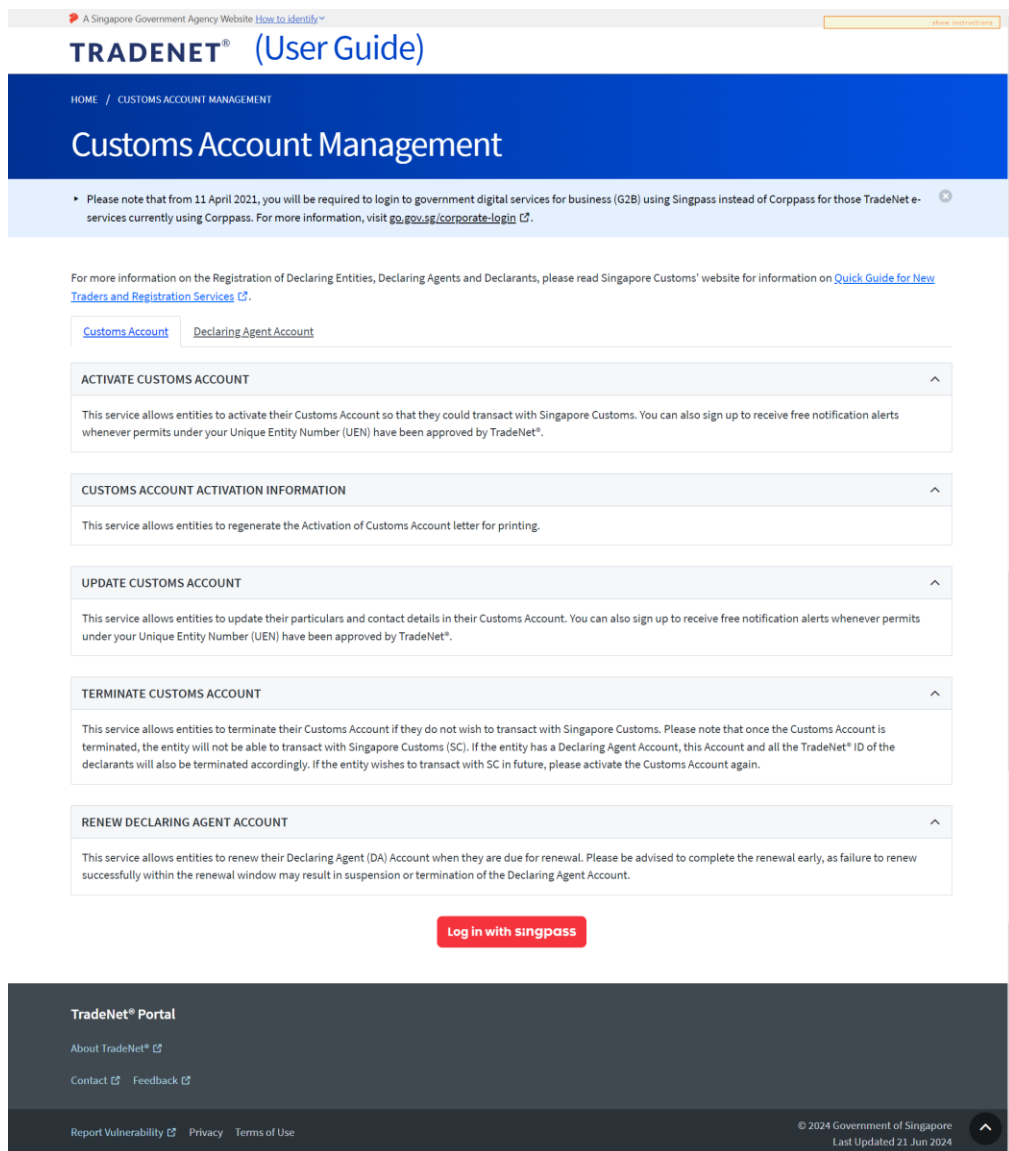


# Terminate Declaring Agent (DA) Account

The **Terminate Declaring Agent (DA) Account** allows entities to terminate their DA Account if they do not wish to be a declaring agent. Once the DA Account is terminated, all the existing declarants registered under the DA Account will also be terminated accordingly.

## *To terminate declaring agent (DA) Account:*

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.



**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.

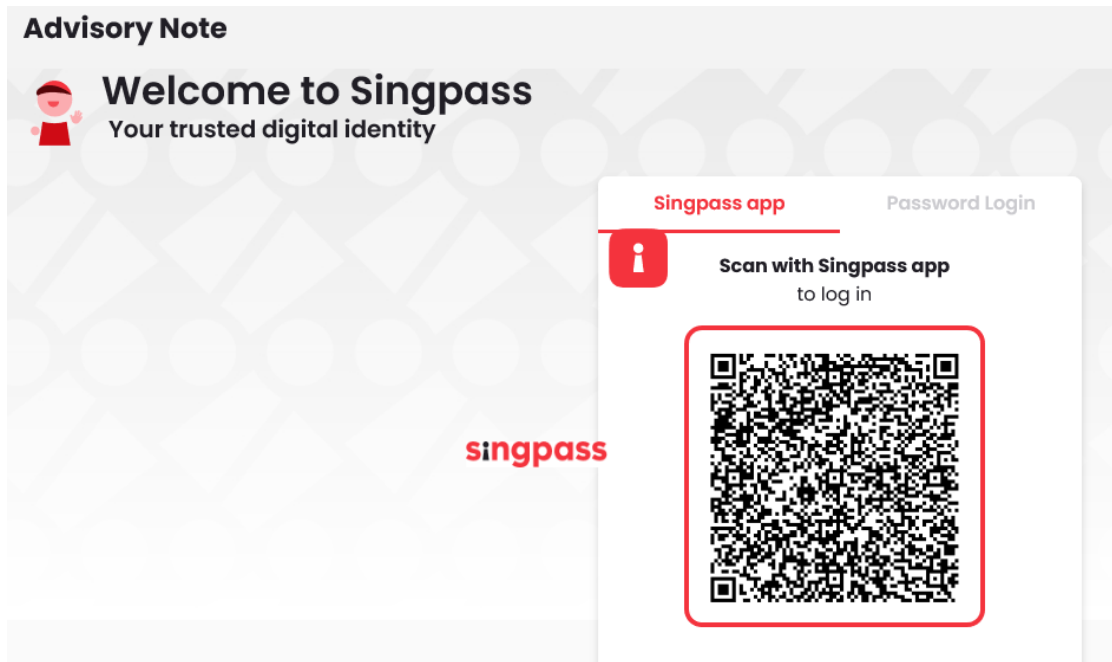


Figure 1.2a Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Scan QR code Log in

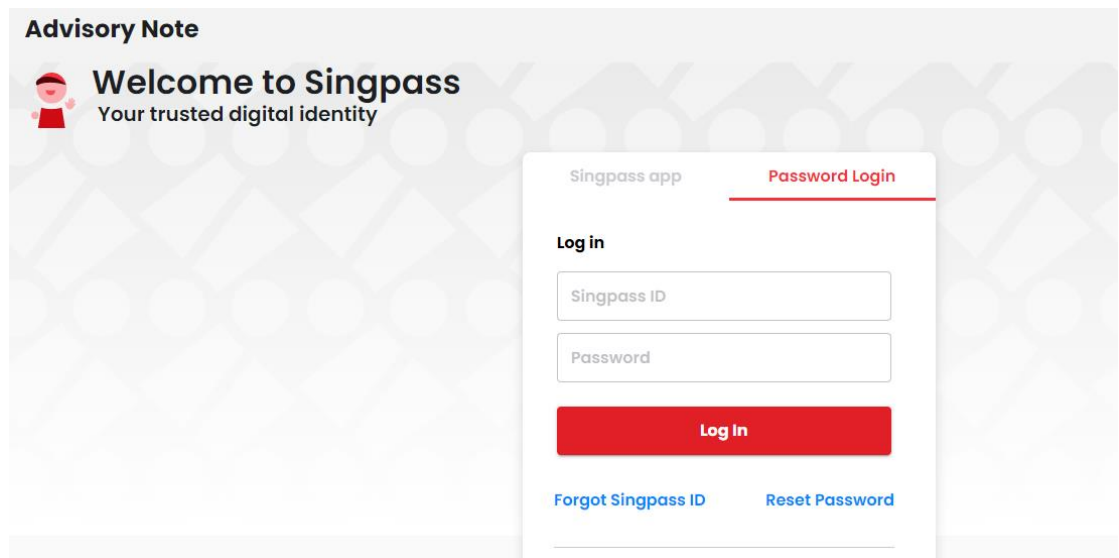


Figure 1.2b Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Password Log in

4. Click on Declaring Agent Account Tab as seen in Fig 1.3.1. The different account information displayed in Menu Link Page will vary according to the login user's role.

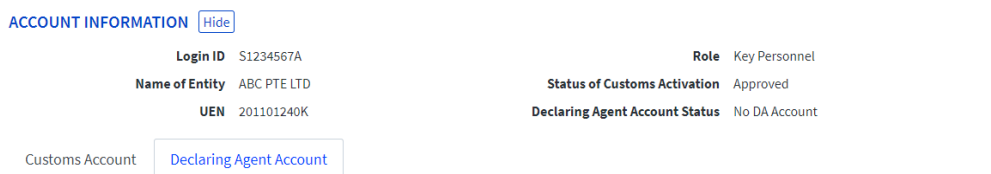


Figure 1.3.1 Declaring Agent Account Tab

# TERMINATE DECLARING AGENT (DA) ACCOUNT

5. The different account information displayed in Menu Link Page will vary according to the login user's role.

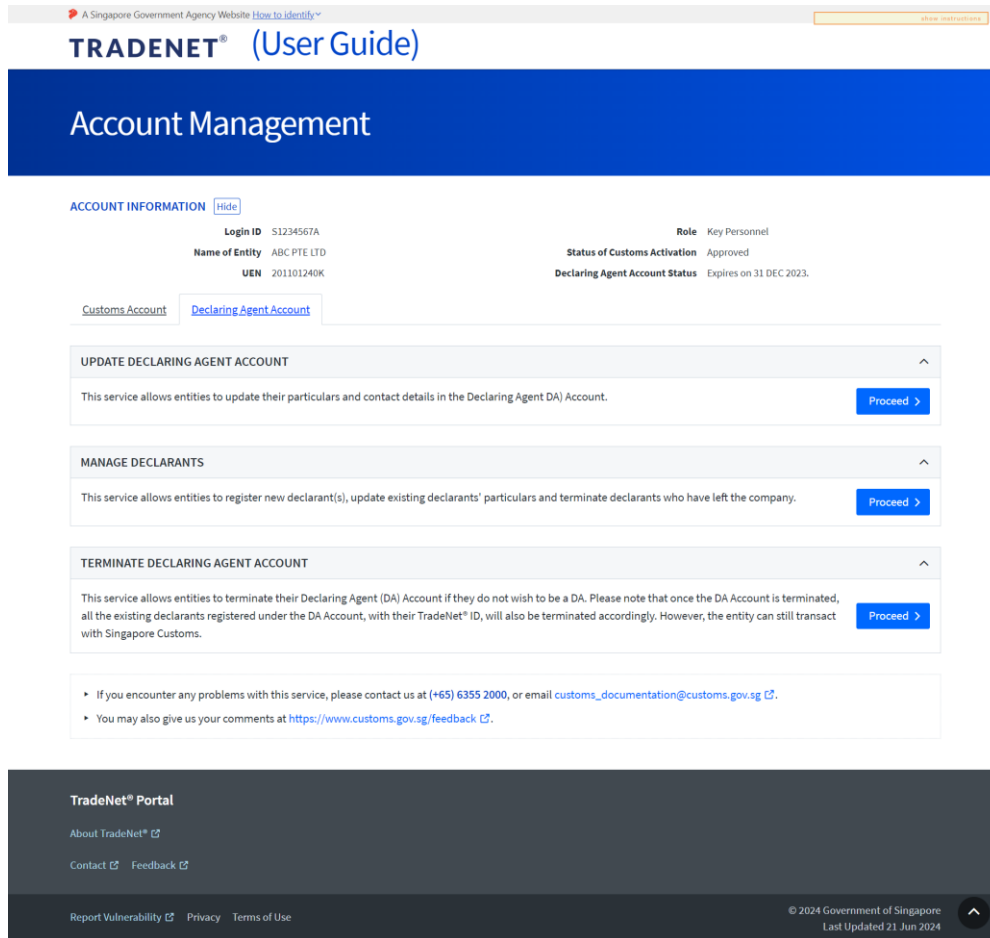


Figure 1.3.2 Menu Link Page

<b>ACCOUNT INFORMATION</b> <a href="#">Hide</a>	
<b>Login ID</b> S1234567A	<b>Role</b> Key Personnel
<b>Name of Entity</b> ABC PTE LTD	<b>Status of Customs Activation</b> Approved
<b>UEN</b> 201101240K	<b>Declaring Agent Account Status</b> Expires on 31 DEC 2023.

Figure 1.4.1 Login User – Key Personnel

<b>ACCOUNT INFORMATION</b> <a href="#">Hide</a>	
<b>Login ID</b> S1234567A	<b>Role</b> Authorised Personnel (DA)
<b>Name of Entity</b> ABC PTE LTD	<b>Status of Customs Activation</b> Approved
<b>UEN</b> 201101240K	<b>Declaring Agent Account Status</b> Expires on 31 DEC 2023.

Figure 1.4.2 Login User – Authorised Personnel (CA)

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

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

6. Click on **Proceed** button in the **Terminate Declaring Agent Account** section.

# TERMINATE DECLARING AGENT (DA) ACCOUNT

- Review and confirm the information provided.
- Check on the boxes under Terminate column in the Accounts to Terminate section to select the account to terminate.
- Click on **Review Termination** button to proceed.



Click on **Back** button to go back to Menu Link.

Termination of Declaring Agent Account

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

### COMPANY'S DETAILS

**COMPANY INFORMATION**

**UEN** 201112290002  
**Entity Name** TEST 201112290002

**CONTACT INFORMATION**

**Country / Region** Singapore  
**Postal Code** 123456  
**Block / House Number** 12  
**Street Name** ABC Road  
**Unit Number** 01-234  
**Building Name** DEF Building  
**Telephone Number** 61234567  
**Email Address** emailaddress@email.com

**BUSINESS INFORMATION**

**Membership with Association** The Singapore Air Cargo Agents Association  
**Annual Financial Turnover** 100000  
**Total Number of TradeNet® Declarants** 4  
**Total Number of Employees** 400  
**Declaring Agents Activity 1** Provides permit declaration services only  
**Declaring Agents Activity 2** Submits permits for our own company and/or our branch/related companies only

### ACCOUNTS TO TERMINATE

Please note that once you TERMINATE the Declaring Agent Account, all the declarants registered with the Account ID(s) listed below will also be terminated. To terminate the Declaring Agent Account, please ensure that all the Account ID(s) are selected for termination.

Show  entries Filter:

S/No.	Account ID	Name of Declarant(s)	Declarant ID(s)	Terminate
1	DHL1	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
2	DHL2	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
3	DHL3	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
4	DHL4	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	

Showing 1 to 4 of 4 entries Previous [1](#) Next

[Back](#)

[Review Termination](#)

**Figure 1.5 Company Information Page**

- Check on the box in the declaration section to confirm termination.

# TERMINATE DECLARING AGENT (DA) ACCOUNT

@ Click on **Back To Selection** button to go back to previous page.

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

11. Click on **Terminate Declaring Agent Account** button in Fig 1.6 to proceed with termination.

[Expand All](#)   [Collapse All](#)

**COMPANY'S DETAILS**

**COMPANY INFORMATION**

UEN 201112290002  
Entity Name TEST 201112290002

**CONTACT INFORMATION**

Country / Region Singapore  
Postal Code 123456  
Block / House Number 12  
Street Name ABC Road  
Unit Number 01-234  
Building Name DEF Building  
Telephone Number 61234567  
Email Address emailaddress@email.com

**BUSINESS INFORMATION**

Membership with Association The Singapore Air Cargo Agents Association  
Annual Financial Turnover 100000  
Total Number of TradeNet® Declarants 4  
Total Number of Employees 400  
Declaring Agents Activity 1 Provides permit declaration services only  
Declaring Agents Activity 2 Submits permits for our own company and/or our branch/related companies only

**ACCOUNTS TO TERMINATE**

Please note that once you TERMINATE the Declaring Agent Account, all the declarants registered with the Account ID(s) listed below will also be terminated. To terminate the Declaring Agent Account, please ensure that all the Account ID(s) are selected for termination.

Show 10 entries Filter:

S/No.	Account ID	Name of Declarant(s)	Declarant ID(s)	Terminate
1	DHL1	▶ DECLARANT 1	▶ TNIDABC1	<input checked="" type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
2	DHL2	▶ DECLARANT 1	▶ TNIDABC1	<input checked="" type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
3	DHL3	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	
4	DHL4	▶ DECLARANT 1	▶ TNIDABC1	<input type="checkbox"/>
		▶ DECLARANT 2	▶ TNIDABC2	
		▶ DECLARANT 3	▶ TNIDABC3	

Showing 1 to 4 of 4 entries Previous 1 Next

**CONFIRM TERMINATION OF DECLARING AGENT ACCOUNT**

I confirm I want to proceed with submitting my request to terminate the Declaring Agent Account and all the Declarants.

Back to Selection
Print Information
Terminate Declaring Agent Account

**Figure 1.6 Review and Confirm to terminate Declarant Agent (DA) Account(s) Page**

12. Click on **Back** button to go back to Menu Link.



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

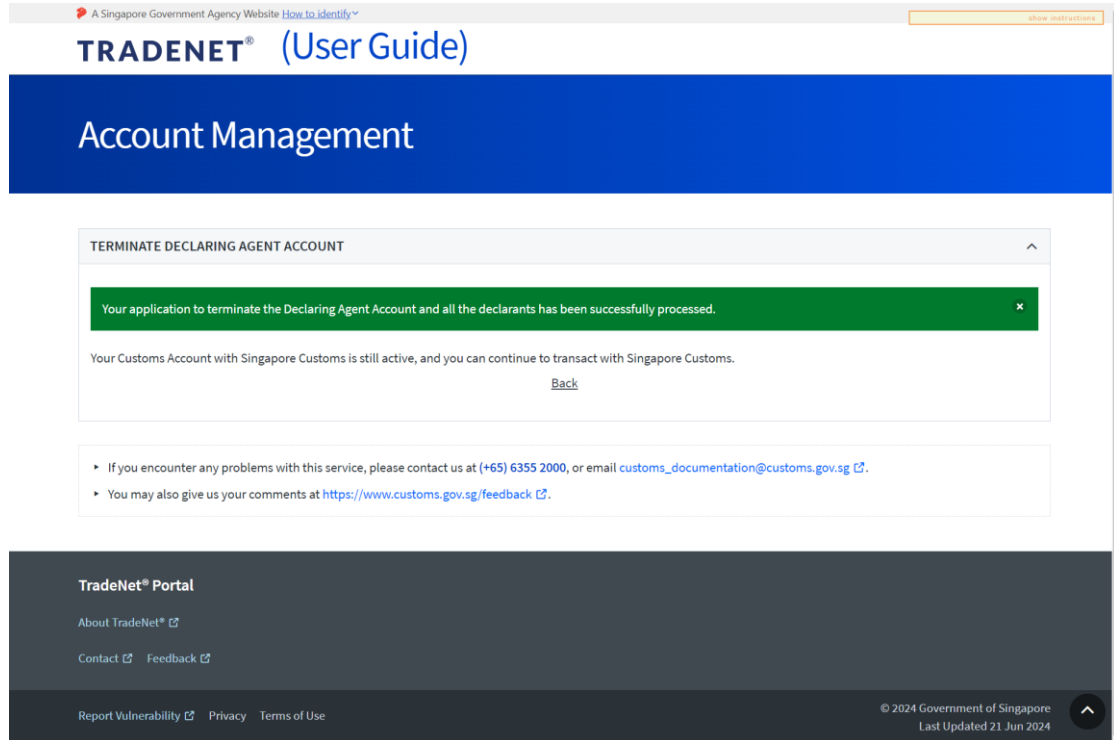


Figure 1.7 Termination Acknowledgment Page