

Reprint Activation of Customs Account Letter

The **Reprint Activation of Customs Account Letter** module allows entities to regenerate the Activation of Customs Account letter for printing.

To reprint activation of customs account letter:

1. Go to the TradeNet® portal page and choose the **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.

The screenshot displays the TradeNet® (User Guide) interface for Customs Account Management. At the top, there is a navigation bar with 'HOME / CUSTOMS ACCOUNT MANAGEMENT' and a 'Customs Account Management' title. A notice below the header states: 'Please note that from 11 April 2021, you will be required to login to government digital services for business (G2B) using Singpass instead of Corppass for those TradeNet e-services currently using Corppass. For more information, visit go.gov.sg/corporate-login.' Below this, there are two tabs: 'Customs Account' (selected) and 'Declaring Agent Account'. The main content area lists several services:

- ACTIVATE CUSTOMS ACCOUNT**: This service allows entities to activate their Customs Account so that they could transact with Singapore Customs. You can also sign up to receive free notification alerts whenever permits under your Unique Entity Number (UEN) have been approved by TradeNet®.
- 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 can also sign up to receive free notification alerts whenever permits under your Unique Entity Number (UEN) have been approved by TradeNet®.
- TERMINATE CUSTOMS ACCOUNT**: This service allows entities to terminate their Customs Account if they do not wish to transact with Singapore Customs. Please note that once the Customs Account is terminated, the entity will not be able to transact with Singapore Customs (SC). If the entity has a Declaring Agent Account, this Account and all the TradeNet® ID of the declarants will also be terminated accordingly. If the entity wishes to transact with SC in future, please activate 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. Please be advised to complete the renewal early, as failure to renew successfully within the renewal window may result in suspension or termination of the Declaring Agent Account.

At the bottom of the main content area, there is a red button labeled 'Log in with singpass'. The footer contains 'TradeNet® Portal' with links for 'About TradeNet®', 'Contact', and 'Feedback'. It also includes 'Report Vulnerability', 'Privacy', and 'Terms of Use' links, along with the copyright notice '© 2024 Government of Singapore' and 'Last Updated 21 Jun 2024'.

Figure 1.1 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.

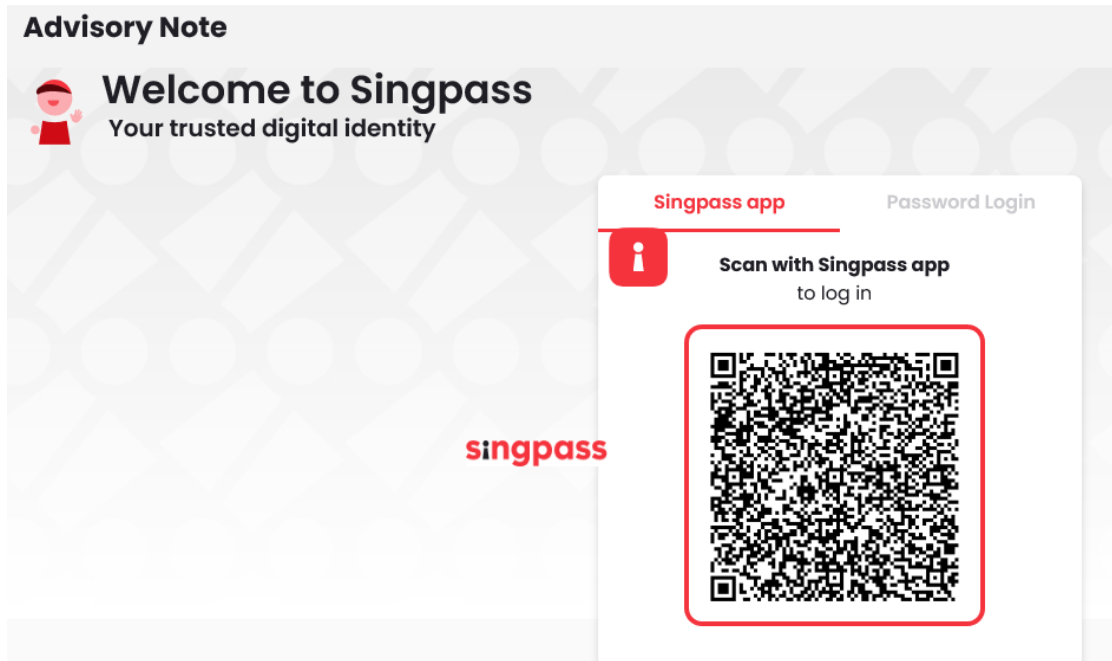


Figure 1.2a Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Scan QR code Log in

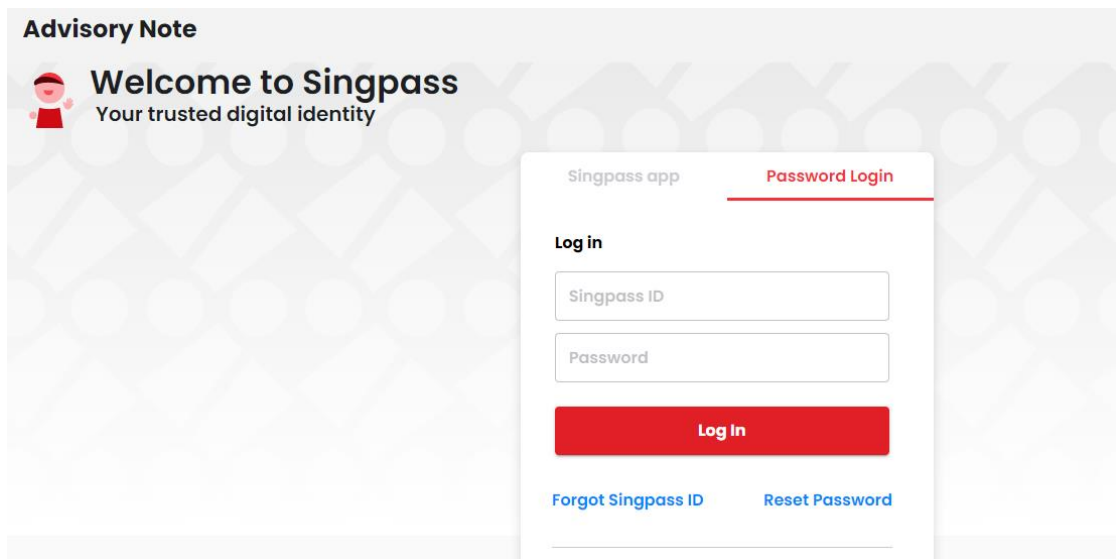


Figure 1.2b Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Password Log in

REPRINT ACTIVATION OF CUSTOMS ACCOUNT LETTER

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

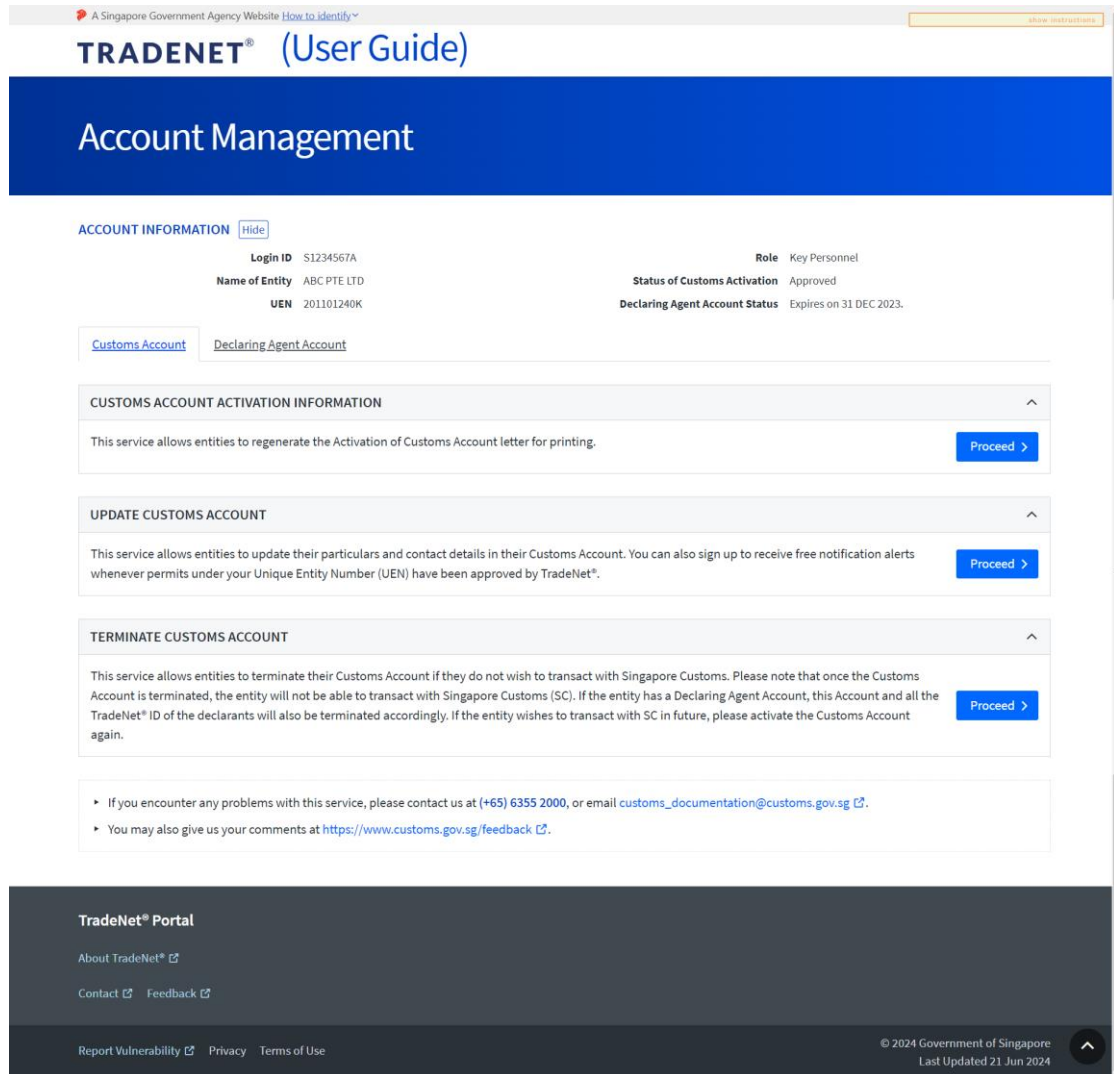


Figure 1.3 Menu Link Page

ACCOUNT INFORMATION Hide	
Login ID S1234567A	Role Key Personnel
Name of Entity ABC PTE LTD	Status of Customs Activation Approved
UEN 201101240K	Declaring Agent Account Status Expires on 31 DEC 2023.

Figure 1.4.1 Login User – Key Personnel

ACCOUNT INFORMATION Hide	
Login ID S1234567A	Role Authorised Personnel (CA)
Name of Entity ABC PTE LTD	Status of Customs Activation Approved
UEN 201101240K	Declaring Agent Account Status Expires on 31 DEC 2023.

Figure 1.4.2 Login User – Authorised Personnel (CA)

ACCOUNT INFORMATION Hide	
Login ID S1234567A	Role Authorised Personnel (CA & DA)
Name of Entity ABC PTE LTD	Status of Customs Activation Approved
UEN 201101240K	Declaring Agent Account Status Expires on 31 DEC 2023.

Figure 1.4.3 Login User – Authorised Personnel (CA & DA)

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5. Click on **Proceed** button under the **Customs Account Activation Information** section.
6. Review the information provided.

Activation Information of Customs Account

[Expand All](#) [Collapse All](#) 

COMPANY INFORMATION	
UEN	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	<ul style="list-style-type: none">▶ Importer / Exporter / Distributor▶ Freight Forwarder / Haulier
Nature of Goods Commonly Dealt With	<ul style="list-style-type: none">▶ Dutiable Liquor Products▶ Chemical Products (excluding Petroleum Products)

APPLICANT INFORMATION	
NRIC / FIN	S1000030A
Name	NAME OF THE APPLICANT (OWNER OF SINGPASS ID)

PRIMARY CONTACT	
Name	MY PRIMARY CONTACT NAME
Designation	PRIMARY CONTACT DESIGNATION
ID Type	Singaporean / PR
NRIC / FIN / Work Pass	S1234567A
Salutation	MR
Email Address	abc123@abc123.com
Telephone Number	68888888
Mobile Number	91234567

Figure 1.5.1 Reprint Activation of Customs Account Letter Page

REPRINT ACTIVATION OF CUSTOMS ACCOUNT LETTER

SECONDARY CONTACT ^

Name MY SECONDARY CONTACT NAME
Designation SECONDARY CONTACT DESIGNATION
ID Type SINGAPOREAN / PR
NRIC / FIN / Work Pass S1234567A
Salutation MR
Email Address abc123@abc123.com
Telephone Number 68888888
Mobile Number 91234567

TRADER NOTIFICATION CONTACT ^

TradeNet® Notifications & Alerts Yes
Name MY TRADER NOTIFICATION CONTACT NAME
Designation TRADER NOTIFICATION CONTACT DESIGNATION
ID Type SINGAPOREAN / PR
NRIC / FIN / Work Pass S1234567A
Salutation MR
Email Address abc123trader@abc123.com
Telephone Number 68888888
Mobile Number 91234567

AUTHORISED PERSONNEL ^

S/No.	Name	Designation	NRIC / FIN	Activation of Customs Account	Manage Declaring Agent / Declarant
No data available in table					

[Back](#) [Print Information](#) [Print Letter](#)

Figure 1.5.2 Reprint Activation of Customs Account Letter Page

7. Click on **Print Letter** button to print the Customs Account Activation letter.

@ Click on **Print Information** button to print the information in the page.

@ Click on **Back** button to go back to the main menu.
