Manage TradeNet® IDs for Declarant

The **Manage TradeNet® IDs for Declarant** allows entities to register new declarant(s), update existing declarants' particulars and terminate declarants who have left the company.

To manage TradeNet® Ids for declarant:

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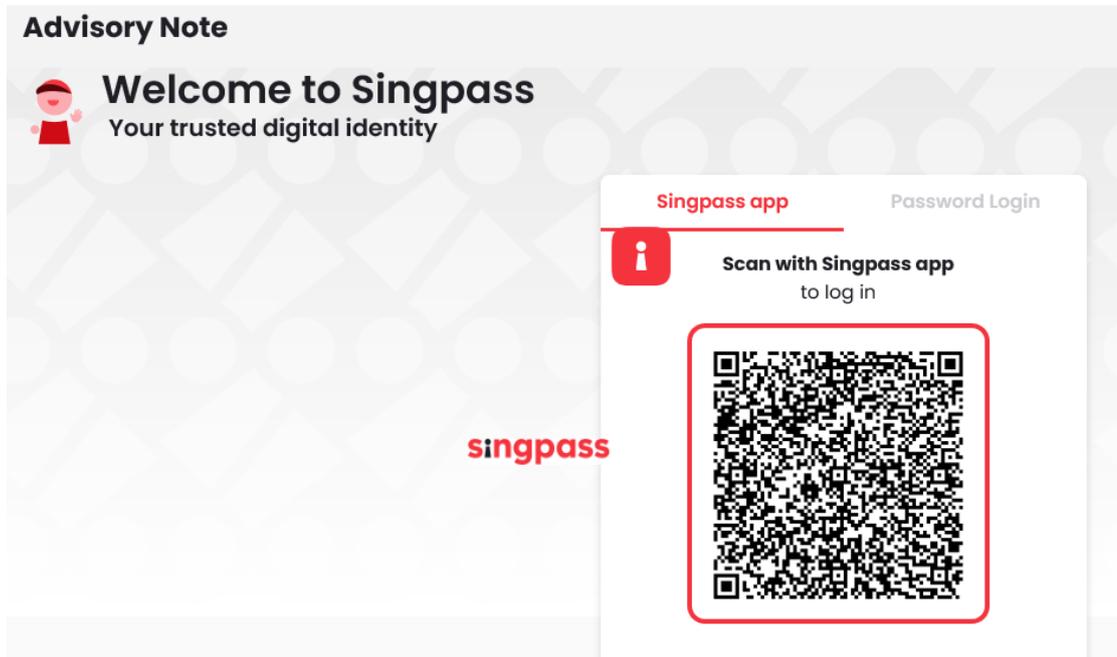
**Figure 1.2a Activation of Customs Account and/or Application of DA Account –
Singpass Login Page – Scan QR code Log in**
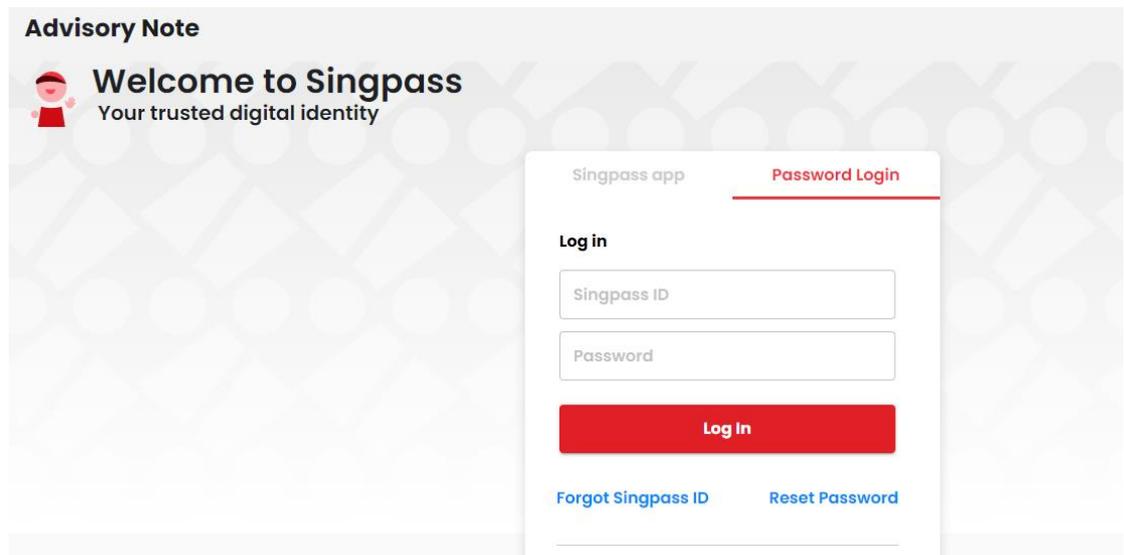
**Figure 1.2b Activation of Customs Account and/or Application of DA Account –
Singpass Login Page – Password Log in**

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.

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** No DA Account

Customs Account | Declaring Agent Account

Figure 1.3.1 Declaring Agent Account Tab
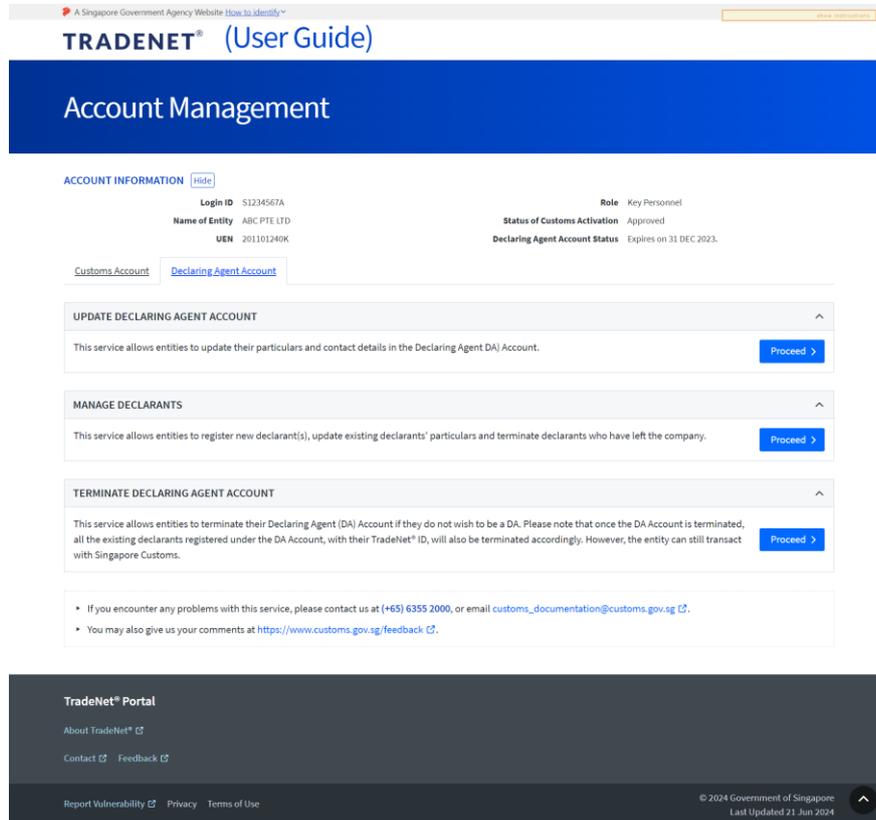
Figure 1.3.2 Menu Link Page

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 1.3.3 Login User – Key Personnel

ACCOUNT INFORMATION [Hide]

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

Figure 1.3.4 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 1.3.5 Login User – Authorised Personnel (CA & DA)

5. Click on **Proceed** button in the Manage Declarants section as in Figure 1.3.2.

6. Read through the Terms and Conditions and check on the box beside "I have read..".

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

MANAGE DECLARANTS   ^

Important Information

1. Please have the following information **ready at hand**:

    ▸ Particulars of Declarant(s)

2. The following additional information is required if the declarant is **based in Malaysia**:

    ▸ Name of Company in Malaysia

    ▸ Full Address of the Company in Malaysia

    ▸ Form 49 (Certificate issued by the Malaysian authority under the Companies Act)

3. This form will take about **30 minutes to complete**.

4. This application can be processed within 3 working days upon receipt of complete supporting documents.

5. New declarants are required to sit for and pass the Customs Competency test for Declarants.

6. After your application for DA account has been approved, CrimsonLogic Pte Ltd will follow-up with you on the IBG application and the Customs Competency Test for Declarants before the issuance of the TradeNet® ID.

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

Back   Manage Declarants

Figure 1.4 Terms and Conditions Page

Click on **Manage Declarants** button to proceed.

MANAGE DECLARANTS ∧

Please complete all mandatory (*) information.

Declarants

List of Declarants

A declarant is an individual who will be registering for or has a TradeNet® User ID and password to apply for permits through TradeNet®. Please note that new declarant will only be issued with a TradeNet® User ID after he / she has **passed** the Customs Competency Test conducted by Singapore Customs.

What does the declarant status tell me?
- ▸ **Active** - The declarant has a User ID and can submit permits via TradeNet®.
- ▸ **Rejected** - The application to register the declarant has been rejected.
- ▸ **Pending** - The application is pending for processing.
- ▸ **New** - All the required fields have been provided but the application has not been submitted for processing.
- ▸ **Subject to Termination** - TradeNet® user ID can be reinstated.

Click on ✎ to edit or delete the corresponding row of information.

Show 10 entries   Filter: [   ]

S/No.	Name	ID Number	Status	Terminate	Unterminate	Action
1	DECLARANT NAME 1	S1234567A	Active			✎
2	DECLARANT NAME 2	S1234567B	Rejected			
3	DECLARANT NAME 3	S1234567C	Pending			
4	DECLARANT NAME 6	S1234567F	Subject to Termination			✎
5	DECLARANT NAME 1	S1234567A	Active			✎
6	DECLARANT NAME 2	S1234567B	Rejected			
7	DECLARANT NAME 3	S1234567C	Pending			
8	DECLARANT NAME 6	S1234567F	Subject to Termination			✎

Showing 1 to 8 of 8 entries   Previous   1   Next

Add Declarant

Cancel   **Review Declarants**

Figure 1.5 Declarant Information List Page

7. Click on **Add Declarant** button to add new declarants or click on edit button under the Action column to make changes to particulars of declarant, if applicable.

8. Provide the required **Declarant Information** in the form.

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

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

ID Type (mandatory field)
Select the ID Type from the dropdowns.

ID No (mandatory field)
Enter the declarant's ID no.

Work Pass No. or Foreign Identification Number (FIN)
Enter the declarant's Work Pass No. or FIN.

Work Pass or FIN Expiry Date
Enter the expiration date of the declarant's Work Pass/FIN or click the calendar icon to select the date.

Singpass ID (mandatory field)
Enter the declarant's Singpass ID.

TradeNet® Account ID (mandatory field)
Choose the TradeNet® Account ID where the declarant ID will be created.

Salutation (mandatory field)
Select from the dropdowns.

Gender (mandatory field)
Choose the declarant's gender from the options.

Date of Birth (mandatory field)
Enter the declarant's birth date.

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

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 submitted permit declarations via TradeNet® during the past one year? (mandatory field)
No. of Years of Experience (mandatory field if Yes is selected)
Indicate whether the declarant has been submitted permit declarations via TradeNet® prior to the application during the past one year.

If **Yes**, provide the no. of years of experience.

Has the declarant passed the Customs Competency Test conducted by Singapore Customs from Year 2012? (mandatory if Yes is selected)
Indicate if the declarant has passed the customs competency test with Singapore Customs from year 2012. 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.

Is declarant based in Malaysia? (mandatory field)
Name of Company in Malaysia (mandatory field if Yes is selected)
Operating Address in Malaysia, incl. Name of State (mandatory field if Yes is selected)
Indicate whether the declarant is based in Malaysia.
If **Yes**, provide the Name of Company and operating address in Malaysia.

Supporting Documents: Scanned IC or Work Pass (mandatory field)
Attach the declarant's scanned IC, Work Permit or Employment Pass, whichever is applicable.

Additional information for declarant who is <u>NOT</u> your employee.
Name of Employer. (mandatory field)
Enter the employer's name.

Company UEN. (mandatory field)
Enter the company UEN.

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

Email Address (mandatory field)
Enter the email address.

Telephone No. (mandatory field)
Enter the telephone no.

Edit Declarant's Details

Please complete all mandatory (*) information.

DETAIL INFORMATION   ⌃

If your declarant is working for a few declaring agents, you need to fill in this section with the information of only one company.

Terminate Account

| Yes | No |

Salutation *

| Mister ⌄ |

Name *

| DECLARANT NAME 1 |

Designation *

| Designation |

Citizenship *

| SINGAPORE ⌄ |

ID Type *

| NRIC: Singaporean or Permanent Resident ⌄ |

ID Number *

| S1234567A |

SingPass ID *

| S1234567A |

TradeNet® User ID

| DHL1001 |

TradeNet® Account ID ⓘ *

| DHL1 ⌄ |

Declarant Code

| Enter the Declarant Code |

Date of Birth *

| 01-Jan-1994 |

Email Address *

declarant@email.com

Telephone Number *

62345678

Mobile Number

Mobile

Gender *

Male | Female

Residential Address *

123 ANG MO KIO AVENUE 6 17-99 SINGAPORE 123456

Has the declarant submitted permit declarations via TradeNet® during the past one year? *

Yes | No

Number of Years of TradeNet® Experience *

5

Has the declarant passed the Customs Competency Test conducted by Singapore Customs from Year 2013? *

Yes | No

Education Level *

Diploma

Is the declarant based in Malaysia? *

Yes | No

What is the relationship of the declarant to your firm/company? *

The declarant is **my employee** and working for my company only. He / She will be declaring permits for my company and / or its clients.

The declarant is **my employee** but currently working for multiple companies. He / She will be declaring permits for my company and other companies. (e.g. the declarant is a part-timer or freelancer).

The declarant is **NOT my employee**. He / She is the staff of another company but will be declaring permits in my company's name.

SUPPORTING DOCUMENTS ^

For **Upload**, only DOC, PDF, XLS, BMP, EMF, GIF, JPG, PNG and TIF files are supported with a maximum file size of 500KB.

For **Fax**, please fax the supporting documents to:
+65 6873 0837 (Attn: Customer Admin Dept).

Scanned NRIC / Work Pass ⓘ *

Upload | Fax

Uploaded File: filename ⧉

Cancel   **Update Declarant**

Figure 1.5.1 Declarant Information Details Modal

Figure 1.5.2 Additional Information [if declarant is not employee of the company/working for multiple declaring agent/firm/company]

9.   Provide the required **Key Personnel** information in the form.

Salutation (mandatory field)
Select the key personnel's salutation from the dropdowns.

Name (mandatory field)
Enter the key personnel's name.

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

ID Type (mandatory field)
Select the ID Type from the dropdowns.

ID No (mandatory field)
Enter the key personnel's id no.

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

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

Telephone No. (mandatory field)
Enter the telephone number.

Mobile No.
Enter the mobile numbe.

Gender (mandatory field)
Choose the gender from the options.

Supporting Documents:
Malaysian ID(Front & Back) (Mandatory)
Click on Upload button to upload documents or click on Fax option if you wish to submit the document through fax.

Form 49 (Mandatory)
Click on Upload button to upload documents or click on Fax option if you wish to submit the document through fax.

Signed Copy of Terms and Conditions (Mandatory)
Click on Upload button to upload documents or click on Fax option if you wish to submit the document through fax.

Other Supporting Documents (Mandatory)
Click on Upload button to upload documents or click on Fax option if you wish to submit the document through fax.

Figure 1.5.3 Key Personnel Information Page.

10. Upon clicking on **Upload** button, the file attachment window will appear. Click on anywhere in the box to choose the file path and click on Upload button to upload the file. (refer to Figure 1.5.3-1)

11. Click on **filename** hyperlink to download and view the previous file uploaded.

@ Click on **Close Window** button to close the popup upload file window.

Scanned NRIC / Work Pass ⓘ *

[Upload] [Fax]

⬆

Click anywhere within this box to choose a file, or drag a file here.
Only DOC, PDF, XLS, BMP, EMF, GIF, JPG, PNG and TIF files are supported with a maximum file size of 5000KB.

Cancel   [Upload]
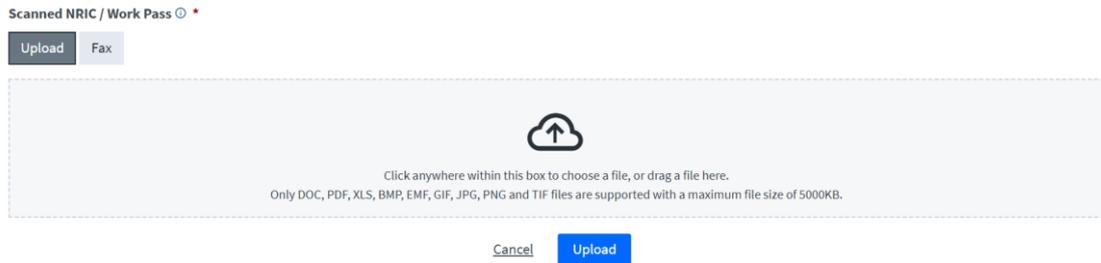
Figure 1.5.3-1 Upload file for Supporting Documents

12. Click on **Update Declarant** button to save the information to the table and go back to previous page.

@ Click on **Delete Declarant** button to remove declarants with "New" or "Draft" status.

@ Check on **Yes** box in the Terminate Account field to terminate registered declarants if they are no longer required to apply for permits or they have left your company. Please note that terminating registered declarants will result in termination of their TradeNet IDs.

@ Click on **Cancel** button to go back to declarant information page.

If a declarant has been selected for termination, the termination section will appear at the bottom as shown in Fig 1.5.4 below. Fill in the termination

date.

S/No.	Name	ID Number	Status	Terminate	Unterminate	Action
1	DECLARANT NAME 1	S1234567A	Active	Yes		✎
2	DECLARANT NAME 2	S1234567B	Rejected			
3	DECLARANT NAME 3	S1234567C	Pending			
4	DECLARANT NAME 6	S1234567F	Subject to Termination			✎

Showing 1 to 4 of 4 entries   Previous **1** Next

Add Declarant

Termination Date

Please provide the date to terminate the selected declarant(s). The date of termination should not be more than one month from the current date.

Important Note: If the Termination Date selected falls in the following month, please be informed that Crimsonlogic Pte Ltd will be charging fee for the TradeNet® User ID for that month.

Termination Date *

Enter the Termination Date

Cancel   Review Declarants

Figure 1.5.4 Termination Date

13. Click on **Review Declarants** button to proceed.

> **@** Click on **Cancel** button to go back to menu link page.

14. Review the information provided and check the boxes under the declaration section. Click on the **Update Declarants** button to proceed.

> **@** Click on ⊞/⊟ icon to expand/collapse to view the detail information.

> **@** Click on **Back** button to go back to declarant information page.

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

Review Declarants   Expand All   Collapse All   ⊗

DECLARANTS	⌃

LIST OF DECLARANTS

S/No.	Name	ID Number	Work Pass Expiry Date	User ID	Account ID	Status	Terminate	Unterminate
➕ 1	DECLARANT NAME 1	S1234567A	-	DHL1001	DHL1	Active	Yes	
➕ 2	DECLARANT NAME 2	S1234567B	-		DHL1	Rejected		
➕ 3	DECLARANT NAME 3	S1234567C	-		DHL1	Pending		
➕ 4	DECLARANT NAME 6	S1234567F	-		DHL1	Subject to Termination		

DECLARATIONS	⌃

☐ I confirm that I am authorised to submit this Online Registration.

☐ On behalf of the party applying for services through this Online Registration, I hereby declare that I have read and agree to the terms and conditions set out.

☐ I confirm that the information that I will provide hereto is true and accurate.

Back   Print Information   Update Declarants

Figure 1.6 Review and Confirmation Page

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

@   Click on **Back** button to go back to menu link.

Figure 1.7 Acknowledgement Page