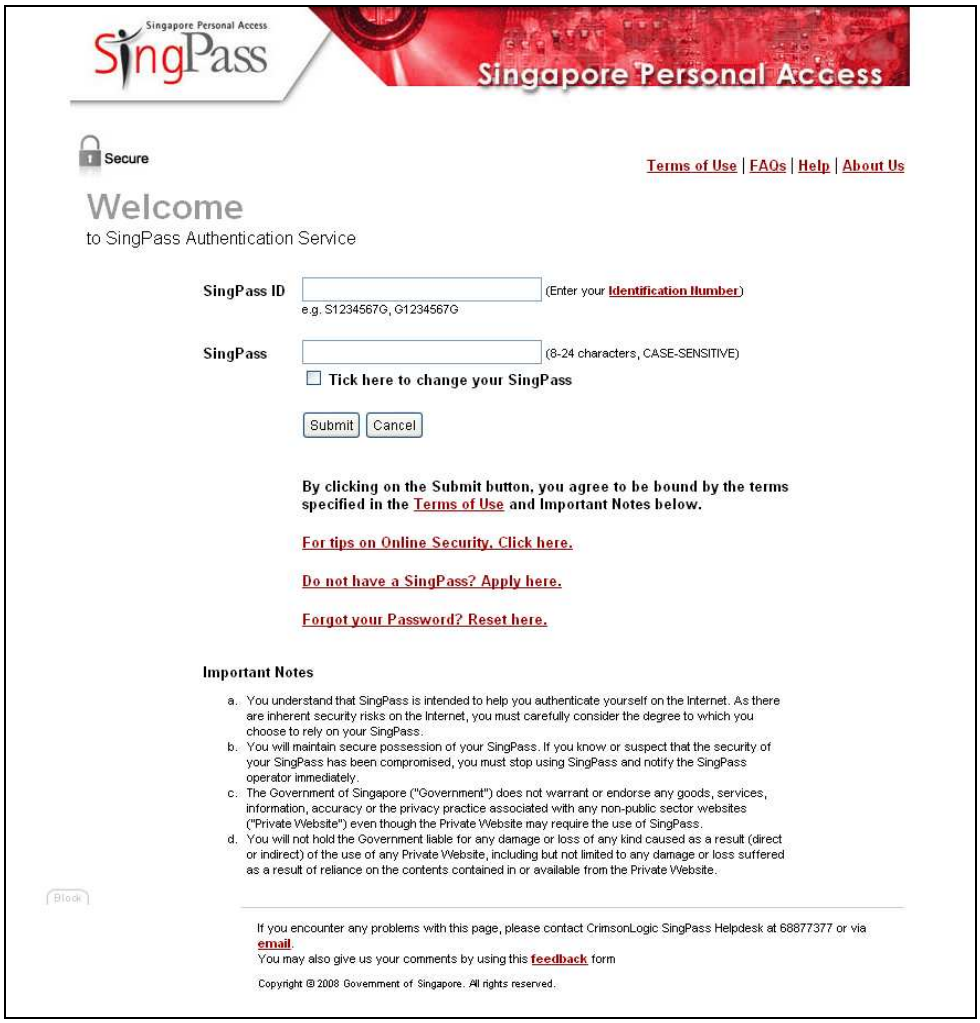

Figure 1. 2 SingPass Login page

3. Enter information on the following fields:
   SingPass ID (mandatory field)
   Enter the SingPass ID of the user.

   SingPass (mandatory field)
   Enter the SingPass of the user.

4. Click **Submit** to login. After a successful validation as a SingPass user, proceed to Search Customs Account.

Search Customs Account

The **Search Customs Account** is used to choose the UEN that will perform the activation/update/de-activation.

This section will only be displayed after the user's SingPass ID has been validated as described in SingPass Login section. A link to this section is enabled after a successful validation of the information. Clicking **Next** at the bottom part of the page will trigger the validation.

To fill out the Search Customs Account:

1. Open the Activation of Customs Account application form page.
   (Online Forms >> Activation of Customs Account)

2. Click **Login with SingPass.** The SingPass Login page is displayed.

3. Enter all of the required information, and then click **Submit** to login. After a successful validation as a SingPass user, the Search Customs Account is displayed.

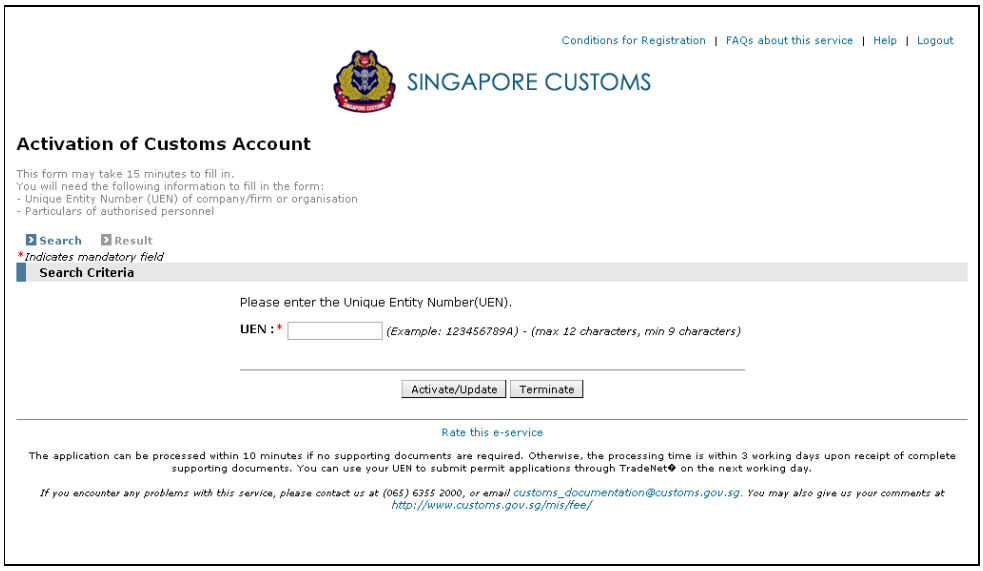

Figure 1. 3 Activation of Customs Account Search Criteria page

4. Enter the **UEN** of the Customs Account on the field provided.

5. Click either **Activate/Update** or **Terminate** to validate this page. After a successful validation, proceed to the Activation/Update Customs Account if the **Activate/Update** button is clicked or De-activation Customs Account if the **Terminate** button is clicked.

Activation/Update of Customs Account

The **Activation/Update of Customs Account** contains essential information, including the Customs Account Company Name and Contact Information.

This section will only be displayed after the Search Customs Account has been validated. To know more about this, see Search Customs Account section. A link to this section is enabled after a successful validation of the information. Clicking **Next** at the bottom part of the page will trigger the validation.

To fill out the Application Form of the Activation/Update of Customs Account:

1. The **Application Form of the Activation/Update of Customs Account** is displayed after the information has been successfully validated and the **Activate/Update** button is clicked from the Search Customs Account page.

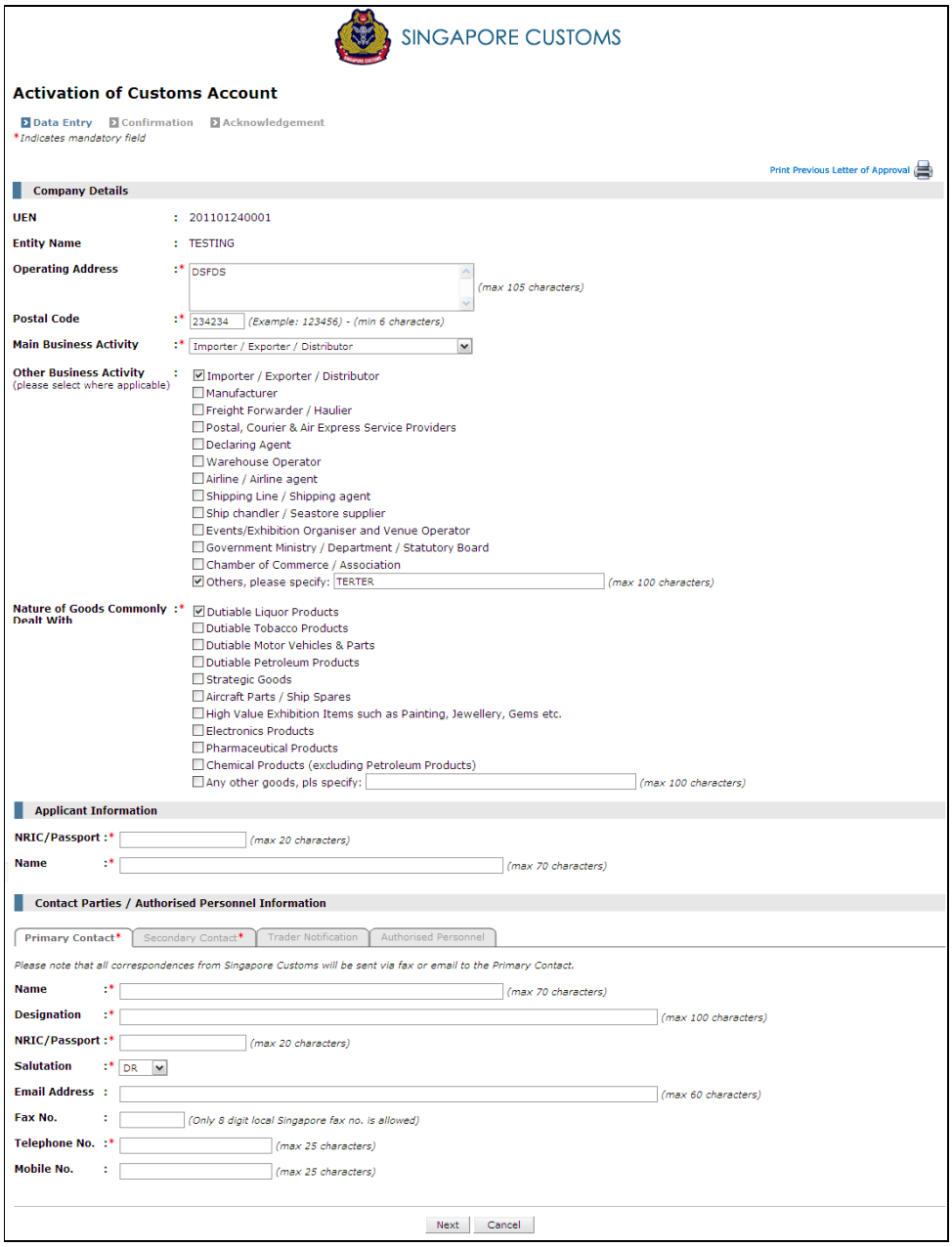

Figure 1. 4 Application form on Activation/Update of Customs Account

2. Enter information on the following fields:

Company Details

Operating Address (mandatory field)
Enter the operating address of the company.

Postal Code (mandatory field)
Enter the postal code of the company's address.

Main Business Activity (mandatory field)

Select the company's main business activity from the dropdown list.

Other Business Activity (optional field)
Mark the checkbox that indicates the company's business activity. You can select more than one option.

Nature of Goods Commonly Dealt With (mandatory field)
Mark the checkbox that indicates the nature of goods the company commonly deals with. You can select more than one option.

Applicant Information

NRIC/Passport (mandatory field)
Enter the NRIC or passport number of the applicant.

Name (mandatory field)
Enter the name of the applicant. Enter the name of the primary contact.

Contact Parties/Authorised Personnel Information

Primary Contact tab
Name (mandatory field)
Designation (mandatory field)
Enter the designation of the primary contact.

NRIC/Passport (mandatory field)
Enter the NRIC or passport number of the primary contact.

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the primary contact.

Email Address
Enter the primary contact's email address with a valid format, i.e. abc@hotmail.com.

Fax No.
Enter the Singapore fax number of the primary contact.

It is mandatory to fill out either the Email Address or the Fax No. fields.

Telephone No (mandatory field)
Enter the telephone number of the primary contact.

Mobile No
Enter the mobile number of the primary contact.

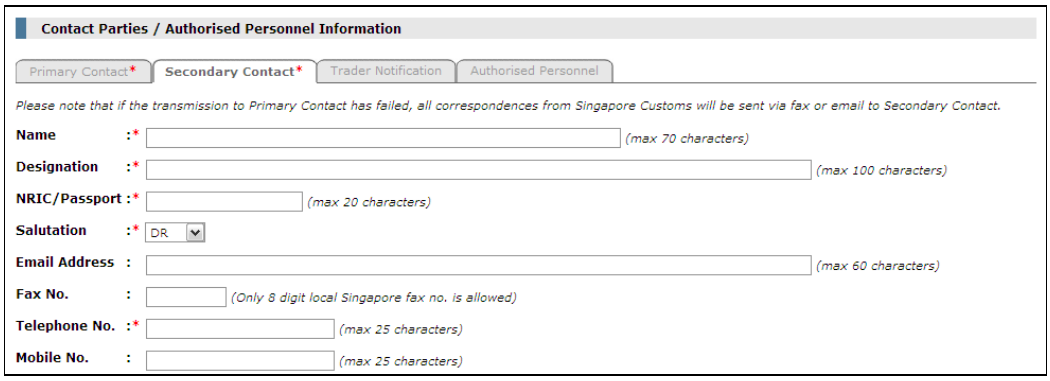

Figure 1.4b Application form on Activation/Update of Customs Account – Secondary Contact tab

Secondary Contact tab
Name (mandatory field)
Enter the name of the secondary contact.

Designation (mandatory field)
Enter the designation of the secondary contact.

NRIC/Passport (mandatory field)
Enter the NRIC or passport number of the secondary contact.

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the secondary contact.

Email Address
Enter the secondary contact's email address with a valid format, i.e. abc@hotmail.com.

Fax No.
Enter the Singapore fax number of the secondary contact.

It is mandatory to fill out either the Email Address or the Fax No. fields.

Telephone No (mandatory field)
Enter the telephone number of the secondary contact.

Mobile No
Enter the mobile number of the secondary contact.

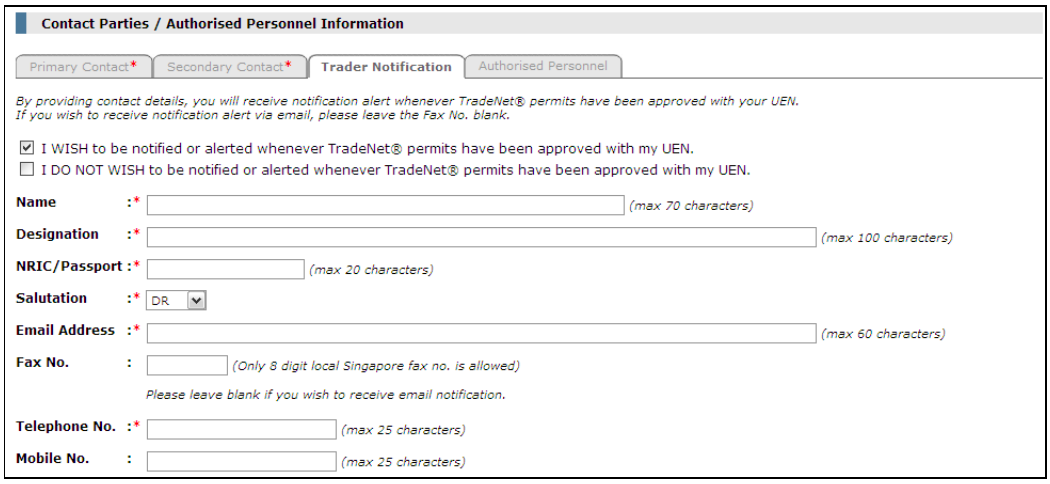

Figure 1. 4c Application form on Activation/Update of Customs Account – Trader Notification tab

Trader Notification tab

I WISH to be notified or alerted whenever TradeNet® permits have been approved with my UEN

Mark this checkbox if the user wishes to be notified or alerted either by Fax or Email whenever TradeNet® permits have been approved with the user's UEN.

The Trader Notification contact information will be mandatory if this is checked.

I DO NOT WISH to be notified or alerted whenever TradeNet® permits have been approved with my UEN

Mark this checkbox if the user does not wish to be notified or alerted either by Fax or Email whenever TradeNet® permits have been approved with the user's UEN.

Name

Enter the name of the Trader Notification contact.

Designation

Enter the designation of the Trader Notification contact.

NRIC/Passport

Enter the NRIC or passport number of the Trader Notification contact.

Salutation (mandatory field)

Select from the dropdown list the salutation applicable to the Trader Notification contact.

Email Address

Enter the Trader Notification contact's email address with a valid format, i.e. abc@hotmail.com.

Fax No.

Enter the Singapore fax number of the Trader Notification contact.

> It is mandatory to fill out either the Email Address or the Fax No. fields.

Telephone No (mandatory field)
Enter the telephone number of the Trader Notification contact.

Mobile No
Enter the mobile number of the Trader Notification contact.

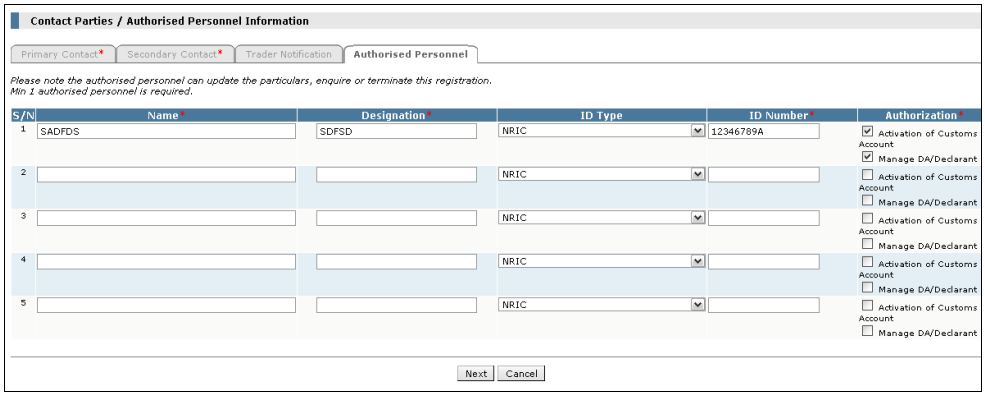

Figure 1. 4d Application form on Activation/Update of Customs Account - Authorised Personnel tab

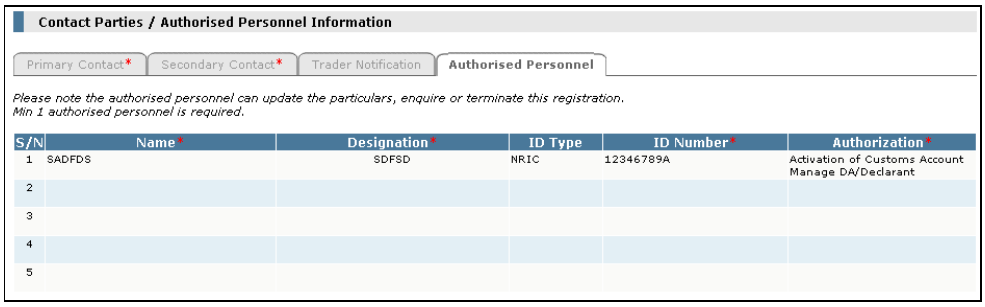

Figure 1. 4e Application form on Activation/Update of Customs Account - Authorised Personnel tab. Non-updateable if activation is being done by an Authorised Personnel.

Authorised Personnel tab

Name
Enter the name of the authorised personnel.

Designation
Enter the designation of the authorised personnel.

ID Type
Select from the dropdown list the ID type of the authorised personnel.

ID Number
Enter the ID number of the authorised personnel as based on the selected ID type.

Authorization
Mark the checkbox that indicates the type of authorization that will be given to the authorised personnel.

The **Account Activation** authorization will allow authorized personnel to update and terminate the UEN activation as Customs Account.

The **Manage DA/Declarant** authorization will allow authorized personnel to register, update and terminate a Declaring Agent or Declarant in TradeNet®.

---

3. Click **Next** to save this page and proceed to the Terms and Conditions page.

Terms and Conditions

This page contains essential information on the Terms and Conditions for the Registration of Traders, Common Carriers and Others under Regulation 37 (1) of the Regulation of Imports and Exports Regulations (RIER).

This section will only be displayed after Activation/Update of Customs Account has been validated and saved. To know more about this, see Activation/Update Customs Account. A link to this section is enabled after a successful validation of the information. Clicking **I Agree** at the bottom part of the page will trigger the validation.

To acknowledge the Terms and Conditions:

1. The **Terms and Conditions** page is displayed after clicking **Next** from the Activation/Update Customs Account page.

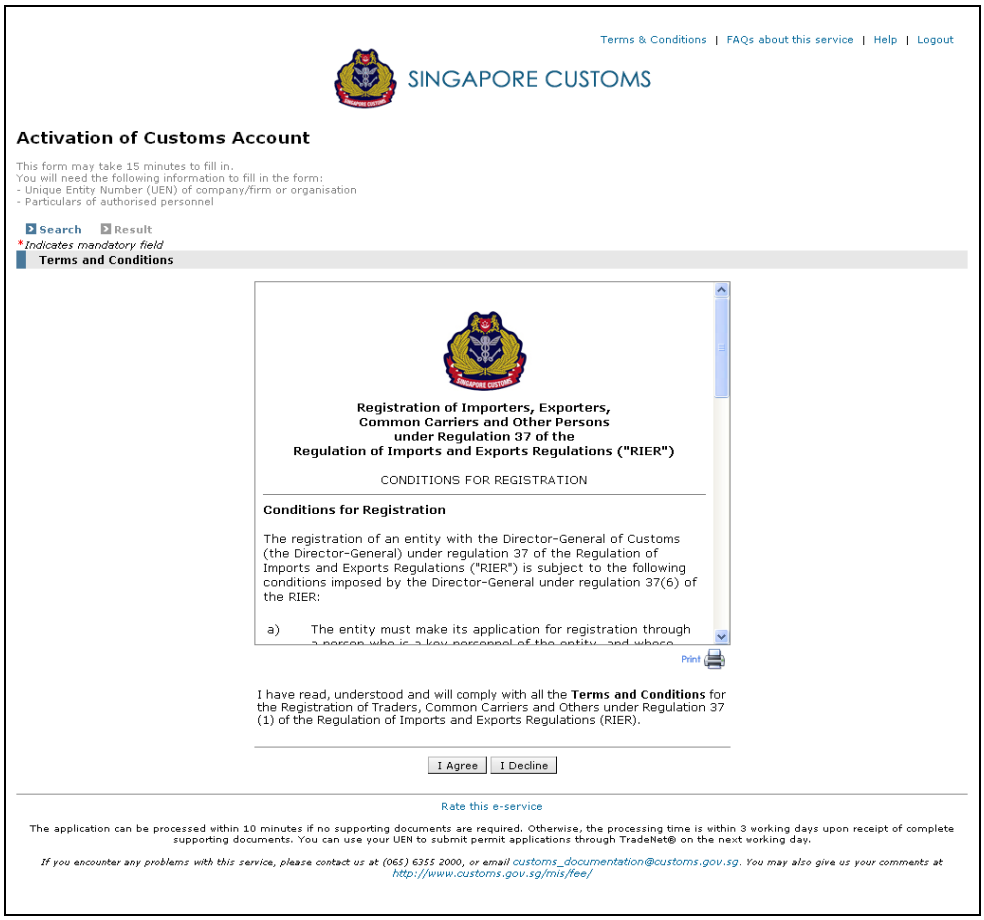

Figure 1. 5 Terms and Condition Page for the Activation/Update of Customs Account

2. Click **I Agree** to acknowledge the terms and conditions, and then proceed to Confirmation and Acknowledgement Page (for Activation/Update).

3. Click **I Decline** to return to the Activation/Update Customs Account.

Confirmation and Acknowledgement Page (for Activation/Update)

The **Confirmation Page** contains all of the information entered in the Activation/Update of Customs Account. This section will only be displayed after the Terms and Conditions have been acknowledged. Clicking **Next** at the bottom part of the page will trigger the validation.

The **Acknowledgement Page** contains the summary of the application.

To submit the confirmation page and display the acknowledgement page:

1. The **Confirmation Page** is displayed after clicking **I Agree** from the Terms and Conditions page.

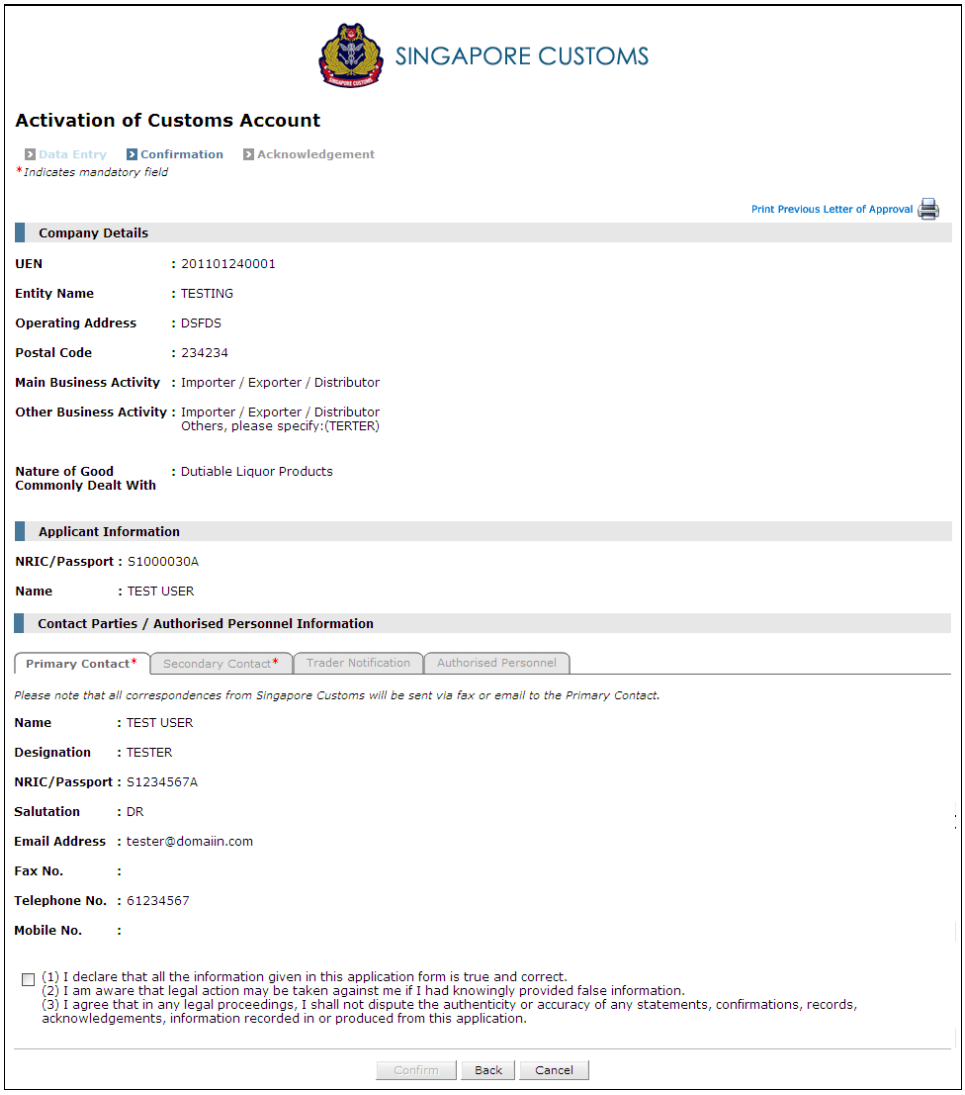

Figure 1.6 Activation/Update of Customs Account Confirmation Page

2. Mark the checkbox of the portion captured in Figure 1.7 to acknowledge the validity of the data to be submitted.

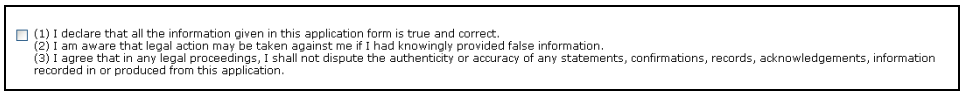

Figure 1.7 User Acknowledgement

3. Click **Confirm** if no revision of information will be made to the application form

   Click **Back** to return to the Activation/Update Customs Account page if there is any information filled out incorrectly.

Click **Cancel** to return to the Search Customs Account page if the user wants to abort the current activation/update process and select another UEN.

Cancellation of the application will result to loss of information that have been saved upon confirmation.

4. The Acknowledgement page with Manage DA/Declarant and Print Letter will be displayed for applications that are automatically approved. Once a UEN has a Declaring Agent (DA) account at TradeNet®, this acknowledgment page will not be shown; the user will be re-directed to the TN Manage DA first page.

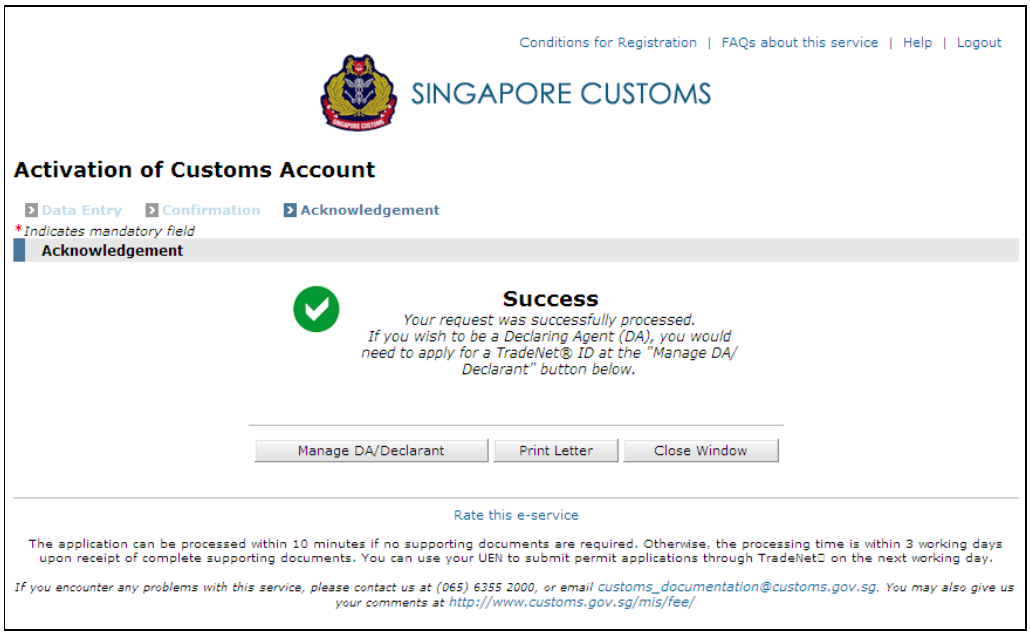

Figure 1. 8 Application Acknowledgement Page for Automatically Approved Applications

Manage DA/Declarant
Click this if you wish to be a Declaring Agent (DA) and you need to apply for a TradeNet® ID.

Print Letter
Click this to download and print the Letter of Registration.

Close Window
Click this to close the window and end your transaction.

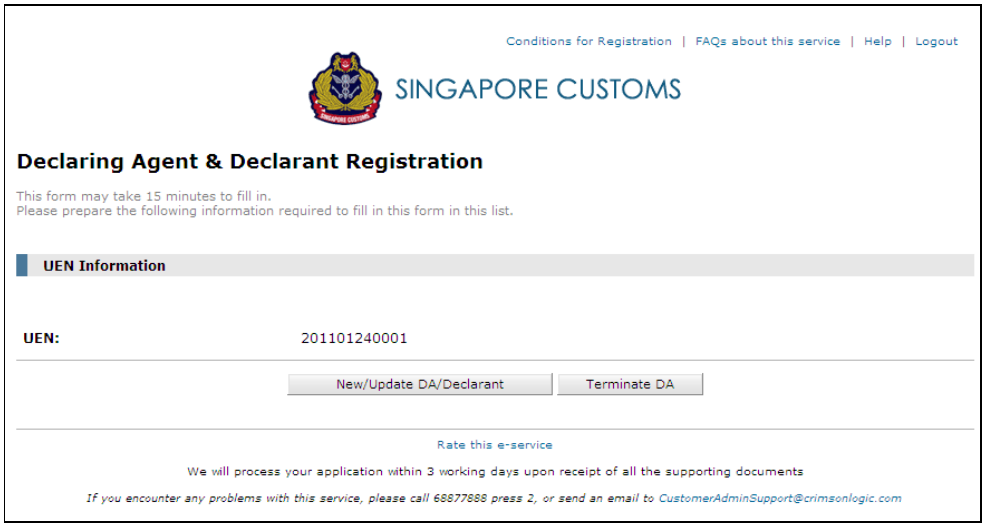

Figure 1. 9 TN Manage DA first page for UEN with an existing DA account

5. The Acknowledgement page without Print Letter will be displayed for applications that are routed online for CAS processing.

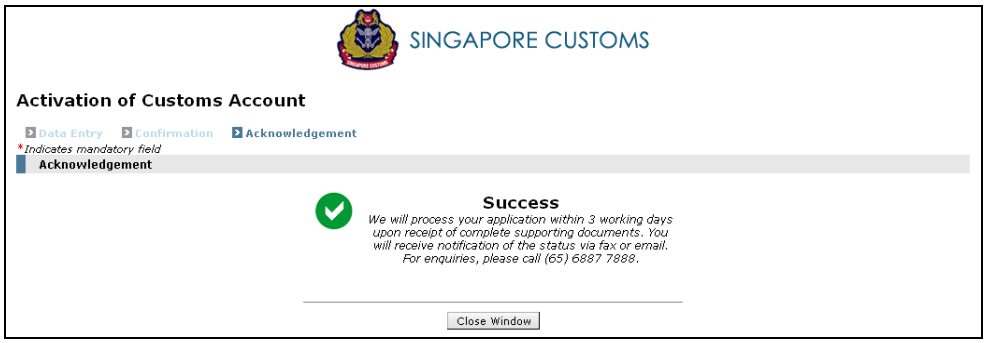

Figure 1. 10 Application Acknowledgement Page for Routed Online Application

6. Click **Close Window** to return to the Application Form page.

Confirmation and Acknowledgement Page (for De-activation)

The **Confirmation Page** contains all of the information entered in Activation/Update of Customs Account. This section will only be displayed after the Search Customs Account has been successfully validated and the **Terminate** button is clicked. Clicking **Next** at the bottom part of the page will trigger the validation.

The **Acknowledgement Page** contains the summary of the application.

To submit the confirmation page and display the acknowledgement page:

1. The **Confirmation Page** is displayed after clicking **Next** from the Search Customs Account page after a successful validation.

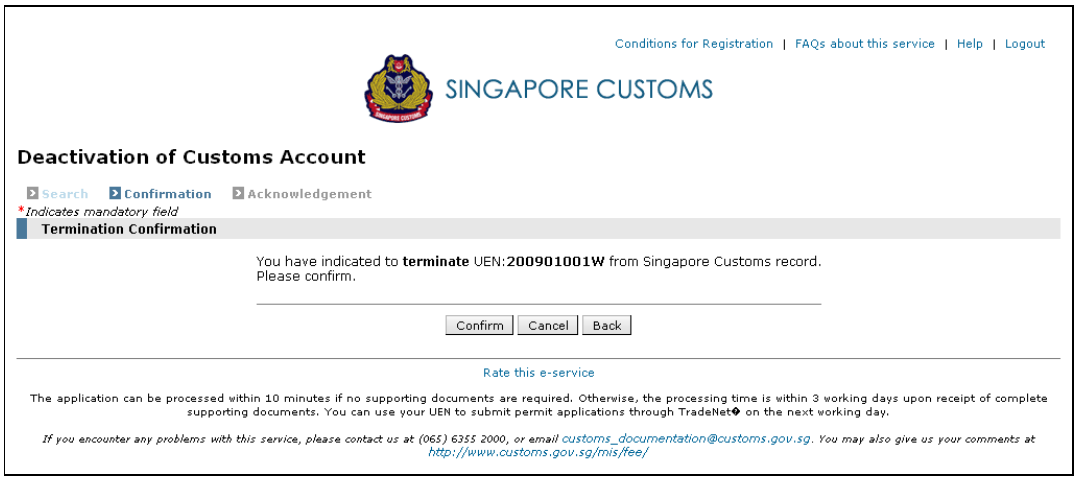

Figure 1. 11 De-activation of Customs Account Confirmation Page

2. Click **Confirm** if no revision of information will be made to the application form.

   Click **Back** to return to the Search Customs Account page to abort the current activation/update process and select another UEN.

   Click **Cancel** to proceed to the Activation/Update Customs Account page to update the selected UEN.

3. The Acknowledgement page with Print Letter will be displayed.

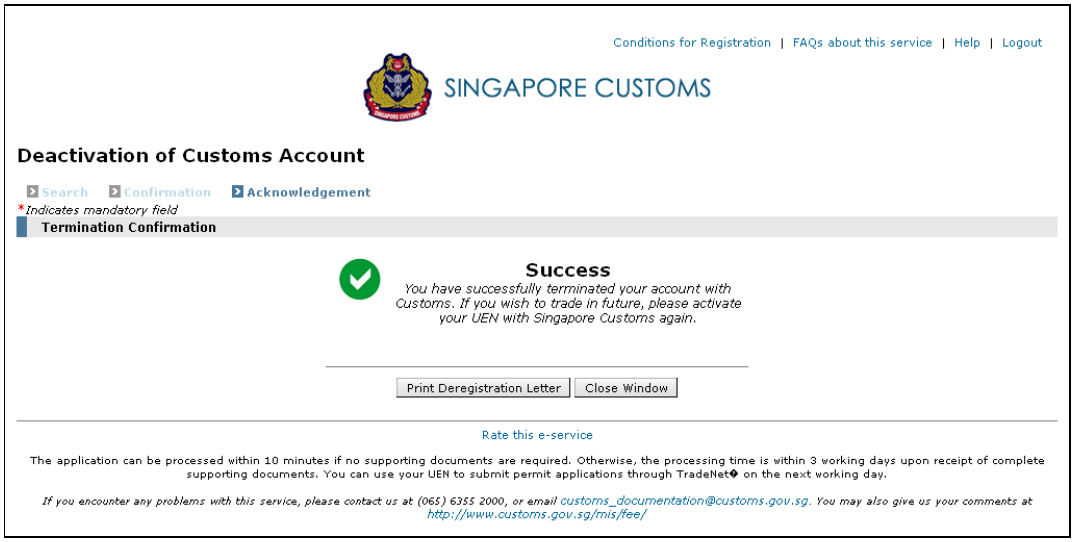

Figure 1. 12 Application Acknowledgement Page for the UEN's successful termination

Print Deregistration Letter
Click this to download and print the Letter of Deregistration.

4. Click **Close Window** to return to the Application Form page.

Declaring Agent and Declarant Registration

This section will only be displayed after completing the Activation of Customs Account (see Figure 1.8) and the Key Personnel or Authorized Personnel (with Manage DA authorization) has decided to register an account as a Declaring Agent in TradeNet®.

To register a new account as Declaring Agent and register Declarants:

1. Click **Manage DA/Declarant o**n the Activation of Customs Account acknowledgement page (see Figure 1.8). You will be re-directed to the **Declaring Agent & Declarant Registration** page.

Figure 1. 13 Declaring Agent & Declarant Registration page

2. Click **New/Update DA/Declarant** to proceed to the registration of a new Declaring Agent account.

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**	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.*	*(max 10 characters)*
3.3	Street Name*	*(max 70 characters)*
3.4	Unit No.	*(max 10 characters)*
3.5	Building Name	*(max 70 characters)*
3.3	Postal Code*	*(max 6 characters)*
4	**Telephone No.***	*(max 15 characters)*
5	**Fax No.***	*Only 8 digit local Singapore fax no. is allowed*
6	**Company Email Address***	*(max 60 characters)*
7	**Membership with Association***	Select
8	**Other Membership**	*(max 100 characters)*
9	**Annual Financial Turnover***	*(max 14 characters)*
10	**Total No. of TradeNet® Declarants***	*(max 4 characters)*
11	**Total No. of Employees***	*(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***	Select
15	**Name***	*(max 100 characters)*
15	**Designation***	*(max 100 characters)*
16	**NRIC/FIN***	S1000030A *(min 8, max 20 characters)*
17	**Email Address***	*(max 60 characters)*
18	**Fax No.***	*Only 8 digit local Singapore fax no. is allowed*
19	**Telephone No.**	*(max 15 characters)*
20	**Mobile No.**	*(max 15 characters)*
21	**Nationality***	Select

Save as Draft | 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

Figure 1. 14 Declaring Agent & Declarant Registration Data Entry page

3. Enter all of required information on the following fields:

Company Information

Block No./House No. (mandatory field)
Enter the block or house number of the company's operating address.

Street Name (mandatory field)
Enter the street name of the company's operating address.

Postal Code (mandatory field)
Enter the postal code of the company's operating address.

Telephone No. (mandatory field)
Enter the company's telephone number.

Fax No. (mandatory field)
Enter the company's fax number.

Company Email Address (mandatory field)
Enter the company's email address with a valid email format, i.e. abc@domain.com.

Membership with Association (mandatory field)
Select from the dropdown list the association that the company is a member of.

Other Membership
Enter the name of other associations that the company is a member of.

Annual Financial Turnover (mandatory field)
Enter the company's annual financial turnover.

Total No. of TradeNet® Declarants (mandatory field)
Enter the total number of TradeNet® Declarants in the company.

Total No. of Employees (mandatory field)
Enter the total number of employees in the company.

Declaring Agents Activity 1 (mandatory field)
Mark the radio button that indicates the Declaring Agent's primary activity.

Declaring Agents Activity 2 (mandatory field)
Mark the radio button that indicates the Declaring Agent's secondary activity.

Key Personnel

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the company's key personnel.

Designation (mandatory field)
Enter the designation of the company's key personnel.

NRIC/FIN (mandatory field)
Enter the NRIC or FIN of the company's key personnel.

Email Address (mandatory field)
Enter the email address of the company's key personnel using a valid email format, i.e. abc@domain.com.

Fax No. (mandatory field)
Enter the fax number of the company's key personnel.

Nationality (mandatory field)
Select from the dropdown list the nationality of the company's key personnel.

4. Click **Next** to proceed to add the declarant information.

   Click **Save as Draft** to save the DA information in draft mode.

5. To add a new user or declarant, go to the **Declarant Details** section and enter all of required information on the following fields:

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

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 "F" for foreigner with Foreign Identification Number (FIN)* *Select "N" 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 Tradelier® 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

Figure 1. 15 Declaring Agent & Declarant Registration - Declarant Information page

Declarant Detail Information

Name (mandatory field)
Enter the declarant's name.

Designation (mandatory field)
Enter the declarant's designation.

ID Type (mandatory field)
Select the declarant's ID type from the dropdown list.

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

ID No. (mandatory field)
Enter the declarant's ID number based on the selected ID type.

Enter full **NRIC** or **FIN**.

For **Malaysian IC**, enter the digits of the IC No. only (without space or "-")

Attach scanned IC, Work Permit, or Employment Pass (mandatory field)
Select Upload (attach scanned copy) or Fax to attach a scanned copy of the declarant's IC, Work Permit or Employment Pass.

Work Pass No. (Mandatory for Foreigners)
Enter the Work Pass number of the declarant.

Work Pass Expiry Date (Mandatory for Foreigners)
Enter the expiration date of the declarant's Work Pass or click the calendar icon to select the date.

SingPass ID
Enter the declarant's SingPass ID (if any). This will be used by the declarant to log in and update/confirm the declarant's information entered.

For declarants who do not have a SingPass ID, the declarant may ask CrimsonLogic's Customer Admin to confirm their information on their behalf. This should be done after faxing a signed copy of the Terms and Conditions provided in their email notification.

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the declarant.

Gender (mandatory field)

Specify the declarant's gender.

Date of Birth (mandatory field)
Enter the declarant's birth date or click the calendar icon to select the date.

Email Address (mandatory field)
Enter the declarant's email address with a valid email format, i.e. abc@domain.com.

Fax No. (mandatory field)
Enter the declarant's fax number in Singapore.

Telephone No. (mandatory field)
Enter the declarant's telephone number.

Mobile No. (mandatory field)
Enter the declarant's mobile number

Nationality (mandatory field)
Select the declarant's nationality from the dropdown list.

Residential Address (mandatory field)
Enter the declarant's residential address.

Has the Declarant been issued with a TradeNet® ID before? (mandatory field)
ID (mandatory field if Yes is selected)
Name of Entity (mandatory field if Yes is selected)
Indicate whether the declarant has been issued with a TradeNet® prior to the application. If **Yes**, provide the previous ID and company name.

The previous ID is not the same ID as what the declarant used to log in to this module.

Has the Declarant attended any Customs course before? (mandatory field)
Attach Certificate (mandatory if Yes is selected)
Indicate if the declarant has attended a course with Singapore Customs before. If **Yes**, attach a copy of the course certificate.

Education Level (mandatory field)
Select the declarant's educational level from the dropdown list.

If Others, please specify (mandatory field if Others is selected)
Enter the declarant's educational level if it is not included in the options provided in the previous field.

Additional Information for Malaysian-based Declarant

Is declarant based in Malaysia?
Indicate if the declarant is based in Malaysia.

If **Yes**, enter information on the succeeding fields: **Name of Company in Malaysia**, **Operating Address in Malaysia including Name of State**, **Key Personnel in Malaysia, and Supporting Documents for Malaysian (Malaysian ID (Front & Back), Form 49, Signed Copy of Terms and Conditions, and Other Supporting Documents).**

6. Click **Save** to save the declarant's information. The User List page is displayed.

   Click **Save as Draft** to save the declarant information in draft mode.

If you are unsure or do not have the required information on hand, you can save the information as draft and go back to it once you have the required information.

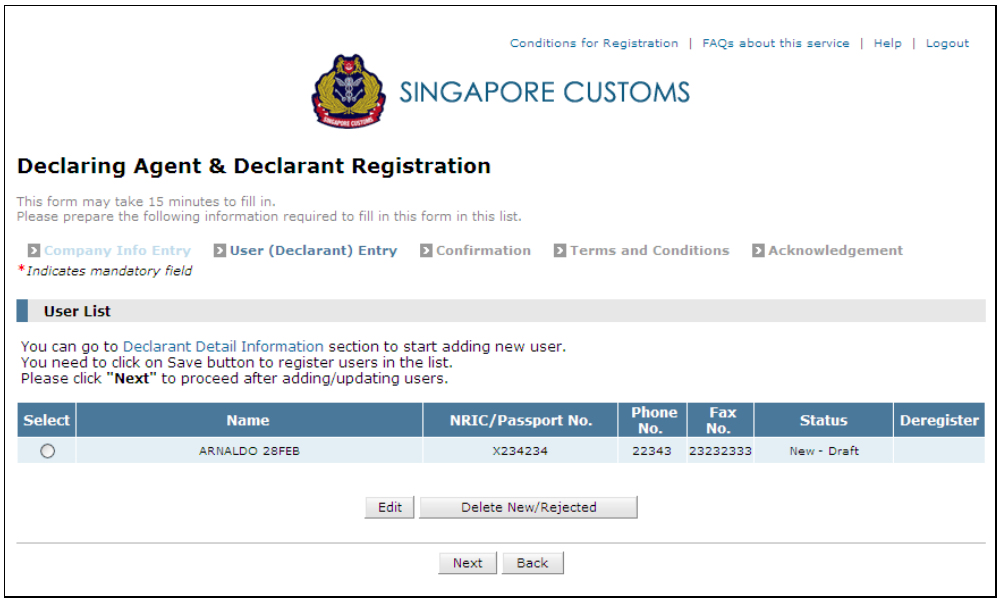

Figure 1. 16 Declaring Agent & Declarant Registration Declarant Information page – User List showing added declarant information.

7. Click **Edit** to edit the selected declarant from the list.

   Click **Delete New/Rejected** to delete or remove the declarant information from the list. This only applies to newly added record or a rejected application of the ID.

   Click **Back** to return to the Company Information page.

Click **Next** to proceed with the registration and go to Confirmation page.

8. Verify the information entered at Confirmation page.

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

Figure 1. 17 Declaring Agent & Declarant Registration Confirmation page

9. Click **Next** to proceed. The Terms and Conditions page is displayed.

   Click **Back** to return to the User List/Declarant Detail Information page.

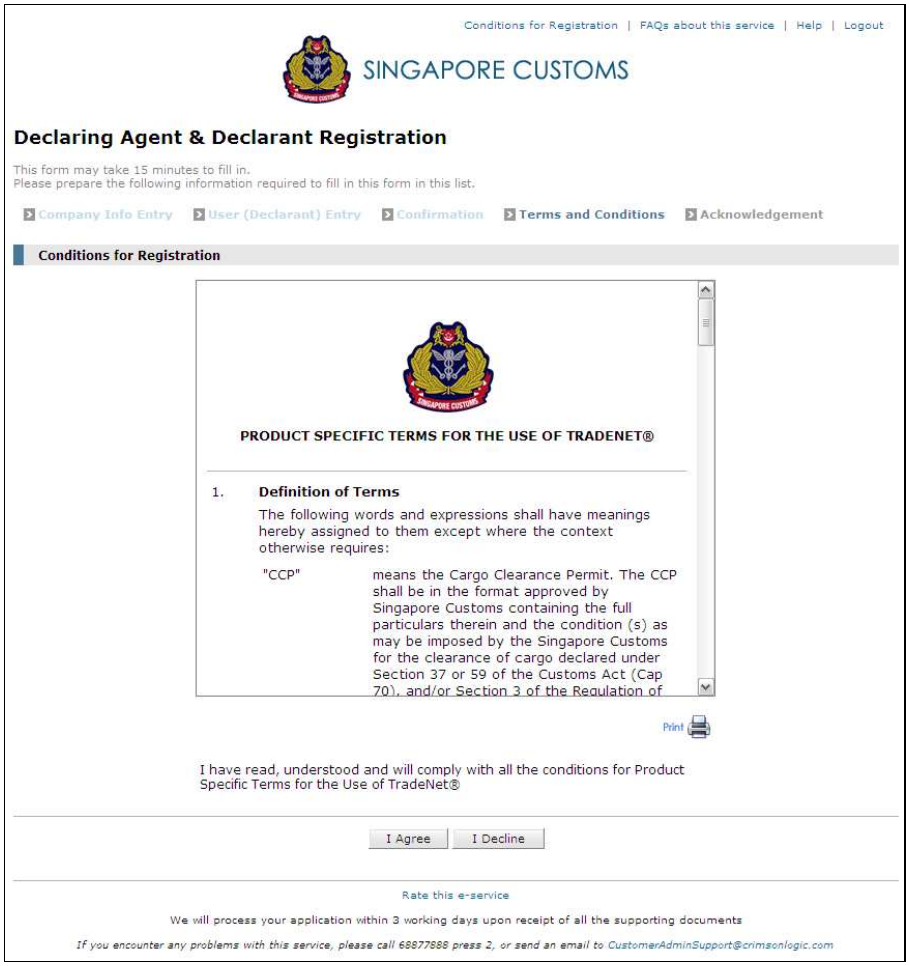

Figure 1. 18 Declaring Agent & Declarant Registration Terms and Conditions page

10. Click **I Agree** to save the changes and proceed to the Acknowledgement page.

    Click **I Decline** to go back to the Confirmation page.

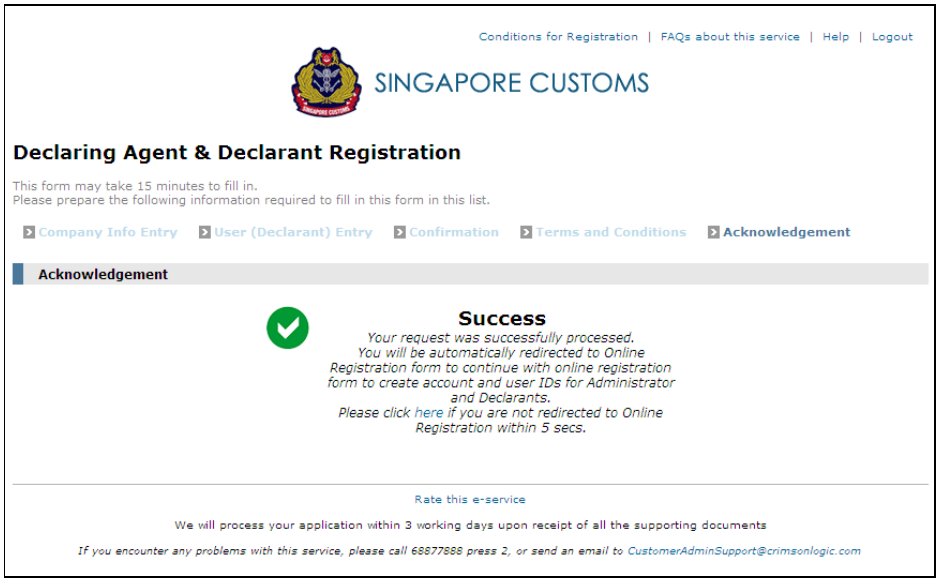

Figure 1. 19 Declaring Agent & Declarant Registration Acknowledgement page

11. Click the Here hyperlink or wait for five (5) seconds for the system to launch the Online Registration system to continue with the account and TradeNet® user ID registration.

Online Registration is only required for new account registration.

12. On the Online Registration Terms and Conditions page, mark the declaration checkbox.

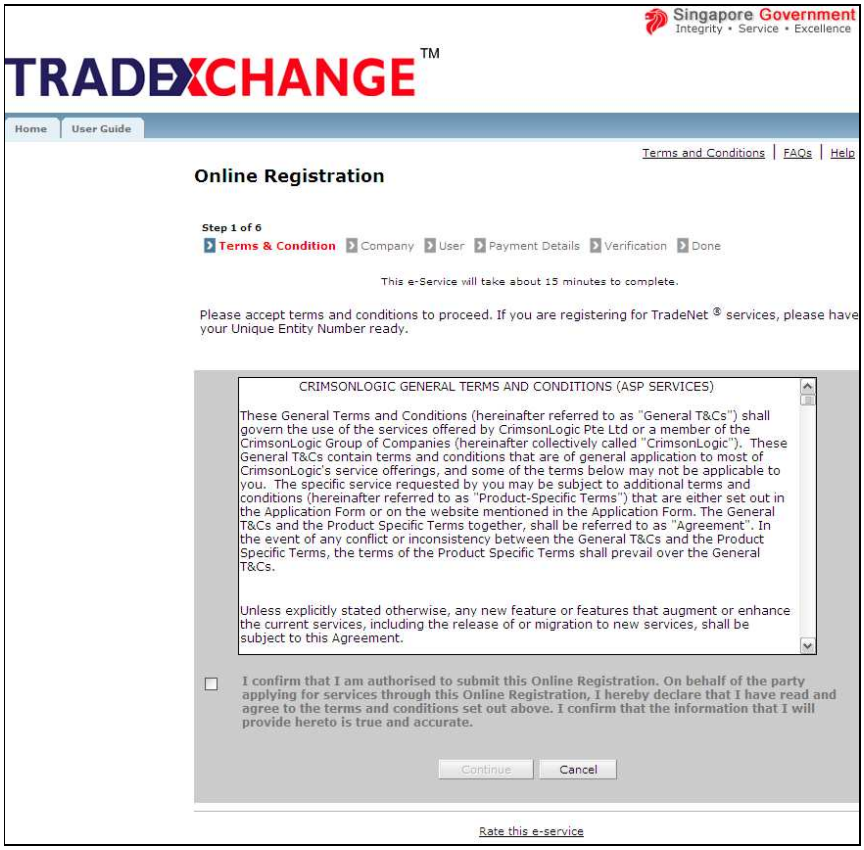

Figure 1. 20 Online Registration Terms and Condition page

13. Click **Continue** to proceed.

14. Enter all of the required information on the following fields:

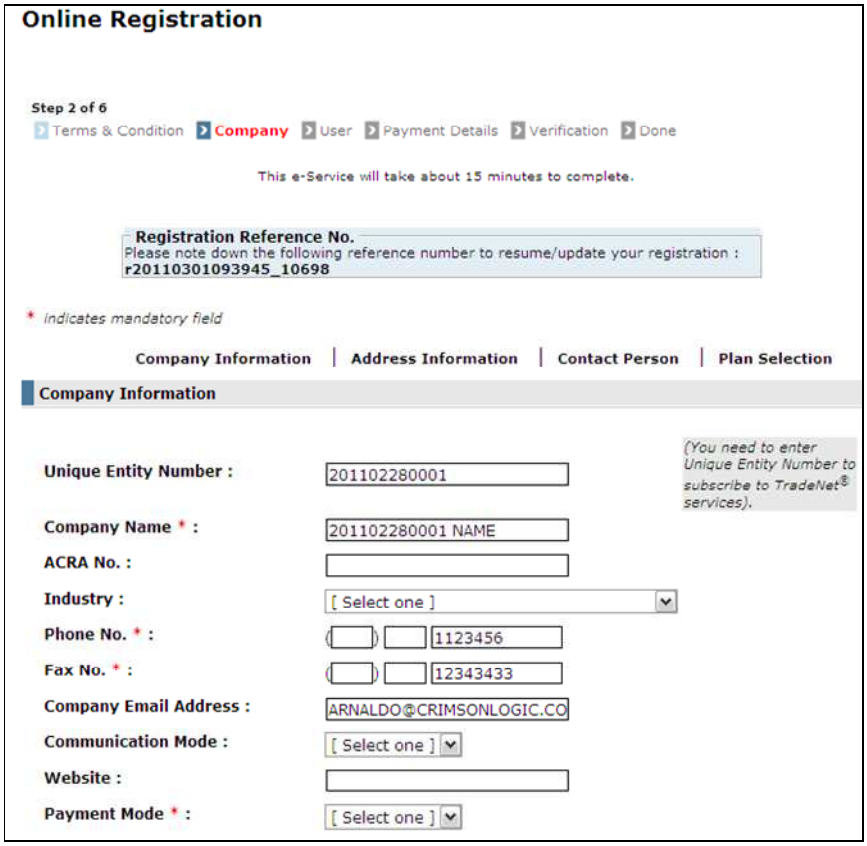

Figure 1. 21 Online Registration Company page – Company Information section

Unique Entity Number (mandatory field)
Company Name (mandatory field)
Phone No. (mandatory field)
Fax No. (mandatory field)
Company Email Address (mandatory field)
These fields are already pre-populated with the information provided on the Declaring Agent & Declarant.Registration.

ACRA No.
Enter the ACRA number of the company, if applicable.

Website
Enter the website address of the company, if applicable.

Communication Mode
Select from the dropdown list the mode of the communication the company prefers.

Payment Mode (mandatory field)
Select from the dropdown list the payment mode preferred by the company.

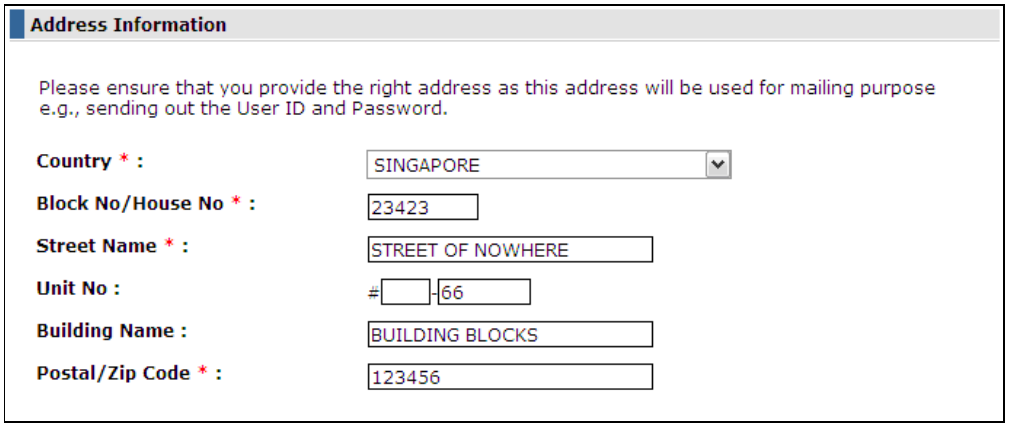

Figure 1. 22 Online Registration Company page – Address Information section

Country (mandatory field)
Block No/House (mandatory field)
Street Name. (mandatory field)
Unit No.
Building Name
Postal/Zip Code (mandatory field)
These fields are already prep-populated with the information provided on the Declaring Agent & Declarant Registration.

15. Click **Add** to add a Contact Person or Decision Maker.

    Click **Copy** to copy the information entered and set it as another type of contact person.

    Click **Edit** to update the contact person's information.

    Click **Delete** to delete the contact person's information.

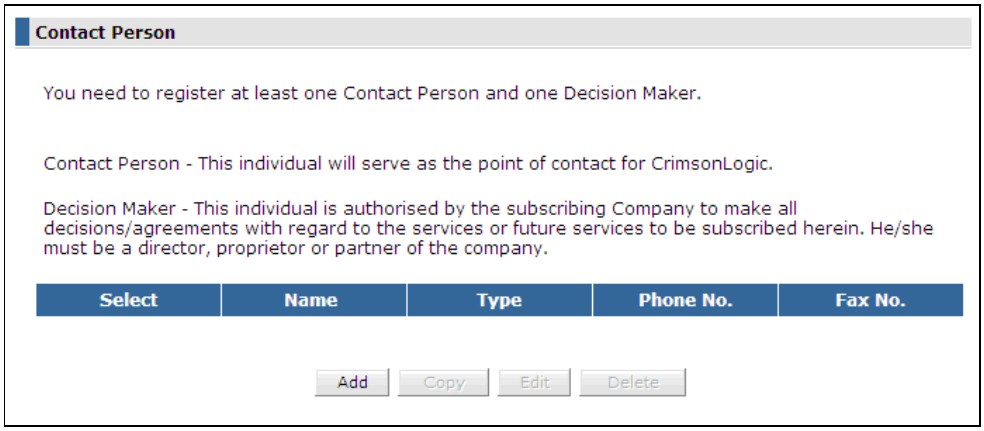

Figure 1. 23 Online Registration Company page – Contact Person section

16. Enter all of the required information on the following fields:

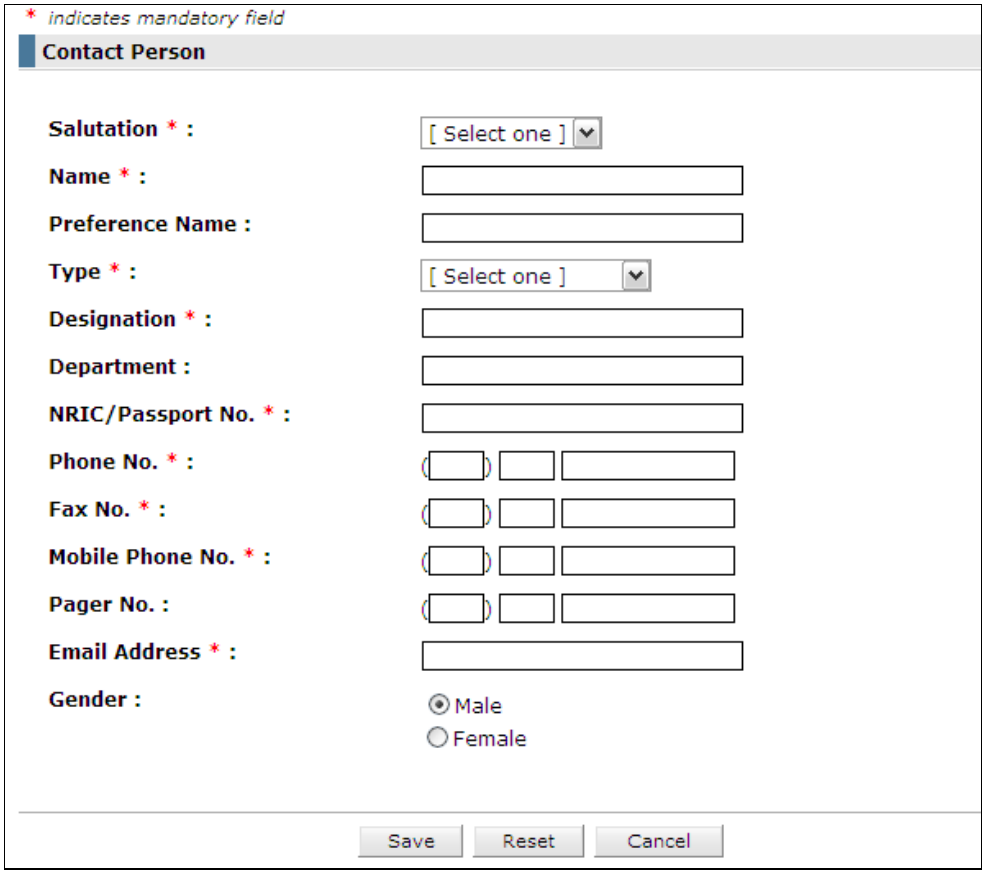

Figure 1. 24 Online Registration Company page – Contact Person information

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the contact person.

Name (mandatory field)
Enter the contact person's name.

Preference Name
Enter the preferred name of the contact person.

Type (mandatory field)
Select the type of contact person from the dropdown list.

Designation (mandatory field)
Enter the contact person's designation.

Department
Enter the department in which the contact person belongs to.

NRIC/Passport No. (mandatory field)
Enter the contact person's NRIC or passport number.

Phone No. (mandatory field)
Enter the contact person's phone number.

Fax No. (mandatory field)
Enter the contact person's fax number.

Mobile Phone No. (mandatory field)
Enter the contact person's mobile number.

Pager No.
Enter the contact person's pager number.

Email Address (mandatory field)
Enter the contact person's email address.

Gender (mandatory field)
Specify the contact person's gender.

17. On the **Plan Selection** section, choose the services that the company wishes to subscribe. It is required to choose the applications in TradeNet® Services for this registration.

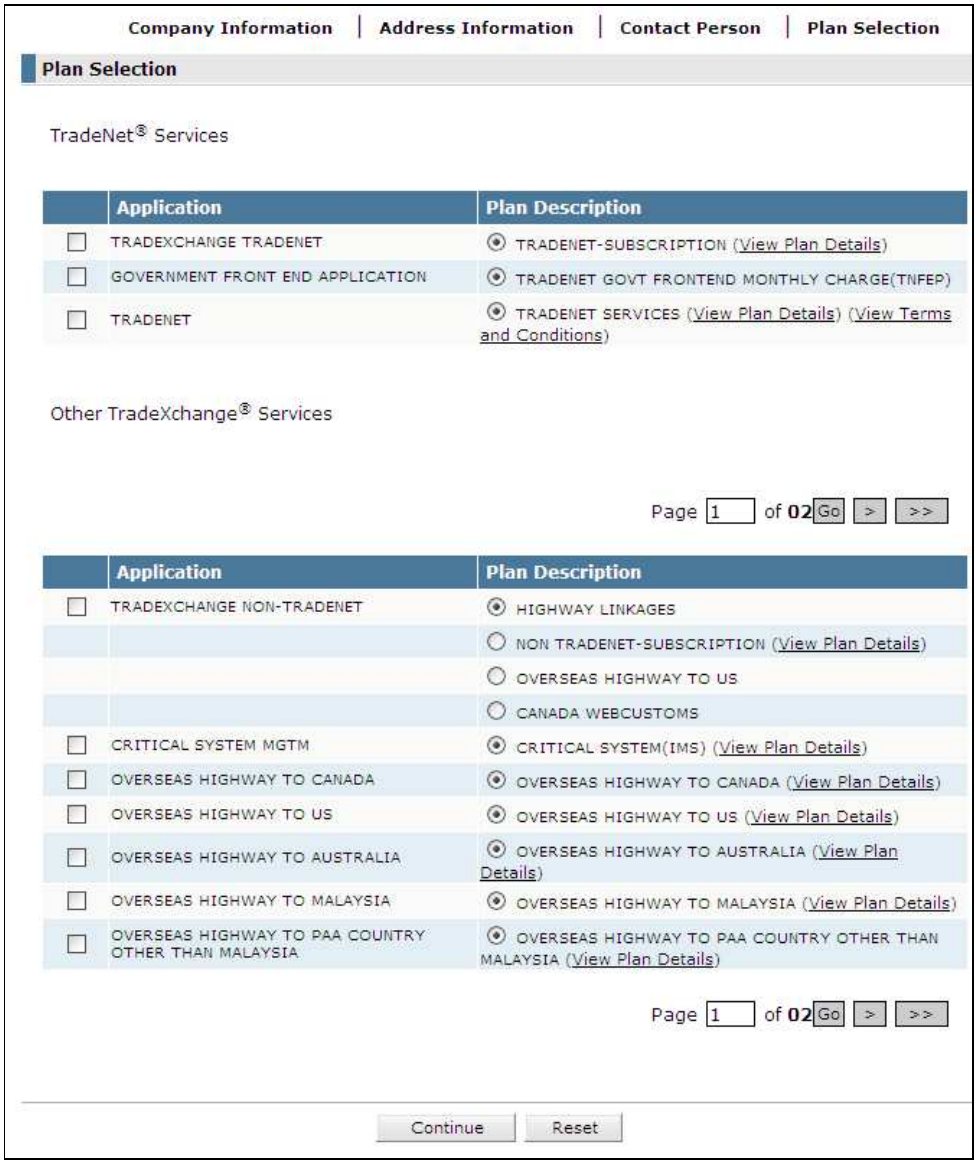

Figure 1. 24 Online Registration Company page – Plan Selection section

18. Click **Continue** to proceed to the User page.

    Click **Reset** to clear all of the information entered.

19. Click **Add** to register the Billing Administrator, Account Administrator ID, and non-Declarant TradeNet® ID.

    Click **Edit** to clear all of the information entered.

    Click **Delete** to delete the user information.

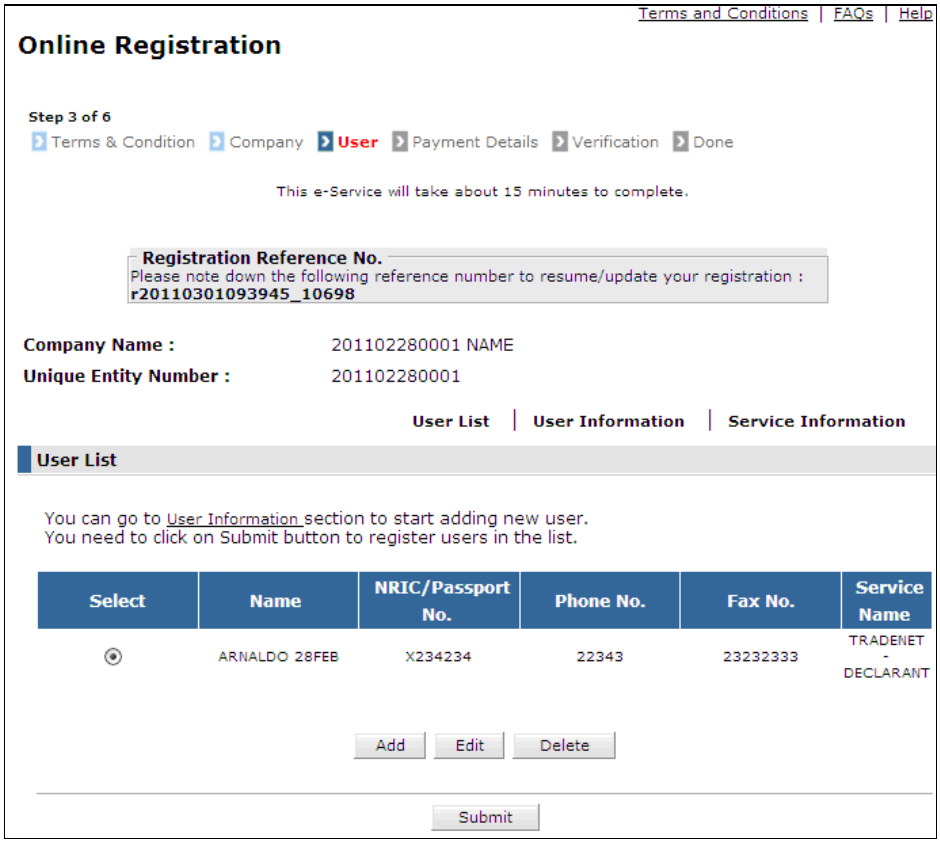

Figure 1. 25 Online Registration User page – User List section

20. Add a Billing Administrator and Account Administrator. Enter all of the required information on the following fields:

User Information

You need to register at least one Account Administrator and one Billing Administrator.

Account Administrator - This administrator allows to manage the company and users on behalf of the company.

Billing Administrator - This administrator allows to view the company billing information.

Salutation * : [Select one]

Name * :

NRIC/Passport No Type * : [Select one]

For Singaporean, select "S" and enter your Singapore NRIC start with 'S'/'T', follow by 7 digit and lastly an alphabet e.g. S9999999X
For Malaysian, select "M" and enter your Malaysian NRIC.
For Foreigners, select "P" and enter your Passport No.

NRIC/Passport No. * :

Gender : Male / Female

Date Of Birth : *(dd/mm/yyyy)*

SingPass ID :

Designation * :

Department :

Email Address * :

Phone No. * : ( )

Fax No. * : ( )

Mobile Phone No. * : ( )

User Type : Account Administrator / Billing Administrator

User List | **User Information** | **Service Information**

Service Information

For services that appear as hyperlink, you have to click on the hyperlink to enter the information on the popup form.

	Service Name	Description
☐	TRADENET - DECLARANT	This service allows TradeNet® declarant to : a) view status and details of TradeNet® Declarations submitted by them or their company.
☐	TRADENET - TRADER WITH NOTIFICATION	This service allows TradeNet® traders to : a) view status and details of TradeNet® Declarations submitted by them or declaring agent where they are the importers/exporters. b) cc a copy of TradeNet® Declarations into the mailbox of their userid where their company EI is specified as the importers/exporters.
☐	TRADENET - TRADER WITHOUT NOTIFICATION	This service allows TradeNet® traders to : a) view status and details of TradeNet® Declarations submitted by them or declaring agent where they are the importers/exporters.

Done | Reset

Rate this e-service

Upon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application,
CrimsonLogic will process your request and call you to confirm the ID commencement.

If you encounter any problems with this e-Service, please contact us at +65-68877888, or email customeradminsupport@crimsonlogic.com. You may also give us your comment by clicking this link.

Figure 1. 26 Online Registration User page – User Information section

Salutation (mandatory field)
Select from the dropdown list the applicable salutation.

Name (mandatory field)
Enter the person's name.

NRIC/Passport No. Type (mandatory field)
Select the type of ID from the dropdown list. Choose NRIC or Passport.

NRIC/Passport No. (mandatory field)
Enter the person's NRIC or passport number.

Gender (mandatory field)
Choose the person's gender.

Date of Birth (mandatory field)
Enter the person's date of birth or click the calendar icon and then select the date.

SingPass ID
Enter the person's SingPass ID.

Designation
Enter the person's designation.

Department
Enter the name of the department in which the person belongs to.

Email Address (mandatory field)
Enter the person's email address.

Phone No. (mandatory field)
Enter the person's phone number.

Fax No. (mandatory field)
Enter the person's fax number.

Mobile Phone No. (mandatory field)
Enter the person's mobile phone number.

User Type
Indicate if the user will be the Account Administrator, Billing Administrator or both.

Service Information (mandatory field)
Mark the checkbox that indicates the type of service applicable to the user. Choose from TradeNet – Trader With Notification and TradeNet – Trader Without Notification.

An administrator ID is not allowed to be a Declarant at the same time.

Click the **Service Name** hyperlink to view more details about the service.

21. Click **Done** to save the user information.

    Click **Reset** to clear all of the information entered.

22. Click **Submit** to proceed to the Payment Details page.

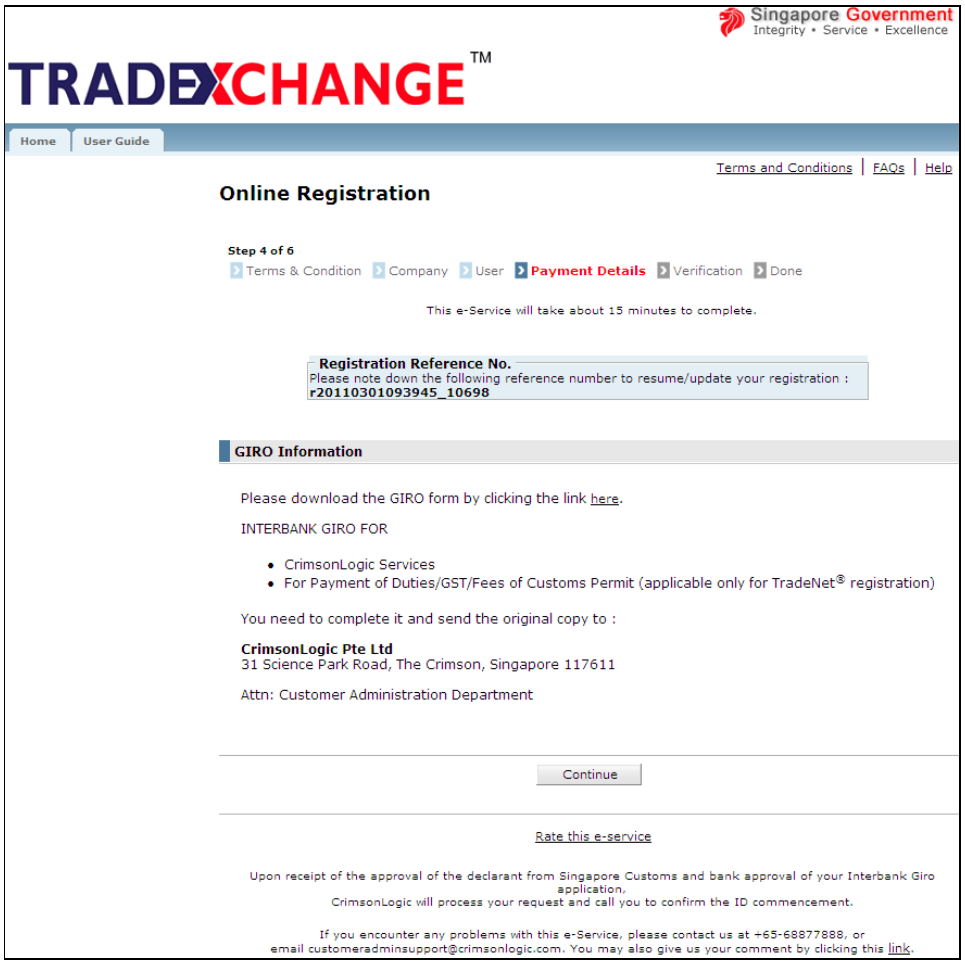

Figure 1. 27 Online Registration Payment Details page

23. Click the Here hyperlink to download the GIRO form.

24. Click **Continue** to proceed to the Verification page.

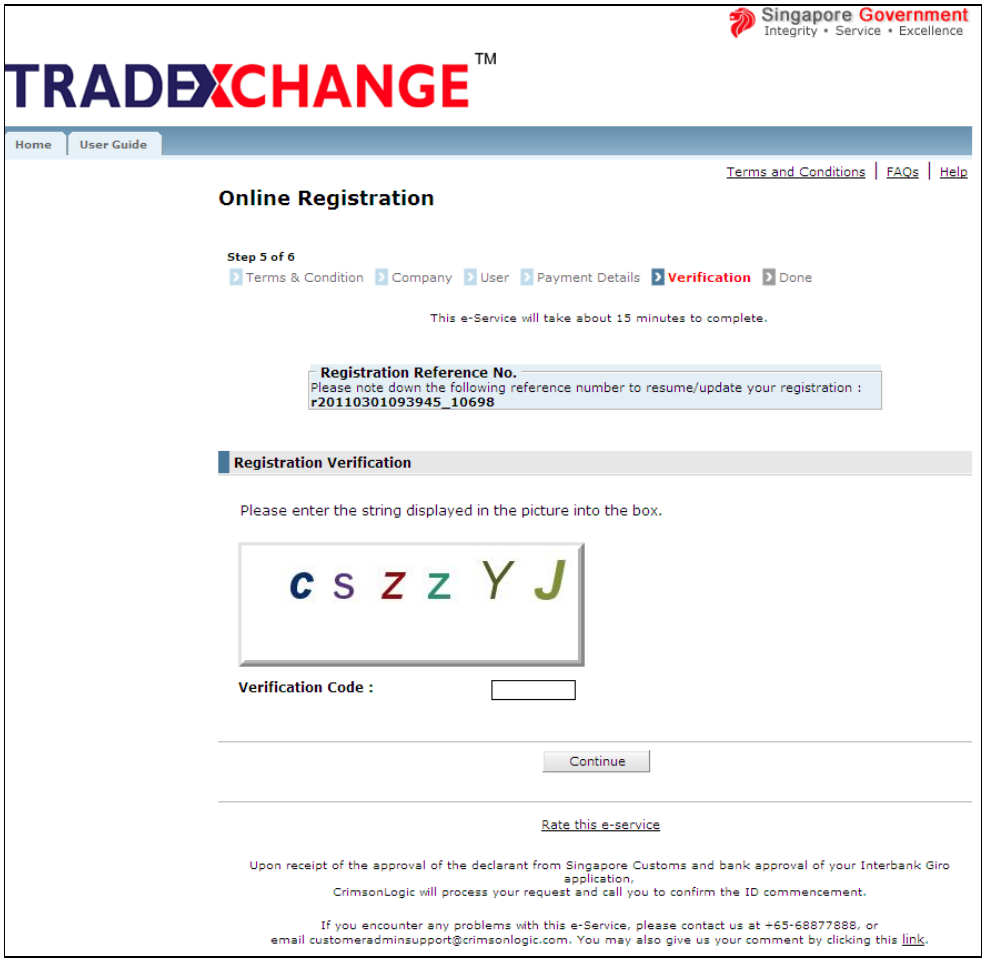

Figure 1. 28 Online Registration Verification page

25. Enter the displayed text on the **Verification Code** field.

> Enter the text as shown on the picture box. The Verification Code is case-sensitive.

26. Click **Continue** to proceed and complete the registration.

Terms and Conditions | FAQs | Help

Online Registration

Step 6 of 6

Terms & Condition | Company | User | Payment Details | Verification | **Done**

This e-Service will take about 15 minutes to complete.

Online Registration

Online Registration successfully completed!

Date : 01/03/2011
Time : 09:48:45

You have submitted the following for registration:

Name	NRIC/Passport No.	Phone No.	Fax No.	Service Name
ARNALDO 28FEB	X234234	22343	23232333	TRADENET - DECLARANT
ADMINISTRATOR	F234234234	234234	23232	TRADENET - TRADER WITHOUT NOTIFICATION

Important Notes:

1. Please print a copy of this page for your records.
   An email has been sent to your account administrator email address.
2. Information on the Users of TradeNet Users will be sent to Singapore Customs for approval. We will notify your Contact Person upon the approval being granted.
3. Your Online Registration has been assigned reference number :r20110301093945_10698. Please quote this reference number when you are making any enquires on the status of your Online Registration.
4. The following documents are required for completion of the registration process.
   - Signed GIRO Form [Download here.];
   - Signed copy of the Authorization form. This form is to be signed by a director of the Company [Download here.];
   - Photocopy of both sides of the director's Identity Card/Passport and Work Permit/Employment Pass for Foreigners;
   - TradeNet® Declarant based in Singapore
     - Singaporean/Singapore PR - Photocopy of both sides of the TradeNet® Declarants Identity Card **with his/her signature on the photocopy.**
     - Malaysian or Foreigners - Photocopy of both sides of the TradeNet® Declarants Passport and Work Permit/Employee Pass **with his/her signature on the photocopies.**
     - Letter from subscriber company/firm (endorsed by HR manager and above) that TradeNet® user(s) is/are under the employment of the company/firm.
     - Photocopy of ACRA - Company Business Profile slip.
   - TradeNet® Declarant based in Malaysia
     Please note that TradeNet Subscriber company who would like to apply for TradeNet declarant operates in Malaysia, must have at least an active TradeNet declarant based in Singapore and fully in operations, i.e. having permit transactions.
     - Photocopy of both sides of the TradeNet® Declarants **Passport** and **Malaysian Identity Card with his/her signature on the photocopies.**
     - Photocopy of ACRA - Company Business Profile slip for Singaporean company/firm.
     - Form 49 which is the certificate of registration from the Malaysian Registrar of Business where one of the directors/partners must appear in Singapore ACRA Business Profile.
     - Letter from Singaporean company/firm stating the following details:
       - **Business operations**/activities (nature of business) of both Singaporean and Malaysian company/firm.
       - The **Relationship** between the Singaporean and Malaysian companies.
       - The **Purpose** of applying for a Malaysian TradeNet User and operates in Malaysia.
       - The **Employment Status** of the TradeNet user with the Singaporean company/firm.
       - Singaporean companys **acceptance of liabilities** for the Malaysian TradeNet User.
     - Please also include the following information:
       - estimated **number of permits** declared and estimated trade volume by the Singaporean company/firm each month;
       - estimated **number of permits** declared and estimated trade volume by the Malaysian company/firm each month;
       - **number of existing TradeNet ID** operating under the Singaporean company/firm; and
       - **number of existing TradeNet ID** operating under the Malaysian company/firm.

   Where applicable, please download, complete and sign the documents. Please forward all requested documents for verification to the following address:

   CrimsonLogic Pte Ltd
   31 Science Park Road, The Crimson, Singapore 117611.
5. Your Online Registration will be completed when we have received the documents above. We will notify your Contact Person when the registration process is successfully completed.

Done

Rate this e-service

Upon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application,
CrimsonLogic will process your request and call you to confirm the ID commencement.

If you encounter any problems with this e-Service, please contact us at +65-68877888, or email customeradminsupport@crimsonlogic.com. You may also give us your comment by clicking this link.

Figure 1. 29 Online Registration Acknowledgement page

To resume registration of an incomplete or draft Online Registration:

1. Launch the Activation of Customs Account and proceed to update the UEN activation. If you do not wish to update the Activation of Customs Account, only an Authorized Personnel with Manage DA authorization can proceed to Manage DA without doing an update in UEN Activation.

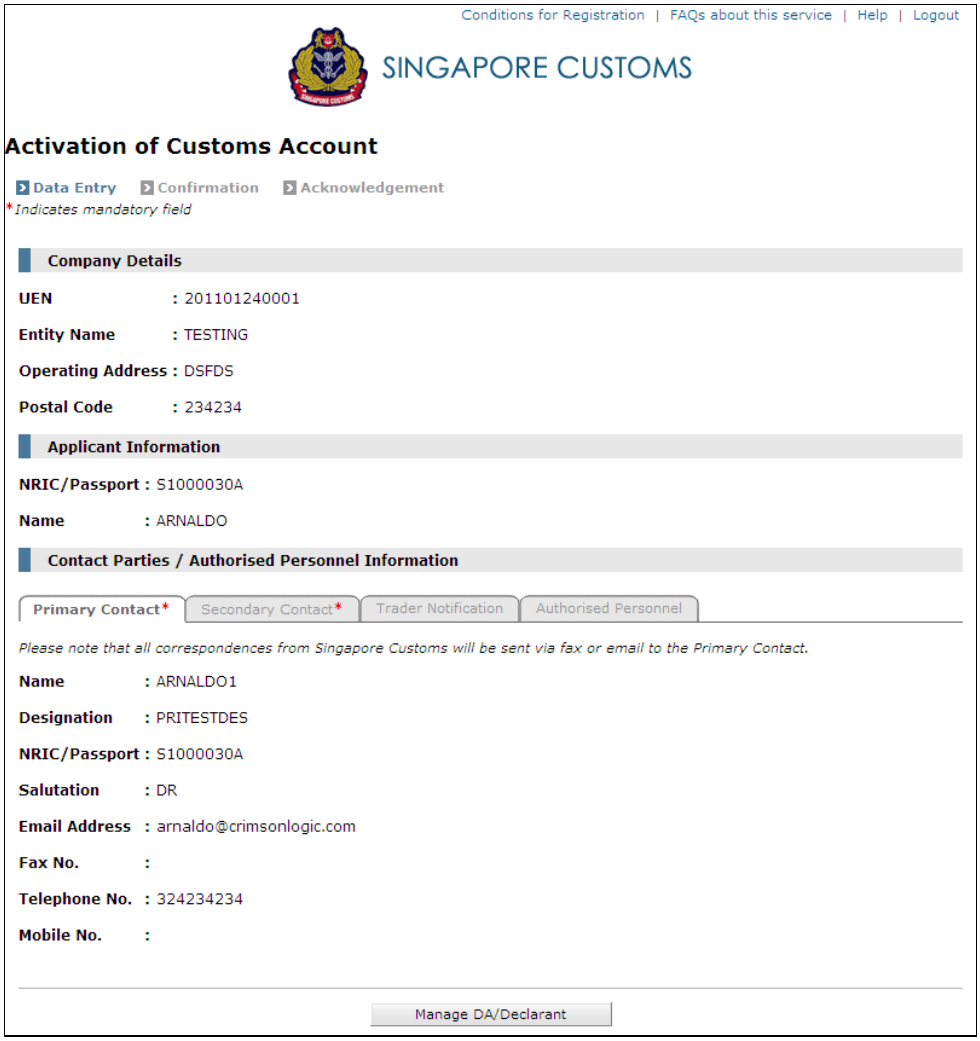

Figure 1. 30 Activation of Customs Account – Authorized Personnel with Manage DA only authorization view.

2. Click **Manage DA/Declarant** to proceed.

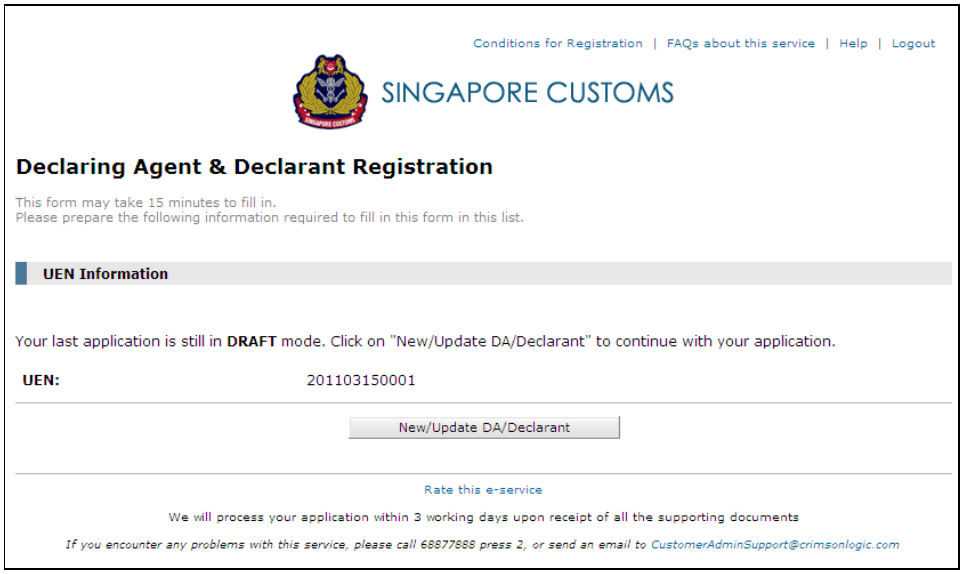

Figure 1. 31 Declaring Agent & Declarant Registration page – in DRAFT mode

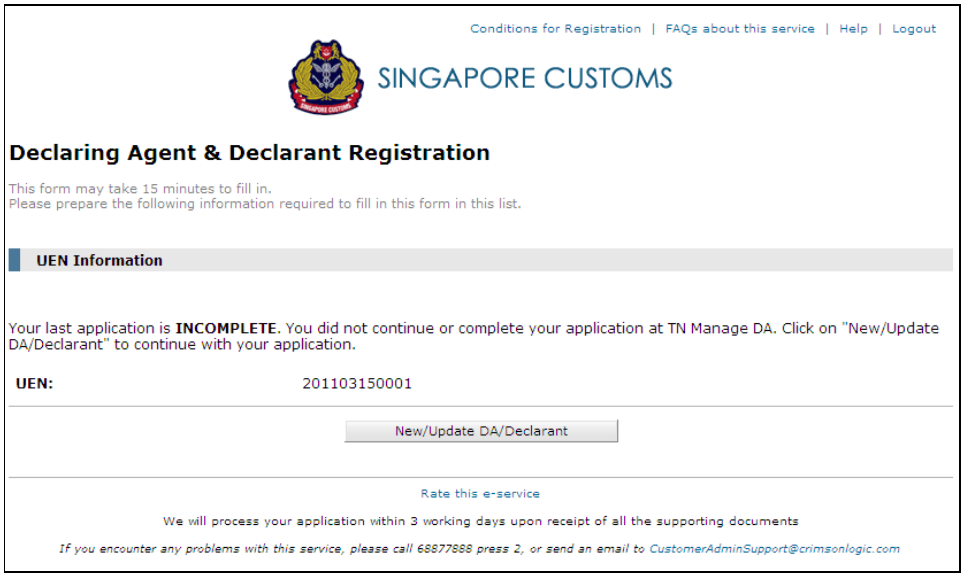

Figure 1. 32 Declaring Agent & Declarant Registration page – Incomplete registration

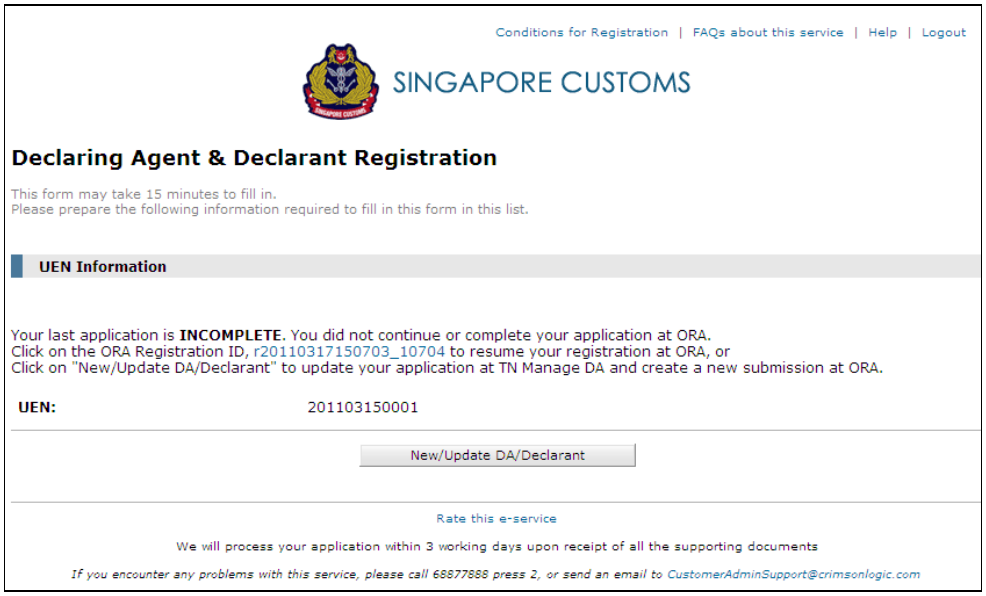

Figure 1. 33 Declaring Agent & Declarant Registration page – Incomplete registration with ORA

3. Click **New/Update DA/Declarant** to proceed to the Declaring Agent & Declarant Registration.
   If the registration is incomplete at Online Registration, click the **ORA Registration ID** hyperlink to continue the Online Registration.

To update or terminate a Declaring Agent account and add, update, or terminate Declarants:

1. Launch the Activation of Customs Account and proceed to update the UEN activation. If you do not wish to update the Activation of Customs Account, only an Authorized Personnel with Manage DA authorization can proceed to Manage DA without doing an update in UEN Activation.

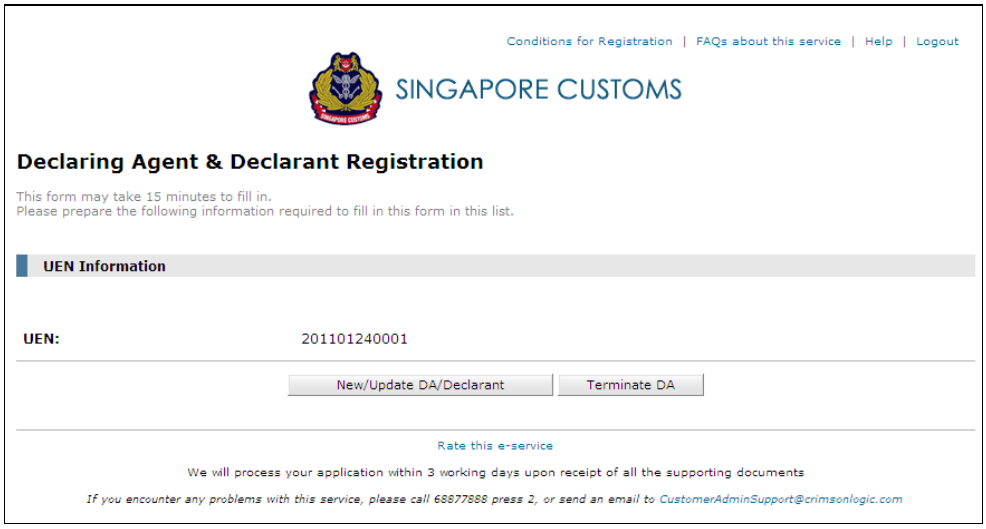

Figure 1. 34 Declaring Agent & Declarant Registration page

2. Click **New/Update DA/Declarant** to proceed with the update of Declaring Agent account.

   Click **Terminate DA** to terminate the Declaring Agent account and all Declarants under the account.

   The Account Selection page is displayed.

Figure 1. 35 Declaring Agent & Declarant Registration – Account Selection page (Update)

Figure 1. 36 Declaring Agent & Declarant Registration – Account Selection page (Terminate DA)

3. Click the **Account ID** hyperlink to proceed. The Declaring Agent and Declarant Registration page is displayed.

   Click **Back** to return to the previous page.

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

Figure 1. 37 Declaring Agent & Declarant Registration Company Information page

4. Enter all of the required information on the following fields:

Company Information

Block No./House No. (mandatory field)
Enter the block or house number of the company's operating address.

Street Name (mandatory field)
Enter the street name of the company's operating address.

Unit No.
Enter the unit number of the company's operating address.

Building Name
Enter the name of the building where the company is located.

Postal Code (mandatory field)
Enter the postal code of the company's operating address.

Telephone No. (mandatory field)
Enter the company's telephone number.

Fax No. (mandatory field)
Enter the company's fax number.

Company Email Address (mandatory field)
Enter the company's email address in a valid email format, i.e. abc@domain.com.

Membership with Association (mandatory field)
Select from the dropdown list the association that the company is a member of.

Other Membership
Enter other associations that the company is a member of.

Annual Financial Turnover (mandatory field)
Enter the company's annual financial turnover.

Total No. of TradeNet® Declarants (mandatory field)
Enter the total number of TradeNet® declarants in the company.

Total No. of Employees (mandatory field)
Enter the total number of employees in the company.

Declaring Agents Activity 1 (mandatory field)
Mark the radio button that indicates the company's primary activity.

Declaring Agents Activity 2 (mandatory field)
Mark the radio button that indicates the company's secondary activity.

Key Personnel

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the company's key personnel.

Name
Enter the name of the company's key personnel.

Designation (mandatory field)
Enter the designation of the company's key personnel.

NRIC/FIN (mandatory field)
Enter the NRIC or FIN of the company's key personnel.

Email Address (mandatory field)
Enter the email address of the company's key personnel using a valid email format, i.e. abc@domain.com.

Fax No. (mandatory field)
Enter the fax number of the company's key personnel.

Telephone No.
Enter the telephone number of the company's key personnel.

Mobile No.
Enter the mobile number of the company's key personnel.

Key Personnel - Nationality (mandatory field)
Select from the dropdown list the nationality of the company's key personnel.

5. Click **Next** to proceed to add/update/terminate declarant information.

6. To add a new user or declarant, go to the **Declarant Details** section. Enter all of the required information on the following fields:

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

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 "F" for foreigner with Foreign Identification Number (FIN)* *Select "N" 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 Tradelet® 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

Figure 1. 38 Declaring Agent & Declarant Registration Declarant Information page

Name (mandatory field)
Enter the declarant's name.

Designation (mandatory field)
Enter the declarant's designation.

ID Type (mandatory field)
Select the declarant's ID type from the dropdown list.

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

ID No. (mandatory field)
Enter the declarant's ID number based on the selected ID type.

Enter the full NRIC or FIN.

For **Malaysian IC**, enter the digits of the IC No. only (without space or "-")

Attach scanned IC, Work Permit, or Employment Pass (mandatory field)
Choose Upload (attach scanned copy) or Fax to attach a scanned copy of the declarant's IC, Work Permit or Employment Pass.

Work Pass No. (Mandatory for Foreigners)
Enter the declarant's Work Pass number.

Work Pass Expiry Date (Mandatory for Foreigners)
Enter the expiration date of the declarant's Work Pass or click the calendar icon to select the date.

SingPass ID
Enter the declarant's SingPass ID (if any). This will be used by the declarant to log in and update/confirm the declarant's information entered.

For declarants who do not have a SingPass ID, the declarant may ask CrimsonLogic's Customer Admin to confirm their information on their behalf. This should be done after faxing the signed copy of the Terms and Conditions provided in their email notification.

Salutation (mandatory field)
Select from the dropdown list the salutation applicable to the declarant.

Gender (mandatory field)
Specify the declarant's gender.

Date of Birth (mandatory field)
Enter the declarant's birth date or click the calendar icon to select the date.

Email Address (mandatory field)
Enter the declarant's email address with a valid email format, i.e. abc@domain.com.

Fax No. (mandatory field)
Enter the declarant's fax number in Singapore.

Telephone No. (mandatory field)
Enter the declarant's telephone number.

Mobile No. (mandatory field)
Enter the declarant's mobile number

Nationality (mandatory field)
Select the declarant's nationality from the dropdown list.

Residential Address (mandatory field)
Enter the declarant's residential address.

Have the Declarant been issued with a TradeNet® ID before? (mandatory field)
ID (mandatory field if Yes is selected)
Name of Entity (mandatory field if Yes is selected)
Indicate whether the declarant has been issued with a TradeNet® prior to the application. If **Yes**, provide the previous ID and company name.

The previous ID is not the same ID as what the declarant used to log in to this module.

Have the Declarant attended any Customs course before? (mandatory field)
Attach Certificate (mandatory if Yes is selected)
Indicate if the declarant has attended a course with Singapore Customs before. If **Yes**, attach a copy of the course certificate.

Education Level (mandatory field)
Select the declarant's educational level from the dropdown list.

If Others, please specify (mandatory field if Others is selected)
Enter the declarant's educational level if it is not included in the options provided in the previous field.

Additional Information for Malaysian-based Declarant

Is declarant based in Malaysia?
Indicate if the declarant is based in Malaysia.

If **Yes**, enter information on the following: **Name of Company in Malaysia, Operating Address in Malaysia including Name of State, Key Personnel in Malaysia, and Supporting Documents for Malaysian (Malaysian ID (Front & Back), Form 49, Signed Copy of Terms and Conditions, and Other Supporting Documents).**

7. Click **Save** to save the declarant's information. The User List page is displayed.

   Click **Save as Draft** to save the declarant information in draft mode.

If you are unsure or do not have the required information on hand, you can save the information as draft and go back to it once you have the required information.

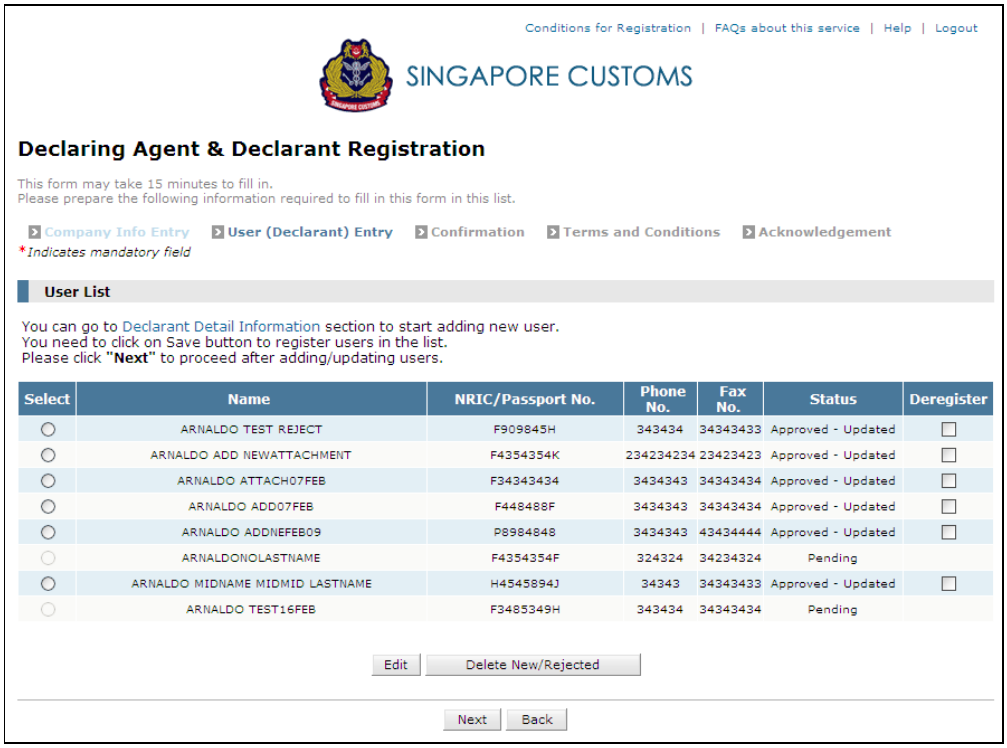

Figure 1. 39 Declaring Agent & Declarant Registration Declarant Information page – User List showing added declarant information.

8. Click **Edit** to edit the selected declarant from the list.

   Click **Delete New/Rejected** to delete or remove the declarant information from the list. This only applies to newly added record or a rejected application of ID.

Click **Deregister checkbox** to de-register or terminate the declarant registration.

Click **Back** to return to the Company Information page.

Click **Next** to proceed with the registration and go to Confirmation page.

9. Verify the information entered at Confirmation page.

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

Figure 1. 40 Declaring Agent & Declarant Registration Confirmation page (Update)

Figure 1. 41 Declaring Agent & Declarant Registration Confirmation page (Terminate DA)

10. Click **Next** (for Update) or **Confirm** (for Terminate DA) to proceed.

    Click **Back** to return to the previous page.

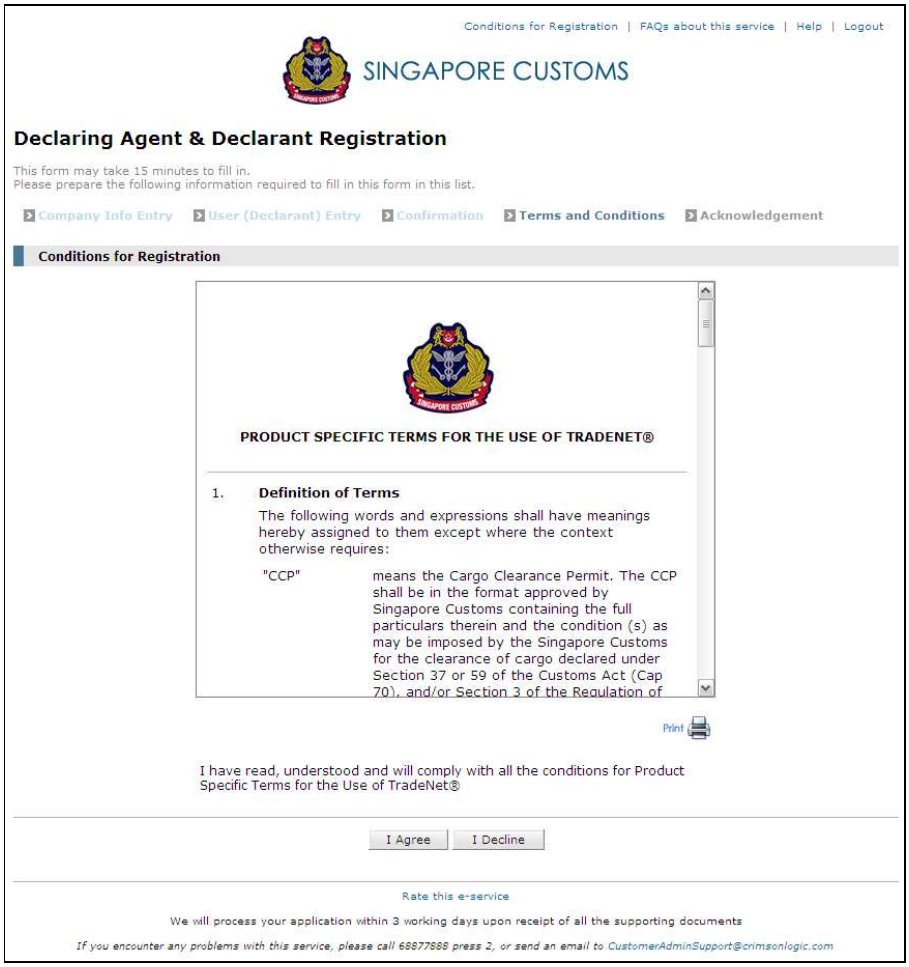

Figure 1. 42 Declaring Agent & Declarant Registration Terms and Conditions page

11. Click **I Agree** to save the changes and proceed to the Acknowledgement page.

    Click **I Decline** to go back to the Confirmation page.

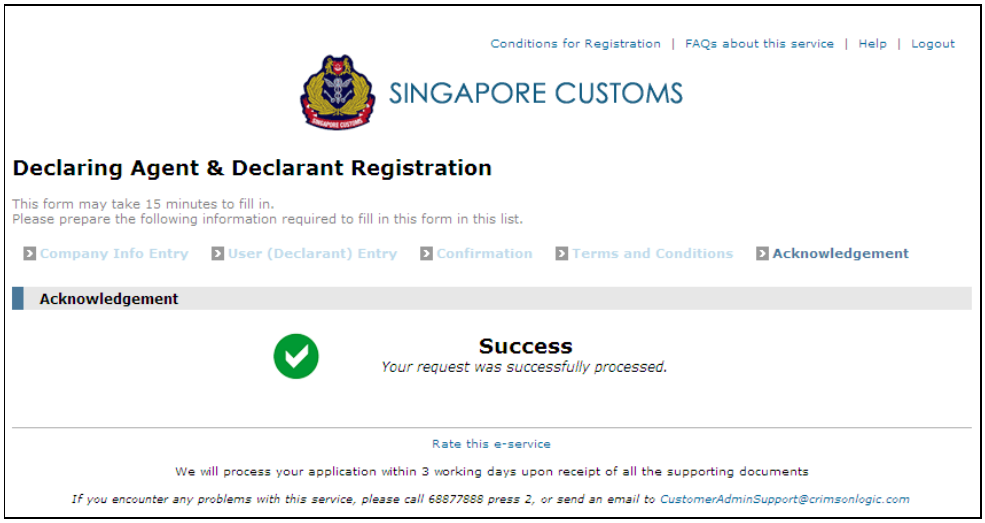

Figure 1. 43 Declaring Agent & Declarant Registration Acknowledgement page