# **Activation of Customs Account**

Use the **Activation of Customs Account** module to activate the customs account with TradeNet®.

## To activate the customs account:

- 1. Go to the TradeNet® portal page and select Activation of Customs Account and/or Application of Declaring Agent Account under Registration Information For Trading Community.
- 2. Click Log in with singpass to redirect to Singpass Login Page.

Customs Account Management	
<ul> <li>Please note that from 11 April 2021, you will be required to login to government digital services for busines services currently using Corppass. For more information, visit <u>go.gov.sg/corporate-login</u> C<sup>2</sup>.</li> </ul>	ss (G2B) using Singpass instead of Corppass for those TradeNet e-
For more information on the Registration of Declaring Entities, Declaring Agents and Declarants, please read : <u>Traders and Registration Services</u> [2].	Singapore Customs' website for information on <u>Quick Guide for New</u>
Customs Account Declaring Agent Account	
ACTIVATE CUSTOMS ACCOUNT	^
This service allows entities to activate their Customs Account so that they could transact with Singapore Cu whenever permits under your Unique Entity Number (UEN) have been approved by TradeNet*.	stoms. You can also sign up to receive free notification alerts
CUSTOMS ACCOUNT ACTIVATION INFORMATION	^
This service allows entities to regenerate the Activation of Customs Account letter for printing.	
UPDATE CUSTOMS ACCOUNT	^
This service allows entities to update their particulars and contact details in their Customs Account. You cau under your Unique Entity Number (UEN) have been approved by TradeNet <sup>®</sup> .	n also sign up to receive free notification alerts whenever permits
TERMINATE CUSTOMS ACCOUNT	^
This service allows entities to terminate their Customs Account if they do not wish to transact with Singapo terminated, the entity will not be able to transact with Singapore Customs (SC). If the entity has a Declaring declarants will also be terminated accordingly. If the entity wishes to transact with SC in future, please acti	re Customs. Please note that once the Customs Account is Agent Account, this Account and all the TradeNet* ID of the vate the Customs Account again.
RENEW DECLARING AGENT ACCOUNT	^
This service allows entities to renew their Declaring Agent (DA) Account when they are due for renewal. Ple successfully within the renewal window may result in suspension or termination of the Declaring Agent Acc	ase be advised to complete the renewal early, as failure to renew ount.
Log in with singpass	
TradeNet® Portal	
TradeNet <sup>®</sup> Portal About TradeNet <sup>®</sup> F <sup>2</sup>	

Figure 1 Activation of Customs Account and/or Application of DA Account - Welcome Page

3. Scan QR code or enter Singpass ID and Password. Click on Log In button.

1

Click Cancel button to return to the welcome page.

 Advisory Note

 Image: Singpass opp in the second digital identity

 Singpass opp in the second digital identity

 Singpass

 Singpass

 Image: Singpass opp in the second digital identity

 Singpass

 Singpass

 Image: Singpass opp in the second digital identity

Figure 2.1 Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Scan QR code Log in

Advisory Note Welcome to Singpass Your trusted digital identity	
	Singpass app Password Login
	Log in
	Singpass ID
	Password
	Log In
	Forgot Singpass ID Reset Password

Figure 2.2 Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Password Log in

4. The different information displayed in Menu Link Page are according to the login user's role.

A Singapore Governmen	t Agency Website How to identify ~	akay .
TRADEN	IET <sup>®</sup> (User Guide)	
Account	Management	
ACCOUNT INFORMA	TION Hide	
	Login ID         \$1234567A           Name of Entity         ABC PTE LTD           UEN         201101240K	Role         Key Personnel           Status of Customs Activation         Not Active           Declaring Agent Account Status         No DA Account
Customs Account	Declaring Agent Account	
ACTIVATE CUSTON	IS ACCOUNT	^
This service allows er notification alerts wi	ntities to activate their Customs Account so that they cou henever permits under your Unique Entity Number (UEN	JId transact with Singapore Customs. You can also sign up to receive free  Proceed >
<ul> <li>If you encounter a</li> <li>You may also give</li> </ul>	any problems with this service, please contact us at (+65) e us your comments at https://www.customs.gov.sg/feed	) 6355 2000, or email customs_documentation@customs.gov.sg 岱. Iback 岱.
TradeNet <sup>®</sup> Portal		
About TradeNet® I2		
Contact 🗗 Feedback I		
Report Vulnerability I3	Privacy Terms of Use	© 2024 Government of Singapor

Figure 3.1 Activation of Customs Account and/or Application of DA Account – Menu Link Page

#### ACCOUNT INFORMATION Hide

Login I	<b>)</b> S1234567A		Role	Key Personnel
Name of Entit	ABC PTE LTD	Status of Customs A	Activation	Not Active
UE	201101240K	Declaring Agent Accou	int Status	No DA Account
Figure 3.2 Login User – K	ey Personnel			
ACCOUNT INFORMATION Hide				
Login ID	S1234567A	Ro	le Authori	sed Personnel (CA)
Name of Entity	ABC PTE LTD	Status of Customs Activation	n Not Acti	ve
UEN	201101240K	Declaring Agent Account State	IS No DA A	ccount
Figure 3.3 Login User – Au	thorised Personnel (CA)			
ACCOUNT INFORMATION Hide				
Login ID	S1234567A	Role	Authorised	Personnel (CA & DA)
Name of Entity	ABC PTE LTD	Status of Customs Activation	Not Active	
UEN	201101240K	Declaring Agent Account Status	No DA Acco	unt
Figure 3.4 Login User – Au	thorised Personnel (CA & DA)			

ACCOUNT INFORMATION Hide				
Login ID	S1234567A	Role	Not a Key Personnel and Not an Authorised Personnel	
Name of Entity	ABC PTE LTD	Status of Customs Activation	Not Active	
UEN	201101240K	Declaring Agent Account Status	No DA Account	
Figure 3.5 Login User – Authorised Personnel (Not Authorised)				

5. Click on **Proceed** under Activate Customs Account in figure 3.1.

- 6. Read through the Terms and Conditions and check on the box beside "(1) I have read.." in Fig 4.2.
- 7. Click on Activate Customs Account button to proceed.

	Login ID S1234567A Name of Entity ABC PTE LTD UEN 201101240K	Role         Key Personnel           Status of Customs Activation         Not Active           Declaring Agent Account Status         No DA Account
ACTIVA	TE CUSTOMS ACCOUNT	
Imp	portant Information	
1.	Before you proceed with the application, please read through the following Te	rms and Conditions for Declaring Entities Under Part IVA of the Regulation of
	TERMS AND CONDITIONS PART IVA OF THE REGULA REGULATIONS AND O	OR DECLARING ENTITIES UNDER TION OF IMPORTS AND EXPORTS ANT XIVA OF THE CUSTOMS ULATIONS
	Definition	
	The following words and expressions shall have meanings hereby assigned to them of 1. "Declaration" refers to any declaration required to be made to Singapore Custa Act (Cap 272A) and any regulations made thereunder; 2. "Declarant" means an individual who is authorised by a declaring agent to do Exports Act (Cap 272A) and/or any regulations made thereunder registered as that declaring agent);	xcept where the context otherwise requires: ms required under the Customs Act (Cap 70) and/or the Regulation of Imports and Exports any act or thing for the purposes of the Customs Act (Cap 70), Regulation of Imports and on behalf of the declaring agent (including where the declaring entity is concurrently
2.	Please also have the following information ready at hand:	
	<ul> <li>Particulars of your Entity</li> </ul>	
	<ul> <li>Particulars of Primary Contact Person</li> </ul>	
	<ul> <li>Particulars of Secondary Contact Person</li> <li>Particulars of person to receive notifications whenever permits under your</li> </ul>	Unique Entity Number (UEN) have been approved (if you are signing up to receive f
	notification alerts whenever TradeNet® permits declared under your UEN h <ul> <li>Particulars of staff whom you would like to authorise to have the access rig</li> </ul>	ave been approved) hts to Activation of Customs Account (i.e. activate, update and terminate UEN to tra
3.	This application form will take about 15 minutes to complete.	
4.	This application can be processed within 4 working hours if no supporting door receipt of complete supporting documents.	uments are required. Otherwise, the processing time is within 3 working days upor
5.	Please note that you can use your UEN for permit application on the next work	ing day upon successful activation.
	have read, understood and will comply with all the Conditions stated above.	
	Back Activa	e Customs Account
► If you ► You r	u encounter any problems with this service, please contact us at (+65) 6355 200 may also give us your comments at https://www.customs.gov.sg/feedback [감.	0, or email customs_documentation@customs.gov.sg C.

Figure 4.1 Terms and Conditions Page

I have read, understood and will comply with all the Conditions stated above.

## Figure 4.2 Terms and Conditions Page

**(**a)

Click on **Back** button to go back to previous page.

8. Provide the required information in the company's details tab.

**Operating Address (mandatory field)** Enter the Company's operation address.

**Postal Code (mandatory field)** Enter the postal code.

Main Business Activity to Trade with Customs (mandatory field) Select the main business activity from the dropdowns.

**Other Business Activity (please select where applicable)** Mark the checkbox(es) of other business activity where applicable.

Nature of Goods Commonly Dealt With (Mandatory) Mark at least one of the checkbox(es) of Nature of Goods commonly dealt with.

## Name (Mandatory)

Enter the applicant's name.

9. Click on **Next Tab** button to go to the Contacts' Details tab or click on the tabs to go to the corresponding tab as shown in Fig 5.



**(Q**)

**(**a)

Click on **Next Tab** button to go to the next tab.

Click on **Cancel** button to go back to the main menu.

Account Ma	anagement		
ACCOUNT INFORMATION	Hide		No. Bernard
Name	e of Entity ABC PTE LTD	Status of Customs Activation	Not Active
	UEN 201101240K	Declaring Agent Account Status	No DA Account
ACTIVATE CUSTOMS ACCO	DUNT		^
Please complete all mandate	ory (*) information.		
Company's Details	ontacts' Details <u>Authorised Personnel</u>	s Details	
Company Informa	ition		
201112290002			
Pottin Name			
TEST 201112290002			
Postel Code L			
123456		Get Address	
Operating Address *			
123 ABC ROAD 14-15 SIN	IGAPORE 123456		
Main Business Activity *			
Importer / Exporter / Dist	tributor	$\checkmark$	
Other Business Activity			
Importer / Exporter / I	Distributor		
Manufacturer			
Freight Forwarder / H	laulier		
Postal, Courier & Air E	Express Service Providers		
Declaring Agent			
Warehouse Operator			
Airline / Airline Agent			
Shipping Line / Shipp	ing Agent		
Ship Chandler / Seast	tore Supplier		
Events / Exhibition Or	rganiser and Venue Operator		
Government Ministry	/ Department / Statutory Board		
Chamber of Commerce	ce / Association		
Other			
Nature of Goods Commo	nly Dealt With *		
Dutiable Liquor Produces	ucts		
Dutiable Tobacco Pro	ducts		
Dutiable Motor Vehicl	les & Parts		
Dutiable Petroleum P	roducts		
Strategic Goods			
Aircraft Parts / Ship Sp	pares		
High Value Exhibition	Items such as Painting, Jewellery, Gems e	tc.	
Electronics Products			
Pharmaceutical Produ	ucts		
Chemical Products (e:	xcluding Petroleum Products)		
Other			
Applicant Informa	ition		
NRIC / FIN			
S1000030A			
Name *			
ALFREDO BALAGTAS			
		Cancel Next Tab	
<ul> <li>If you encounter any prot</li> </ul>	blems with this service, please contact us a	tt (+65) 6355 2000, or email customs_documentation@cu	stoms.gov.sg 년.
<ul> <li>You may also give us your</li> </ul>	r comments at https://www.customs.gov.s	g/feedback 안.	
TradeNet <sup>®</sup> Portel			
nedenet Ponal			

Figure 6 Activation EForm - Company's Details Tab

10. Enter the Primary Contact information.

**Name (mandatory field)** Enter the Primary Contact's Name.

**Designation (mandatory field)** Enter the Primary Contact's Designation.

**ID Type (mandatory field)** Enter the ID Type of Primary Contact.

**NRIC/FIN/Work Pass (mandatory field)** Enter the NRIC/FIN/Work Pass of Primary Contact.

**Salutation (mandatory field)** Enter the Salutation.

**Email Address (mandatory field)** Enter the Primary Contact's email address.

**Telephone No. (mandatory field)** Enter the Primary Contact's telephone no.

**Mobile No.** Enter the Primary Contact's mobile no.

JUNTINFORMATIO	ON Hide					
	Login ID	S12345	67A		Role	Key Personnel
	Name of Entity	ABC PT	ELID		Status of Customs Activation	Not Active
	UEN	201101	240K		Declaring Agent Account Status	NO DA Account
TIVATE CUSTOMS	ACCOUNT					
ase complete all ma	indatory ( * ) in	formatio	n.			
Company's Details	Contacts' D	<u>etails</u>	Authorised Personnel's Details			
Primary Conta	ict					
mportant Note: All I	notifications, co	orrespor	dences, including reminder / license	e / re	gistration / renewal requirement, approva	al and rejection letters will be sent via fax or
mail to the Primary	Contact Persor	n registe	red. Please ensure that the contact o	detai	ils provided are accurate and do update th	e details as and when there are changes.
lame *						
MY PRIMARY CONT	ACT NAME					
esignation *						
PRIMARY CONTACT	DESIGNATION					
и туре -						
Singaporean / PR				~		
IRIC / FIN / Work Pa	ass *					
S1234567A						
alutation *						
Mister				~		
mail Address *						
abc123@abc123.cc	om					
elephone Number	•					
68888888						
Aobile Number						

### Figure 7.1 Activation EForm – Primary Contact Information

11. Enter the Secondary Contact information.

## Name (mandatory field)

Enter the Secondary Contact's Name.

#### **Designation (mandatory field)**

Enter the Secondary Contact's Designation.

#### **ID** Type (mandatory field)

Enter the ID Type of Secondary Contact.

#### NRIC/FIN/Work Pass (mandatory field)

Enter the NRIC/FIN/Work Pass of Secondary Contact.

#### Salutation (mandatory field)

Enter the Salutation.

#### **Email Address (mandatory field)**

Enter the Secondary Contact's email address.

## **Telephone No. (mandatory field)**

Enter the Secondary Contact's telephone no.

## Mobile No.

Enter the Secondary Contact's mobile no.

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Secondary Contact		
Important Note: If the transmission to the Primary Contact failed approval and rejection letters will be sent via fax or email to the S update the details as and when there are changes.	all notifications, correspondences, including reminder / license / registration / renewal r econdary Contact Person registered. Please ensure that the contact details provided are	equirement, accurate and do
Name *		
MY SECONDARY CONTACT NAME		
Designation *		
SECONDARY CONTACT DESIGNATION		
ID Туре *		
Singaporean / PR	~	
NRIC / FIN / Work Pass *		
S1234567A		
Salutation *		
Mister	~	
Email Address *		
Enter the Email Address		
Telephone Number *		
68888888		
Mobile Number		
91234567		

#### Figure 7.2 Activation EForm – Secondary Contact Information

12. Provide the Trader Notification Contact information.

#### Name

Enter the Trader Notification Contact's Name.

#### **Designation (mandatory field)**

Enter the Trader Notification Contact's Designation.

#### **ID** Type (mandatory field)

Enter the ID Type of Trader Notification Contact.

#### NRIC/FIN/Work Pass (mandatory field)

Enter the NRIC/FIN/Work Pass of Trader Notification Contact.

# Salutation (mandatory field)

Enter the Salutation.

# Email Address (mandatory field)

Enter the Trader Notification Contact's email address.

## **Telephone No. (mandatory field)**

Enter the Trader Notification Contact's telephone no.

#### Mobile No.

Enter the Trader Notification Contact's mobile no.

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Trader Notification Contact	
Important Note: By providing contact details, you will receive notification alert via email, please key in only the email addre	notification alert whenever TradeNet <sup>®</sup> permits have been approved with your UEN. If you wish to receive t s and leave the fax number field blank.
TradeNet® Notifications & Alerts *	
Yes No	
Name *	
MY TRADER NOTIFICATION CONTACT NAME	
Designation *	
TRADER NOTIFICATION CONTACT DESIGNATION	
ID Type *	
Singaporean / PR	~
NRIC / FIN / Work Pass *	
S1234567C	
Salutation *	
Mister	~
Email Address *	
abc123@abc123.com	
Telephone Number *	
68888888	
Mobile Number	
91234567	
	Cancel Previous Tab Next Tab

**Figure 7.3 Activation EForm – Trader Contact Information** 



Click on "**No**" option under TradeNet® Notifications & Alerts as in Figure 7.3 to avoid being notified or alerted whenever TradeNet® permits have been approved with UEN and no need to fill the Trader Notification Contact form.

13. Click on Next Tab button to go to the Authorised Personnel's Details tab or click on the tabs to go to the corresponding tab as shown in Fig 5.

$\mathbf{\Theta}$	

Click on **Next Tab** button to go to the next tab.

**(a**)

Click on **Previous Tab** button to go back to the previous tab.



Click on **Cancel** button to go back to the main menu.

14. The Authorised Personnel page will vary according to the login user's role,.

If Key Personnel role, user will be able to add/edit authorised personnel.

<ul> <li>A Singapore Government Agency Website Hox to Lidentify*</li> <li>TRADENET* (User Guide)</li> <li>Account Management</li> <li>Account INFORMATION File</li> <li>Login D \$1234567A</li> <li>Name of Entity Ale CPTE LTD</li> <li>UEN 201001240K</li> </ul>	Role Status of Customs Activation Declaring Agent Account Status	Key Personnel Not Active No DA Account
ACTIVATE CUSTOMS ACCOUNT		^
Please complete all mandatory (*) information.         Company's Details       Authorised Personnel's Details         Authorised Personnel         Please note that the authorised personnel can update the particulars, enquire of Only Key Personnel can update the list of authorised personnel. You need to au authorised personnel's records as and when there are changes.	or terminate this registration. thorise at least one personnel and up to a maxi	imum of 5 personnel. Please update the
Authorised Personnel will use their Singpass ID provided to login to Activation of Click on 🖄 to edit or delete the corresponding row of information.	f Customs Account system.	Filter:
S/No. Name 🗢 Designation 💠 NRIC / FIN 🗘 Activa	tion of Customs Account 🔶 Manage Decla	aring Agent / Declarant 🔷 Action 🇅
1 AP NAME 1 AP DESIGNATION 1 \$1234567E Yes	Yes	Ø
2 AP NAME 2 AP DESIGNATION 2 \$1234567F	Yes	Ø
Showing 1 to 2 of 2 entries           Add J           Cancel         Previous T	uthorised Personnel Review Account Activation	Previous <u>1</u> Next
<ul> <li>If you encounter any problems with this service, please contact us at (+65) 633</li> <li>You may also give us your comments at https://www.customs.gov.sg/feedback</li> </ul>	5 2000, or email customs_documentation@cus ( 亿.	stoms.gov.sg [2].
TradeNet* Portal About TradeNet* C Contact C Feedback C		

Figure 8 Authorised Personnel Tab – Key Personnel Role

Upon clicking **Add Authorised Personnel**, add authorised personnel modal will open. Fill in the information required in the form:

#### Name

Enter the Authorised Personnel's Name.

#### **Designation (mandatory field)**

Enter the Authorised Personnel's Designation.

## NRIC / FIN /Work Pass (mandatory field)

Enter the NRIC/FIN/Work Pass of Authorised Personnel.

# Authorisation Type (mandatory field)

Enter the authorisation type.

Government of Singapo Last Updated 21 Jun 20

Authorised Personnel		Expand All
se complete all mandatory ( * ) information.		
ERSONNEL INFORMATION		
lame *		
esignation *		
RIC / FIN *		
Authorisation Type *		
Activation of Customs Account	Manage Declaring Agent / Declarant	

Click on Add Authorised Personnel to add the information into the table.



Click on Add Authorised Personnel to add more Authorised Personnel. **(()** 

If Authorised Personnel (CA & DA) / Authorised Personnel (CA) role, only display the authorised personnel information and cannot be editable.

ACCOUNT INFORMAT	ION Hide									
	Login ID	S1234567A				Rol	e Authorised Personnel (CA)			
	Name of Entity	ABC PTE LTD			Status of Custo	ms Activatio	n Not Active			
	UEN	201101240K			Declaring Agent A	ccount Statu	s No DA Account			
ACTIVATE CUSTOM	S ACCOUNT									^
Please complete all m	andatory (*) in	ormation.								
Company's Details	Contacts' D	etails Auth	norised Personnel's Det	ails						
Authorised Pe	ersonnel									
Please note that the	e authorised per	sonnel can upd	late the particulars, end	quire o	or terminate this registration.					
Only Key Personnel	can update the	list of authorise	ed personnel. You need	to au	thorise at least one personnel and	l up to a <b>ma</b>	ximum of 5 personnel. Please up	date the	e	
autionsed personi	iei s records as a	nu when there	are changes.							
For authorised pers	onnel, please in	form the key pe	ersonnel to update the	partic	ulars, if applicable.					
Authorized Person	ol will use their	Fingence ID pro	wided to legip to Active	tion	of Customs Account system					
Autionsed Fersoni	iet witt use their	Singpass io pro	whited to togin to Active	nuonie	in customs Account system.					
Click on 🖄 to edit o	or delete the corr	esponding row	of information.							1
Show 10 👻 entries							Filter:			
S/No. Nam	e 🔶 De	signation	NRIC / FIN	÷	Activation of Customs Account	\$ М	lanage Declaring Agent / Declarant		¢	1
1 AP N.	AME 1 AP	DESIGNATION 1	S1234567E		Yes	Y	es			
2 AP N.	AME 2 AP	DESIGNATION 2	S1234567F			Y	es			
Showing 1 to 2 of 2 en	tries						Previou	s <u>1</u>	Next	
			Cancel Previ	ous Ta	ab Review Account Activatio	n				

Figure 8.2 Authorised Personnel Tab – Authorised Personnel (CA & DA) or Authorised Personnel (CA) Role

If Not Authorised role, provide the following supporting documents.

#### Letter of Authorisation (Mandatory)

Choose upload option and click on **Attach File** button to upload documents or click on **Fax** option if you wish to submit the document through fax.

#### Applicant NRIC/FIN/Work Pass (Mandatory)

Choose upload option and click on **Attach File** button to upload documents or click on **Fax** option if you wish to submit the document through fax.

#### **Registration Letter issued by UEN Issuing Agency (Mandatory)**

Choose upload option and click on **Attach File** button to upload documents or click on **Fax** option if you wish to submit the document through fax.

#### **Proof of Employment**

Choose upload option and click on **Attach File** button to upload documents or click on **Fax** option if you wish to submit the document through fax.

CCOUNT INFORMATION Hide			
Login ID	S1234567A	Role	Not a Key Personnel and Not an Authorised Personnel
Name of Entity	ABC PTE LTD	Status of Customs Activation	Not Active
UEN	201101240K	Declaring Agent Account Status	No DA Account
ACTIVATE CUSTOMS ACCOUNT			^
Please complete all mandatory ( * ) inf	formation.		
Company's Details Contacts' De	etails Authorised Personnel's Details		
Supporting Documents			
For Upload, only DOC, PDF, XLS, BM	P, EMF, GIF, JPG, PNG and TIF files are suppo	orted with a maximum file size of 500KB.	
For Fax, please include this fax cove +65 6873 0837 (Attn: Customer Adm	r page 갑 when you fax the supporting docu nin Dept).	iments to:	
Letter of Authorisation * Signed by Company's Director			
Upload Fax			
Applicant's NRIC / FIN / Work Pass Front & Back	*		
Upload Fax			
Registration Letter * Issued by UEN Issuance Agency (e.g.	, ACRA)		
Upload Fax			
Proof of Employment *			
Upload Fax			
	Cancel Previous Ta	ab Review Account Activation	

Figure 8.3 Supporting Documents Page – Not Authorised Role

Click on Upload button to open the file attachment window. Click anywhere within the box to attach the file. Then click on Upload button to upload the file.



Figure 8.4 Supporting Documents Page – Upload File Window

Click on **Close Window** button to close the popup upload file window. **(D)** 

15. Click on Review Account Activation button to proceed.

	Cancel	Previous Tab	Review Account Activat	ion	
	<ul> <li>If you encounter any problems with this service, ple</li> <li>You may also give us your comments at https://www</li> </ul>	ase contact us at ( /.customs.gov.sg/	+65) 6355 2000, or email cu eedback 옵.	stoms_documentation@c	ustoms.gov.sg 🗗.
igure	8.5 Authorised Personnel Tab - R	eview Acco	ount Activation B	Sutton	Activate Windows
@	Click on <b>Previous Tab</b> button to	go back to	previous page.		
@	Click on <b>Cancel</b> button to go b	ack to UEN	entry page.		
. Rev mak	riews the information entered and the changes before submitting the	click on <b>E</b> request.	<b>Back</b> button or c	ose the modal t	0



If not authorised role, the review page will be different in which supporting documents portion will be displayed instead of authorised personnel as in Fig. 9.2.

#### Review Activation of Customs Account

Expand All Collapse All 📀

COMPANY INFORMATION	
IIFN	201112290002
Entity Name	TEST 201112290002
Postal Code	123456
Operating Address	123 ABC ROAD 14-15 SINGAPORE 123456
Main Business Activity	Importer / Exporter / Distributor
Other Business Activity	
Nature of Goods Commonly Dealt With	
APPLICANT INFORMATION	
NRIC / FIN	\$1000030A
Name	ALFREDO BALAGTAS
PRIMARY CONTACT	
Name	MY PRIMARY CONTACT NAME
ID Type	Singaporean / PR
NRIC / FIN / Work Pass	S1234567A
Salutation	Mister
Email Address	abc123@abc123.com
letephone Number Mohile Number	91234567
ECONDARY CONTACT	
Name	MY SECONDARY CONTACT NAME
Designation	SECONDARY CONTACT DESIGNATION
ID Type	Singaporean / PR
NRIC / FIN / Work Pass	\$1234567A
Salutation	Mister (no volvo)
Telephone Number	6888888
Mobile Number	91234567
TRADER NOTIFICATION CONTACT	
TradeNet <sup>®</sup> Notifications & Alerts	Yes
Name	MY TRADER NOTIFICATION CONTACT NAME
Designation	TRADER NOTIFICATION CONTACT DESIGNATION
ID Type	Singaporean / PR
Salutation	Mister
Email Address	abc123@abc123.com
Telephone Number	6888888
Mobile Number	91234567
UTHORISED PERSONNEL	
S/No. Name 🔷 Designation 🗢 NRIC / FIN 💠	Activation of Customs Account
1 AP NAME 1 AP DESIGNATION 1 S1234567E	Yes Yes
2 AP NAME 2 AP DESIGNATION 2 S1234567F	Yes
DECLARATIONS	
I declare that all the information river in this and limit.	in and correct
General end an me mormation given in this application form is the	
i am aware that legal action may be taken against me if I had knowi	ngiy provided false information.
I agree that in any legal proceedings, I shall not dispute the authent information recorded in or produced from this application.	icity or accuracy of any statements, confirmations, records, acknowledgements,
Back Print Infor	nation Activate Customs Account

Figure 9.1 Review Activation of Customs Account – Key Personnel/Authorised Personnel

SUPPORTING DOCUMENTS	^
Letter of Authorisation	
Applicant's NRIC / FIN / Work Pass	
Issued by UEN Issuance Agency (e.g. ACRA)	
Proof of Employment	
DECLARATIONS	^
I declare that all the information given in this application form is triple         I am aware that legal action may be taken against me if I had knowing         I agree that in any legal proceedings, I shall not dispute the authent information recorded in or produced from this application.	ue and correct. ingly provided false information. ticity or accuracy of any statements, confirmations, records, acknowledgements,
Back Print Infor	mation Activate Customs Account

Figure 9.2 Review Activation of Customs Account – Non-Key Personnel/Authorised Personnel

- 17. Check on the boxes in the declaration box in Fig 9.2.
- 18. Click on Activate Customs Account button to proceed.

Click on **Back** button to go back to previous page.

Click on **Print Information** button to print the review page.

19. Click on **Logout** button to logout from the application.



**@** 

**@** 

Click on **Back To Menu** button to go back to menu link.

A Singapore Government Agency Website	e How to identify *		shque in
TRADENET®	(User Guide)		
Account Man	agomont		
Account Man	agement		
ACCOUNT INFORMATION Hide			
Logir	n ID S1234567A	Role	Key Personnel
Name of En	tity ABC PTE LTD	Status of Customs Activation	Not Active
u	JEN 201101240K	Declaring Agent Account Status	No DA Account
ACTIVATE CUSTOMS ACCOUNT			^
Your application to activate you	r entity's Customs Account is pending p	processing.	×
application outcome within: (i) 4 w Primary Contact Person (or Second After Singapore Customs approves application. If you are transacting with Singapu	vorking hours if supporting documents dary Contact Person if the Primary Con s your application to activate your entit ore Customs for the first time, please vi	are not required; or (ii) 3 working days upon receipt of tact Person is uncontactable) to request for more suppo y's Customs Account, your appointed Declaring Agent m sit <u>Customs website</u> [2] for more information.	complete supporting documents if we contact vrting documents. nay use your entity's UEN for permit
If you wish to apply for a Declaring proceed.	g Agent Account to submit permit using	TradeNet® User ID, please click "Back" and select "Appl	lication for Declaring Agent Account" to
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<ul> <li>If you encounter any problems</li> <li>You may also give us your com-</li> </ul>	with this service, please contact us at ( ments at https://www.customs.gov.sg/	+65) 6355 2000, or email customs_documentation@cu: feedback [간.	stoms.gov.sg 년.
TradeNet <sup>®</sup> Portal			

Figure 10 Acknowledgement Page