New Application of Declaring Agent (DA) Account and Declarant IDs

The New Application of Declaring Agent (DA) Account and Declarant IDs allows an entity that has activated its Customs Account to apply for a DA account to submit permits using TradeNet® User ID.

To create new application of DA account and declarant id:

- 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

| 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 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 INFORMAT | ION Hide |) | | |
|------------------|--------------|---------------|--------------------------------|---------------|
| | Login ID | S1234567A | Role | Key Personnel |
| Nan | ne 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

| A singapore Government Agency website How to identify | abow instructions |
|---|--|
| TRADENET [®] (User Guide) | |
| Account Management | |
| ACCOUNT INFORMATION Hide | |
| Login ID 512/355/A Kole Key Personnel Name of Futbus of | |
| UEN 201101240K Declaring Agent Account Status No DA Account | |
| Customs Account Declaring Agent Account | |
| APPLY FOR DECLARING AGENT (DA) ACCOUNT | ^ |
| This service allows an entity that has activated its Declaring Agent Account to apply for a Declaring Agent (DA) Account to submit permits using Trad ID. | leNet [®] User Proceed > |
| If you encounter any problems with this service, please contact us at (+65) 6355 2000, or email customs_documentation@customs.gov.sg C. You may also give us your comments at https://www.customs.gov.sg/feedback C. | |
| TradeNet* Portal | |
| | |
| | |
| | © 2024 Government of Singapore Last Updated 21 Jun 2024 |

Figure 1.3.2 Menu Link Page

| ACCOUNT INFORMATION Hide | J | | |
|-----------------------------|---------------|--------------------------------|---------------|
| 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 |
| Figure 1.4.1 Login user – I | 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 | No DA Account |

Figure 1.4.2 Login user – Authorised Personnel (DA)

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 | No DA Account |

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

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TRADENET® 4.1 USER GUIDE 3

- 5. Click on **Proceed** button under the **Apply for Declaring Agent (DA) Account** section 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.

| | Name of Entity ABC PTE LTD Status of Customs Activation Approved | |
|------|--|---|
| | UEN 201101240K Declaring Agent Account Status No DA Account | |
| PPLY | OR DECLARING AGENT (DA) ACCOUNT | ^ |
| Imn | stant Information | |
| 1. | Sefore you proceed with the application, please read through the following Terms and Conditions for Declaring Entities Under Part IVA of the Regulation of imports and Exports Regulations and Part XIVA of the Customs Regulations. | |
| | TERMS AND CONDITIONS FOR DECLATING A GENTS UNDER PARTING AND CONDITIONS FOR DECLATING A GENTS UNDER REGULTIONS AND PART XINA OF THE CUSTORIS | |
| | REGULATIONS | |
| | Definition The following words and expressions shall have meanings hereby assigned to them except where the context otherwise requires: 1. "CCP" means the Cargo Gearance hermit. The CCP shall be in the format approved by Singapore Customs containing the full particulars therein and the monotant of the particulars therein and the monotant of the particulars and the requires and the monotant of the particulars and reports and the requirement of the Singapore Customs required under the Customs Act (Cap 70) and the Regulation of imports and Exports and | |
| 2. | Please also read through CrimsonLogic General Terms and Conditions (ASP Services). | |
| | CRIMSONLOGIC GENERAL TERMS AND CONDITIONS (ASP SERVICES) | Ē |
| | member of the CrimsonLogic Group of Companies (hereinafter collectively called "CrimsonLogic"). These General Tacks contain terms and conditions that are of general applicable to outline to most of CrimsonLogic's service offerings, and some of the terms below may not be applicable to you. The specific service requested by you may be subject to additional terms and conditions (hereinafter referred to as "Product-Specific Terms") that are either set out in the Application form or on the website mentioned in the Application Form. The General TaCs and the Product Specific Terms together, shall be referred to as "Agreement". In the event of any conflict or inconsistency between the General TaCs and the Product Specific Terms, the terms of the Product Specific Terms shall prevail over the General TaCs. Unless explicitly stated otherwise, any new feature or features that augment or enhance the current services, including the release of or migration to new services, shall be subject to this Agreement. By completing and submitting the relevant application form for use of the Service or by using or otherwise accessing the Service, the Subscriber represents that it has rered and agrees to the hourd hold. | |
| 3. | Please have the following information ready at hand: | |
| | Particulars of your Entity | |
| | Particulars of Key Personnel | |
| | Particulars of Contact Person for TradeNet [®] related matters | |
| | Particulars of Declarant(s) Particulars of Administrator | |
| | Particulars of Billing contact | |
| 4. | 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) | |
| 5. | This form will take about 30 minutes to complete. | |
| 6. | This application can be processed within 3 working days upon receipt of complete supporting documents. | |
| 7. | A valid inter-bank GIRO (IBG) is required to facilitate the payment of duties, Goods and Services Tax (GST) and other fees to Customs directly. The IBG application usually requires 3 to 4 weeks for the bank's approval. For more information on applying for an IBG, please refer to Singapore Customs' Quick Guide for New Traders and Registration Services ぴ. | |
| 8. | New declarants are required to sit for and pass the Customs Competency test for Declarants. | |
| 9. | 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 fo Declarants before the issuance of the TradeNet* ID. | r |
| 1 | ave read, understood and will comply with all the Conditions stated above. | |
| | Back Apply for DA Account | |

Figure 1.5 Terms and Conditions Page

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(a)

- 7. Click on Apply for DA Account button to proceed.
- Provide the required company information in the form.
 Block No./House No. (mandatory field)
 Enter the Company's Block No./House No.

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

Unit No. (optional) Enter the company's unit no.

Building Name (optional) Enter the company's building name.

Postal Code (mandatory field) Enter the postal code.

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

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

Membership with Association (mandatory field) Select the association from the dropdowns.

Other Membership (optional)

Enter the other membership.

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

Total No. of TradeNet® Declarants (Mandatory) Enter the company's total no. of TradeNet® Declarants.

Total No. of Employees (Mandatory) Enter the total no. of employees.

Declaring Agents Activity 1 (Mandatory)Select the declaring agent's activity 1 from the options.Declaring Agents Activity 2 (Mandatory)Select the declaring agents activity 2 from the options.

| Legin D 523457Å Rei Key Personnel Name of Enry Name 2011223000 Declaring Agent Account Status Approved Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Status No DA Account Personnel Details Declaring Agent Account Acco | OUNT INFORMATION Hide | | | | | |
|--|------------------------------|------------------------|--------------|--------------------------------|---------------|---|
| Name of Builty ABC PTE LID Status of Customs Activation Approved UEN 201102240K Declaring Agent Account PPLY FOR DECLARING AGENT ACCOUNT Hease complete all mandatory (*) information. Company Is Details Personnel Details Declaring Agent Account Company Information UEN 201102290002 Entity Name TEST 201102290002 Contact Information Country / Region Singapore Postal Code Cut Address Block / House Number* Enter the Block / House Number Enter the Building Name Enter the Building Name Enter the Building Name Enter the Telephone Number* Enter the Telephone Number | Login ID | S1234567A | | Role | Key Personnel | |
| Def 20110240K Declaring Agent Account PPLY FOR DECLARING AGENT ACCOUNT lease complete all mandatory (*) information. Company Information UN 201112290002 Entity Name TEST 20112290002 Contact Information Country / Region Singapore Postal Code Cet Address Block / House Number* Enter the Block / House Number Street Name Cet Address Building Name Enter the Street Name Enter the Block / House Number Building Name Enter the Telephone Number* Enter the Telephone Number Enter the Telephone Number Enter the Telephone Number | Name of Entity | ABC PTE LTD | | Status of Customs Activation | Approved | |
| PPIY FOR DECLARING AGENT ACCOUNT lease complete all mandatory (*) information. Company's Details Personnel Details Declarants Subscription Assessment Criteria COmpany Information UEN 20112290002 Entity Name TEST 20112290002 COntact Information Country / Region Singapore Postal Code Cet Address Biock / House Number* Enter the Block / House Number Street Name Enter the Street Name Enter the Unit Number Enter the Block / House Number Enter the Block / House Number Enter the Block / House Number Enter the Unit Number Enter the Block / House Number Enter the Telephone Number Ent | UEN | 201101240K | | Declaring Agent Account Status | No DA Account | |
| lease complete all mandatory (*) information. Company is Details Declarants Subscription Assessment Criteria Company Information UN 20112290002 Entity Name TEST 201112290002 Contact Information Country / Region Singapore Postal Code* Enter the Postal Code Cet Address Block / House Number* Enter the Block / House Number Enter the Telephone Number | PLY FOR DECLARING AGEN | T ACCOUNT | | | | / |
| Company's Details Personnel Details Subscription Assessment Criteria Company Information UNI 201112290002 Entity Name Est 20112290002 Contact Information Country / Region Singapore Postal Code Postal Code * Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Street Name Unit Number Enter the Street Name Unit Number Enter the Street Name Enter the Building Name Telephone Number * Enter the Telephone Number Enter the Telephone Number | ase complete all mandatory (| *) information. | | | | |
| Company Information UN 201112290002 Entity Name TEST 201112290002 Contact Information Country / Region Singapore Postal Code * Enter the Postal Code Center the Roick / House Number * Enter the Block / House Number Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | Company's Details Person | nel Details Declarants | Subscription | Assessment Criteria | | |
| UEN 20111229002 Entity Name TEST 20111229002 Contact Information Country / Region Singapore Postal Code • Enter the Postal Code 	Get Address Block / House Number • Enter the Block / House Number Enter the Street Name Unit Number Enter the Street Name Enter the Str | Company Information | n | | | | |
| 201112290002 Entity Name TEST 201112290002 Contact Information Country / Region Singapore Postal Code * Enter the Postal Code Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Enter the Block / House Number Enter the Street Name Unit Number Enter the Street Name Unit Number Enter the Unit Number Enter the Building Name Telephone Number * Enter the Telephone Number Enter the Telephone Number | JEN | | | | | |
| Entity Name TEST 201112290002 Contact Information Country / Region Singapore Postal Code * Enter the Postal Code Cet Address Block / House Number * Enter the Block / House Number Enter the Block / House Number Enter the Unit Number Enter the Unit Number Enter the Unit Number Enter the Unit Number Enter the Building Name Enter the Building Name Enter the Building Name Enter the Telephone Number * Enter the Telephone Number | 201112290002 | | | | | |
| TEST 201112290002 Contact Information Country / Region Singapore Postal Code * Enter the Postal Code Enter the Postal Code Cet Address Block / House Number * Enter the Block / House Number Street Name Enter the Block / House Number Enter the Street Name Enter the Unit Number Enter the Unit Number Enter the Building Name Enter the Building Name Enter the Building Name Enter the Building Name Enter the Block / House Number Enter the Building Name Enter the Street Number Enter the Street Number Enter the Building Name Enter the Building Name Enter the Street Number Enter the Telephone Number | intity Name | | | | | |
| Contact Information Country / Region Singapore Postal Code • Enter the Postal Code 	Get Address Block / House Number • Enter the Block / House Number Street Name • Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Enter the Building Name | TEST 201112290002 | | | | | |
| Country / Region Singapore Postal Code * Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Enter the Block / House Number Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | Contact Information | | | | | |
| Singapore Postal Code * Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Enter the Block / House Number Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | Country / Region | | | | | |
| Postal Code * Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Street Name Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | Singapore | | | | | |
| Enter the Postal Code Get Address Block / House Number * Enter the Block / House Number Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | ostal Code * | | | | | |
| Block / House Number * Enter the Block / House Number Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | Enter the Postal Code | G | Get Address | | | |
| Enter the Block / House Number Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | lock / House Number * | | | | | |
| Street Name * Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number | Enter the Block / House Numb | ber | | | | |
| Enter the Street Name Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | itreet Name * | | | | | |
| Unit Number Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | Enter the Street Name | | | | | |
| Enter the Unit Number Building Name Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | Jnit Number | | | | | |
| Building Name Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | Enter the Unit Number | | | | | |
| Enter the Building Name Telephone Number * Enter the Telephone Number Email Address * | Juilding Name | | | | | |
| Telephone Number * Enter the Telephone Number Email Address * | Enter the Building Name | | | | | |
| Enter the Telephone Number Email Address * | elephone Number * | | | | | |
| Email Address * | Enter the Telephone Number | | | | | |
| | mail Address * | | | | | |
| Enter the Email Address | Enter the Email Address | | | | | |

Figure 1.6.1 Company's Details Page

| /embership with Association * | |
|---|---|
| Select the Membership | ~ |
| Innual Financial Turnover * | |
| Enter the Annual Financial Turnover | |
| otal Number of TradeNet® Declarants * | |
| Total Number of TradeNet® Declarants | |
| otal Number of Employees * | |
| Enter the Total Number of Employees | |
| eclaring Agents Activity 1 * | |
| Provides permit declaration services only | |
| Provides permit declaration and freight forwarding services | |
| eclaring Agents Activity 2 * | |
| Submits permits for our own company and/or our branch/relat | ted companies only |
| Submits permits on behalf of other companies | |
| Submits permits for our own company and/or our branch/relat | ted companies and/or on behalf of other companies |
| | |
| Ca | ancel Next Tab |
| | |

Figure 1.6.2 Company's Details Page

9. Click on **Next Tab** button to proceed to next tab.



| OUNTINFORMATION | Hide | | | |
|---|---|--|---|--------|
| Log | in ID S1234567A | | Role Key Personnel | |
| Name of E | ntity ABC PTE LTD | Status of Custom | ns Activation Approved | |
| | UEN 201101240K | Declaring Agent Ac | count Status No DA Account | |
| PPLY FOR DECLARING | AGENT ACCOUNT | | | |
| ease complete all manda | tory (*) information | | | |
| Company's Details | Personnel Details | Declarants Subscription Assessment Co | riteria | |
| Key Personnel / D The Key Personnel or Dec services to be subscribed | Decision Maker cision Maker is autho I herein. He / she mu | Information rised by your firm / company to make all decision t be a director, proprietor or partner of the entity | / agreements with regard to the services or y. | future |
| The key personnel will rec Notice to Renew Regis Reminder Notice Notice of Termination Notice to update expir Alert when declarant t | eive the following notif tration y date of declarant's Er erminated his/her Trad | cations either via fax or email from Singapore Customs: uployment/Work Pass eNet® User ID | | |
| Show 10 🗸 entries | | | Filter: | |
| S/No. | Name | 🔷 ID Number | Action | ¢ |
| | | No data available in table | | |
| Showing 0 to 0 of 0 entries | | | Previous | Next |
| | | Add Key Personnel | | |
| Contact Person | | | | |
| Click on 🖻 to edit or dele | ete the corresponding | ; row of information. | | |
| Show 10 🖌 entries | | | Filter: | |
| S/No. | Name | 🔷 ID Number | Action | ¢ |
| | | No data available in table | | |
| Showing 0 to 0 of 0 entries | | | Previous | Next |
| | | Add Contact Person | | |
| | | Cancel Previous Tab Next Tab | | |

Figure 1.7.1 Personnel Details Tab

10. Click on **Add Key Personnel** shown in Fig 1.7.1 to open the modal and add Key Personnel information.

Provide the required key personnel information in the form.

Salutation (mandatory field)

Select the salutation from the dropdowns.

Name (mandatory field)

Enter the Key Personnel's name.

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Designation (mandatory field)

Enter the designation.

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

ID No. (mandatory field) Enter the id no.

Nationality (mandatory field) Select the nationality from the dropdowns.

Email Address. (mandatory field) Enter the email address.

Telephone No. (mandatory field) Enter the key personnel's telephone no.

Mobile No. (mandatory field) Enter the key personnel's mobile no.

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

Add Key Personnel

Expand All Collapse All 🛛 🔊

| Please comp | lete all | mandatory | (*) | information. |
|-------------|----------|-----------|-----|--------------|
|-------------|----------|-----------|-----|--------------|

| PERSONNEL INFORMATION | |
|----------------------------|---|
| Salutation * | |
| Select the Salutation | ~ |
| Name * | |
| Enter the Name | |
| Designation * | |
| Enter the Designation | |
| ID Type * | |
| Select the ID Type | ~ |
| ID Number * | |
| Enter the ID Number | |
| Email Address * | |
| Enter the Email Address | |
| Telephone Number * | |
| Enter the Telephone Number | |
| Mohile Number | |
| Enter the Mobile Number | |
| Condex * | |
| Male Female | |
| | |
| | |

Figure 1.7.2 Add Key Personnel Modal

11. Click on Add Key Personnel button to proceed.



12. Click on the edit button as show in Fig 1.7.3 to edit the Key Personnel information.

| Alert when de | eclarant terminated his/her TradeNet® User II | D | | |
|-----------------------------------|---|-------------|---------|---|
| Show 10 🗸 entr | ries | | Filter: | |
| S/No. | Name | 🌲 ID Number | Action | ¢ |
| 1 | Key Personnel | S1234567A | | |

Figure 1.7.3 Edit Button for key personnel

13. Edit the information if required and click on **Update Key Personnel** button to update the information stored in the table.

| <u>ل</u> | Senerrie | | |
|--|----------|---|-------------------------|
| dit Key Personnel's Details | | | Expand All Collapse All |
| ease complete all mandatory (*) informatic | n. | | |
| PERSONNEL INFORMATION | | | |
| Salutation * | | | |
| Select the Salutation | | ~ | |
| Name * | | | |
| Enter the Name | | | |
| Designation * | | | |
| ID Type * | | | |
| Select the ID Type | | ~ | |
| ID Number * | | | |
| Enter the ID Number | | | |
| Email Address * | | | |
| Enter the Email Address | | | |
| Telephone Number * | | | |
| Enter the Telephone Number | | | |
| Mobile Number | | | |
| Enter the Mobile Number | | | |

Figure 1.7.4 Edit Key Personnel Information modal

- 14. Click on Add Contact Person button shown in Fig 1.7.1 to open the modal and add contact person
- 15. Provide the required contact person information in the form.

Salutation (mandatory field)

Select the salutation from the dropdowns.

Name (mandatory field)

© CrimsonLogic Pte Ltd Rel. 1.7 23/12/2024 Enter the contact person's name.

Designation (mandatory field)

Enter the designation.

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

ID No. (mandatory field) Enter the id no.

Email Address. (mandatory field)

Enter the email address.

Telephone No. (mandatory field)

Enter the contact person's telephone no.

Mobile No. (optional)

Enter the contact person's mobile no.

Gender (mandatory field)

Select the gender from the options.

Add Contact Person

Expand All Collapse All

Please complete all mandatory (*) information.

| PERSONNEL INFORMATION |
|----------------------------|
| |
| Salutation * |
| |
| Name * |
| |
| Designation * |
| |
| ID Type * |
| Select the ID Type 🗸 |
| ID Number * |
| Enter the ID Number |
| Email Address * |
| |
| Telephone Number * |
| Enter the Telephone Number |
| Mobile Number |
| Enter the Mobile Number |
| |
| Gender * |
| maie Female |
| |

Cancel Add Contact Person

Figure 1.7.5 Add Contact Person Information Modal

16. Click on Add Contact Person button to save the contact person information.© CrimsonLogic Pte LtdTRADENET® 4.1 USER GUIDE 12Rel. 1.7 23/12/2024

| Click or | n Cancel bu | utton to close | the modal. | |
|-------------------------------------|--------------------------|-----------------------------|-----------------------------|----------------------|
| 17. Click on add more | Add Conta contact per | et Person b rson. | utton shown in Fig 1.7.1 to | o open the modal and |
| 18. Click on t information | the edit but on. | ton as show | in Fig 1.7.6 to edit the Co | ntact Person |
| S/No. | Name | | 🍦 🛛 ID Number | Action |
| 1 | Contact | Person | S1234567A | Ø |
| Figure 176 | Edit Button f | ior contact n | erson | _ |
| update the | e informatio | on stored in | the table. | |
| Click or | n Delete Co | ntact Person | button to delete the cont | act person. |
| | | | | |
| | n Cancel bu | utton to close | e the modal. | |
| dit Contact Person's Det | ails | | Expand All | Collapse All |
| ease complete all mandatory (*) i | nformation. | | | |
| PERSONNEL INFORMATION | | | | ^ |
| Salutation * | | | | |
| Select the Salutation | | ~ | | |
| Name * | | | | |
| Enter the Name | | | | |
| Designation * | | | | |
| | | | | |
| ID Type * | | | | |
| Select the ID Type | | ~ | | |
| D Number * | | | | |
| Enter the ID Number | | | | |
| Email Address * | | | | |
| Enter the Email Address | | | | |
| Felephone Number * | | | | |
| | | | | |
| Mobile Number | | | | |
| | | | | |
| Gender * | | | | |
| Male Female | | | | |
| | | | | |
| | Cancel | Delete Contact Person | Lindate Centert Person | |

Figure 1.7.7 Edit Contact Person Information modal

20. Click on **Next Tab** button to proceed to next tab.

| | DN Hide | | | | | |
|---|---|---|---|--|---|--|
| | Login ID S1234567A | | | Ro | le Key Personnel | |
| Name | of Entity ABC PTE LTD | | | Status of Customs Activatio | n Approved | |
| | UEN 201101240K | | [| eclaring Agent Account Statı | IS No DA Account | |
| PPLY FOR DECLARIN | NG AGENT ACCOUNT | | | | | |
| ease complete all ma | ndatory (*) information | | | | | |
| Company de Data lla | | | Subscription | Assessment Criteria | | |
| List of Declaral A declarant is an indi note that new declara Singapore Customs. | Personnel Details nts vidual who will be regist ant will only be issued w | ering for or has a the a TradeNet® | a TradeNet® User User ID after he / | ID and password to apply f | or permits through Tr is Competency Test co | radeNet®. Please onducted by |
| List of Declara A declarant is an indi note that new declar Singapore Customs. Click on 🛙 to edit or | Personnel Details nts vidual who will be regist ant will only be issued w delete the correspondin | ering for or has ith a TradeNet® g row of informa | a TradeNet® User User ID after he / ation. | ID and password to apply f | or permits through Tr Is Competency Test co | radeNet [®] . Please onducted by |
| List of Declarat A declarant is an indinote that new declara Singapore Customs. Click on 😰 to edit or Show 10 🗸 entries | Personnel Details nts vidual who will be regist ant will only be issued w delete the correspondin | ering for or has ith a TradeNet [®] g row of informa | a TradeNet® User User ID after he / ation. | ID and password to apply f | or permits through Tr is Competency Test co Filter: | radeNet [®] . Please onducted by |
| List of Declaral A declarant is an indinote that new declara Singapore Customs. Click on 🖄 to edit or Show 10 🗸 entries | Personnel Details nts vidual who will be regist ant will only be issued w delete the correspondin Name | ering for or has a tith a TradeNet® | a TradeNet® User User ID after he / ation. | ID and password to apply f | or permits through Tr is Competency Test of Filter: | radeNet [®] . Please onducted by |
| List of Declaral A declarant is an indi- note that new declara Singapore Customs. Click on 🖄 to edit or Show 10 🗸 entries S/No. | Personnel Details nts vidual who will be regist ant will only be issued w delete the correspondin Name | ering for or has a ith a TradeNet® g row of informa | a TradeNet® User User ID after he / ation. D Number No data available i | ID and password to apply f she has passed the Custom | or permits through Tr is Competency Test of Filter: | radeNet®. Please onducted by |
| List of Declaran A declarant is an indinote that new declara Singapore Customs. Click on 🖄 to edit or Show 10 🗸 entries S/No. | Personnel Details nts vidual who will be regist ant will only be issued w delete the correspondin Name | ering for or has ith a TradeNet [®] g row of informa | a TradeNet® User User ID after he / ation. D Number No data available i | ID and password to apply f she has passed the Custom | or permits through Tr is Competency Test of Filter: | radeNet®. Please onducted by |

Figure 1.8.1 Declarants List tab

- 21. Click on Add Declarant button to add new declarant.
- 22. 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.

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.

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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.

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

Supporting Documents: Scanned IC or Work Pass (mandatory field)

Attach the declarant's scanned IC, Work Permit or Employment Pass, whichever is applicable.

If Malaysian Identity Card is selected as ID type, provide the following information in the Key Personnel (Malaysian IC) section and Supporting Documents section.

Key Personnel (Malaysian IC): Salutation (mandatory field) Select the salutation from the dropdowns.

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

Designation (mandatory field) Enter the designation.

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

ID No. (mandatory field) Enter the id no.

Email Address. (mandatory field) Enter the email address.

Telephone No. (mandatory field)

Enter the contact person's telephone no.

Mobile No. (optional) Enter the contact person's mobile no.

Gender (mandatory field)

Select 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.

Add Declarant

Expand All Collapse All

| DETAIL INFORMATION | ^ |
|---|--|
| If your declarant is working for a few declaring agents, you need to fill in this section | on with the information of only one company. |
| Salutation * | |
| Select the Salutation 🗸 | |
| Name * | |
| Enter the Name | |
| Designation * | |
| Enter the Designation | |
| Citizenship * | |
| Select a Citizenship 🗸 | |
| ID Type * | |
| Select the ID Type 🗸 🗸 | |
| ID Number * | |
| Enter the ID Number | |
| SingPass ID * | |
| Enter the SingPass ID | |
| Date of Birth * | |
| Enter the Date of Birth | |
| Email Address * | |
| Enter the Email Address | |
| Telephone Number * | |
| Enter the Telephone Number | |
| Mobile Number | |
| Enter the Mobile Number | |
| Gender * | |
| Male Female | |
| Residential Address * | |
| Enter the Residential Address | |

Figure 1.8.2 Declarant Detail Information Entry Modal

| Yes No Has the declarant passed the Customs Competency Test conducted by Singapore Customs from Year 2013?* Yes No Education Level * Select the Education Level * Select the Education Level * 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 Fax, please fax the supporting documents to: ********************************** | Has the declarant submitted permit declarations via TradeNet $^{\circ}$ during the past one year? * |
|---|--|
| Has the declarant passed the Customs Competency Test conducted by Singapore Customs from Year 2013?* Yes No Education Level * Select the Education Level * 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 an 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 Faxe, please fax the supporting documents to: *es 58373 0837 (Attr: Customer Admin Dept). Scanned NRIC / Work Pass © * Yupload | Yes No |
| Yes No Education Level • Select the Education Level • Ste the Education Level • 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 Fax, please fax the supporting documents to: *65 6673 0697 (Attn: Customer Admin Dept). Scanned NRIC / Work Pass 0 * Upload Fax | Has the declarant passed the Customs Competency Test conducted by Singapore Customs from Year 2013? * |
| Education Level * Select the Education Level 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: *es 6873 0837 (Atth: Customer Admin Dept). Scanned NRIC / Work Pass 0 * Upload Fax | Yes No |
| Select the Education Level 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 (Atth: Customer Admin Dept). Scanned NRIC / Work Pass O * Upload Fax | Education Level * |
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| 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 6673 0837 (Attn: Customer Admin Dept). Scanned NRIC / Work Pass © * Upload Fax | Is the declarant based in Malaysia? * |
| 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 O * Upload | Yes No |
| 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 | What is the relationship of the declarant to your firm/company? * |
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| 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 | 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). |
| 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 © * | 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 O * Upload | |
| 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 ③ * Upload Fax | SUPPORTING DOCUMENTS |
| For Fax, please fax the supporting documents to: +65 6873 0837 (Attn: Customer Admin Dept). Scanned NRIC / Work Pass © * Upload Fax | For Upload, only DOC, PDF, XLS, BMP, EMF, GIF, JPG, PNG and TIF files are supported with a maximum file size of 500KB. |
| Scanned NRIC / Work Pass ③ * Upload Fax | For Fax , please fax the supporting documents to: +65 6873 0837 (Attn: Customer Admin Dept). |
| Upload Fax | Scanned NRIC / Work Pass 🛈 * |
| | Upload Fax |
| | |
| | |

Figure 1.8.3 Declarant Detail Information Entry Modal

| ADDITIONAL INFORMATION | · · · · · · · · · · · · · · · · · · · |
|--|---|
| Additional Information for Declarant who is NOT your employee or wo Name of Company (Actual / Other Employer) * | orking for MORE THAN one declaring agent/firm/company |
| Enter the Name of Company (Actual / Other Employer) | |
| Company UEN * | |
| Enter the Company UEN | |
| Name of Contact Person * | |
| Name of Contact Person | |
| Email Address * | |
| Enter the Email Address | |
| Telephone Number * | |
| Enter the Telephone Number | |

Figure 1.8.4 Additional Information [if declarant is not employee of the company/working for multiple declaring agent/firm/company]

| KEY PERSONNEL (FOR MALAYSIAN IC) | ^ |
|---|--|
| If the declarant is a Malaysian without Foreign Identification Number (FIN) or Wo with the Accounting and Corporate Regulatory Authority (ACRA) for the Singapor authority under the Companies Act. | rk Pass, there must be a common key personnel, i.e. the key personnel registered e business entity must also be the key personnel registered with the Malaysian |
| Select the Salutation | |
| Name * | |
| Enter the Name | |
| Designation * | |
| | |
| Citizenship * | |
| Select a Citizenship 🗸 🗸 | |
| ID Type * | |
| Select the ID Type 🗸 | |
| ID Number * | |
| Enter the ID Number | |
| Email Address * | |
| Enter the Email Address | |
| | |
| Enter the Telephone Number | |
| | |
| Seter the Mobile Number | |
| Litter the mobile number | |
| Gender * | |
| Mate Female | |
| | |
| SUPPORTING DOCUMENTS | ^ |
| | |
| For Upload, only DUC, PDF, XLS, BMP, EMF, GIF, JPG, PNG and TIF files are suppor | ted with a maximum file size of 500KB. |
| For Fax, please fax the supporting documents to: +65 6873 0837 (Attn: Customer Admin Dept). | |
| Malaysian Identity Card (Front & Back) 🛈 * | |
| Upload Fax | |
| Form 49 ① * | |
| Upload Fax | |
| Signed Copy of Terms and Conditions ① * Download Terms and Conditions [2] | |
| Upload Fax | |
| Other Supporting Documents ① * | |
| Upload Fax | |
| | |

Figure 1.8.5 Key Personnel (For Malaysian IC) [if declarant holds a Malaysian IC and does not have a FIN]

23. Click on **Add Declarant** button at the end of the modal to save the information to the table.



Click on **Cancel** button to go back to declarant list page.

© CrimsonLogic Pte Ltd Rel. 1.7 23/12/2024 24. Click on **Add Declarant** button to add more declarant or the edit button under Action column as shown in Fig 1.8.6 to edit/delete added declarant information.

| S/No. | Name | 🔷 ID Number | Action | ¢ |
|----------------------------|-----------|---------------|------------|------|
| 1 | Declarant | S1234567A | Ø | |
| Showing 1 to 1 of 1 entrie | 25 | | Previous 1 | Next |
| | | Add Declarant | _ | |

Figure 1.8.6 Declarant Table

Click on **Update Declarant** button as shown in Fig 1.8.7 to update the edited information.

Click on **Delete Declarant** button to delete the selected declarant.

| @ |
|----------|
| |

(Q)

Click on **Cancel** button to go back to declarant list page.

| Edit Decl | arant's | Details |
|-----------|---------|---------|
|-----------|---------|---------|

Expand All Collapse All 🛛 🔊

| 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 ③ * Upload Fax | |
| Cancel Delete Declarant Update Declarant | Activate Windows |

Figure 1.8.7 Edit Declarant's Details Modal

25. Click on Next Tab button to proceed to next tab, Subscription.

| Name of Entity ABC PTE LTD Status of Customs Activation Approved UEN 20100240K Decisring Agent Account No DA Account PLY FOR DECLARING AGENT ACCOUNT | Name of Entity | | | | Rey Personner |
|---|--|--|---|---|--------------------------------------|
| UEN 201301240K Declaring Agent Account Status No DA Account PLY FOR DECLARING AGENT ACCOUNT asse complete all mandatory (*) information. Company's Details Personnel Details Declarants Subscription Assessment Criteria Plan Information Subscription Assessment Criteria Plan has been selected by default (Terms & Conditions (2). Application • TradeNet* Subscription (View Details) (2 • <t< th=""><th></th><th>y ABC PTE LTD</th><th></th><th>Status of Customs Activation</th><th>Approved</th></t<> | | y ABC PTE LTD | | Status of Customs Activation | Approved |
| PLY FOR DECLARING AGENT ACCOUNT asse complete all mandatory (*) information. Company's Details Personnel Details Declarants Subscription Assessment Criteria Plan Information Will TadeNett [*] Plan has been selected by default (Terms & Conditions (2). Application • TradeNet [*] Subscription (View Details) (2) • TradeNet [*] Covernment Frontend • Cover entity's DA Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account Dilling information Eliker: | UEN | 1 201101240K | D | eclaring Agent Account Status | No DA Account |
| asse complete all mandatory (*) information. Company's Details Personnel Details Declarants Subscription Assessment Criteria Plan Information Wi TradeNet [®] Plan has been selected by default (Terms & Conditions (2). Application • TradeNet [®] Subscription (View Details) (2 • No data available in table • No data available in table | PPLY FOR DECLARING AGE | INT ACCOUNT | | | |
| Company's Details Personnel Details Declarants Subscription Assessment Criteria Plan Information Nill TradeNet* Plan has been selected by default (Terms & Conditions (2)). Application • TradeNet* Subscription (View Details) (2 • TradeNet* Services (View Details) (2 • TradeNet* Government Frontend List of Administrators You need to register at least one Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account billing information Likt of administrator Silow 10 • entries Filter: SNoc. Name © 1D Number Account Administrator Rold Administrator SNoc. Name © 1D Number Account Administrator Rold Administrator SiRO Information View completing the form, please send the original copy to: 31 Science Park Road The Crimon Singapore 117611 Attric Lustomer Administration Department upor receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic worces our receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro applicat | ease complete all mandatory | (*) information. | | | |
| Plan Information Will TradeNet* Plan has been selected by default (Terms & Conditions (2). Application TradeNet* Subscription (View Details) (2 TradeNet* Subscription (View Details) (2 TradeNet* Services (View Details) (2 TradeNet* Government Frontend List of Administrators Nour entity's DA Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for registration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account billing information Lick on gf to edit or delete the corresponding row of information. Sinow 10 Pervices Filter: SNo. Name Du Number Account Administrator CACount Administrator SNo 0 of 0 entries Previous Add Administrator CACOUNT Add Administrator SIRO Information Passe download the Application for Interbank GIRO form for CrimsonLogic Service from here 12. Stree completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117511 Attr: Customer Administration Department Joon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic we recess your request and call you to confirm the ID commencement. | Company's Details Pers | onnel Details Dec | larants Subscription | Assessment Criteria | |
| All TradeNet ⁴ Plan has been selected by default (Terms & Conditions (2). Application • TradeNet ⁴ Subscription (Wew Details) (2) • TradeNet ⁴ Services (View Details) (2) • TradeNet ⁴ Services (View Details) (2) • TradeNet ⁴ Government Frontend List of Administrators for need to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for egistration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account billing information Lick on git to edit or delete the corresponding row of information. Show 10 • entries Filter: \$/No. Name ID Number Account Administrator Billing Administrator IP enviros IN Action No data available in table Previous IN Showing 0 to 0 of 0 entries Previous IN EIRO Information Account Singapore Lifes Or for Interbank GIRO form for CrimsonLogic Service from here [2]. Singapore 117511 Attra Customer Administration Department Jop neceipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic wavecess your request and call you to confirm the ID commencement. | Plan Information | | | | |
| Application TradeNet[#] Subscription (New Details) [2] TradeNet[®] Services (View Details) [2] TradeNet[®] Government Frontend List of Administrators For used to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for egistration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can varue entity's DA Account billing information Click on [2] to edit or delete the corresponding row of information. Since 1 or delete the corresponding row of information. Sinoving 0 to 0 of 0 entries Filter: Sinoving 0 to 0 of 0 entries Filter: Account Administrator Billing Administrator Action No data available in table Sinoving 0 to 0 of 0 entries Previous N Add Administrator SIRO Information Previous N Add Administrator Sinoving 0 to 0 of 0 entries Previous N Add Administrator Sinoving 0 to 0 of 0 entries Previous N Add Administrator Sinoving 0 to 0 of 0 entries Previous N Add Administrator Sinoving 0 to 0 of 0 entries Previous N Add Administrator Sinoving 0 to 0 of 0 entries Previous N Add Administrator Previous N Add Administrator Singapore 11761 Attra Customer Administration Department Jon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic waveces your request and call you to confirm the ID commencement. | All TradeNet® Plan has been | selected by default (Te | erms & Conditions 🖸). | | |
| TradeNet* Subscription (View Details) [2] TradeNet* Subscription (View Details) [2] TradeNet* Services (View Details) [2] TradeNet* Government Frontend List of Administrators You need to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for egistration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can varie entity's DA Account billing information Click on gt to edit or delete the corresponding row of information. Silve. Name ID Number Account Administrator Pilter: SiNe. Name ID Number Account Administrator Previous No data available in table Silve of 0 of 0 entries Previous No data available in table Billing Administrator Red Add Administrator Silve of the Application for Interbank GIRO form for CrimsonLogic Service from here E3. Stere completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attra Customer Administration Department Jon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic ware coses your request and call you to confirm the ID commencement. | Application | | | | |
| TradeNet* Services (View Details) [2] TradeNet* Government Frontend List of Administrators You need to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for registration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account billing information Click on [2] to edit or delete the corresponding row of information. Silven [2] • ID Number | TradeNet[®] Subscription (| View Details) 🗗 | | | |
| TradeNet* Government Frontend List of Administrators You need to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for egistration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can value of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can value of the declarant. Show 10 • entries Filter: S/No. Name ID Number Account Administrator Billing Administrator Action S/No. Name ID Number Account Administrator Billing Administrator Action S/No. Name ID Number Account Administrator Billing Administrator Action S/No. Name ID Number Account Administrator Billing Administrator Action S/No. Name ID Number Account Administrator Previous N S/Ro of 0 entries Previous N Add Administrator Previous N SIGEO Information | TradeNet[®] Services (View | / Details) 🖸 | | | |
| List of Administrators for uneed to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for registration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can variour entity's DA Account billing information Click on @ to edit or delete the corresponding row of information. Show 10 v entries Filter: S/No. Name 10 Number 2 Account Administrator 2 Billing Administrator 2 Action No data available in table Showing 0 to 0 of 0 entries Previous N Add Administrator SIRO Information Previous N Add Administrator Strice Park Road The Crimson Singapore 117611 Attr: Customer Administration Department Joon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic wards account and and approval of your Interbank Giro application, CrimsonLogic wards account and and approval of your Interbank Giro application, CrimsonLogic wards account and and approval of your Interbank Giro application, CrimsonLogic wards account and and approval of your Interbank Giro application, CrimsonLogic wards account and and approval of your Interbank Giro application, CrimsonLogic wards account and account and account and and approval of your Interbank Giro application, CrimsonLogic wards account and account and account and account and account acc | TradeNet[®] Government F | rontend | | | |
| List of Administrators | | | | | |
| You need to register at least one Account Administrator and one Billing Administrator. The information is required by CrimsonLogic Pte Ltd for registration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can vour entity's DA Account billing information Click on g to edit or delete the corresponding row of information. Show 10 • entries Filter: S/No. Name ID Number Account Administrator Account Add Administrator | List of Administrato | rs | | | |
| Show 10 entries Filter: Show 10 entries Filte | registration of the declarant. your entity's DA Account billi | The Account Administ ing information | trator and one bitting Adminis trator can manage the decla | rants on behalf of the compar | ny. The Billing Administrator can vi |
| 5/No. Name ID Number Account Administrator Billing Administrator Action No data available in table Showing 0 to 0 of 0 entries Previous Previous Previous Add Administrator SIRO Information Please download the Application for Interbank GIRO form for CrimsonLogic Service from here [2]. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic wrocess your request and call you to confirm the ID commencement. | Show 10 • entries | ine corresponding row | or mornation. | | Filter: |
| No data available in table Showing 0 to 0 of 0 entries Previous Add Administrator GIRO Information Please download the Application for Interbank GIRO form for CrimsonLogic Service from here [2]. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic worcess your request and call you to confirm the ID commencement. | S/No. Name | D Number | Account Administrator | Billing Adminis | strator 🔷 Action |
| Showing 0 to 0 of 0 entries Previous Add Administrator Add Administrator GIRO Information Please download the Application for Interbank GIRO form for CrimsonLogic Service from here [2]. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | | | AL | | |
| Add Administrator GIRO Information Please download the Application for Interbank GIRO form for CrimsonLogic Service from here [2]. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic worccess your request and call you to confirm the ID commencement. | | | No data avallable ir | lable | |
| Constraints and Administrator GIRO Information Please download the Application for Interbank GIRO form for CrimsonLogic Service from here [2]. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Upon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries | | NO GATA AVAILADIE IN | table | Previous Ne |
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| After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries | | Add Administr | ator | Previous Ne |
| 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica | ation for Interbank GI | Add Administr | ator | Previous No |
| The Crimson Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl | ation for Interbank GII | Add Administr Add Administr RO form for CrimsonLogic Se I copy to: | ator | Previous No |
| Singapore 117611 Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl | ation for Interbank GII | Add Administr Add Administr RO form for CrimsonLogic Se | ator | Previous No |
| Attn: Customer Administration Department Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl 31 Science Park Road The Crimson | ation for Interbank GII lease send the original | Add Administr Add Administr RO form for CrimsonLogic Se | ator | Previous Ne |
| Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic w process your request and call you to confirm the ID commencement. | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl 31 Science Park Road The Crimson Singapore 117611 | ation for Interbank GII lease send the original | Add Administr Add Administr RO form for CrimsonLogic Se | ator | Previous N |
| | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administra | ation for Interbank GI lease send the original ation Department | Add Administr Add Administr RO form for CrimsonLogic Se I copy to: | ator | Previous N |
| Cancel Proving Tab Next Tab | Showing 0 to 0 of 0 entries GIRO Information Please download the Applica After completing the form, pl 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administra Upon receipt of the approval process your request and cal | ation for Interbank GII lease send the original ation Department of the declarant from I you to confirm the ID | Add Administr Add Administr RO form for CrimsonLogic Se I copy to: Singapore Customs and bar o commencement. | ator ervice from here C ² . | Previous N |

26. Click on **Add Administrator** button to add new Account and Billing Administrators information.

Click on **edit** link to update or make changes to the administrator's record.

(a)

Click on **delete** link to remove the administrator's record.

27. Provide the required administrator information in the form.

Salutation (mandatory field) Select from the dropdowns.

(D)

Name (mandatory field) Enter the Key Person Name.

Designation (mandatory field) Enter the designation.

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

ID No (mandatory field) Enter the id no.

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

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. (mandatory field)

Enter the mobile number

User Type (mandatory field) Mark the user Type.

Add Administrator

Expand All Collapse All 💿

Please complete all mandatory (*) information.

| PERSONNEL INFORMATION |
|---|
| Salutation * |
| Select the Salutation \checkmark |
| Name * |
| Enter the Name |
| Designation * |
| Enter the Designation |
| ID Type * |
| Select the ID Type 🗸 |
| ID Number * |
| Enter the ID Number |
| Email Address * |
| Enter the Email Address |
| Telephone Number * |
| Enter the Telephone Number |
| Mobile Number |
| Enter the Mobile Number |
| Gender * |
| Male Female |
| User Type |
| Account Administrator Billing Administrator |
| |
| |



28. Click on **Add Administrator** button to save the information to the table and to go back to previous page.

<u>Cancel</u>

Add Administrator

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

29. Click on **Add Administrator** button to add more declarant or the edit button under Action column as shown in Fig 1.9.3 to edit/delete added administrator information.

| S/No. | Name | 🔷 ID Number | Account Administrator | Billing Administrator | Action |
|--------------|------------------|-------------|-----------------------|-----------------------|------------------------|
| 1 | Administrator | S1234567A | Yes | Yes | ď |
| Showing 1 to | o 1 of 1 entries | | Add Administrator | | Previous <u>1</u> Next |

Figure 1.9.3 Administrator Table

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30. Click on Update Administrator button as shown in Fig 1.9.4 to update the edited information.

| @ | Click on Delete Administrator button to delete the selected administrator. |
|---|---|
| | |
| @ | Click on Cancel button to go back to administrator list page. |

| Edit Administrator's Details | Expand All | <u>Collapse All</u> | 8 |
|--|------------|---------------------|---|
| Enter the Telephone Number | | | |
| Mobile Number | | | |
| Enter the Mobile Number | | | |
| Gender * | | | |
| Male Female | | | |
| User Type | | | |
| ✓ Account Administrator ✓ Billing Administrator | | | |
| | | | |
| Cancel Delete Administrator Undate Administrator | | | |

Figure 1.9.4 Edit Administrator's Details Modal

31. Download the GIRO form. The default payment mode for this subscription is through GIRO.

| Please download the Application for Interbank GIRO form for CrimsonLogic Service from here ☑. After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department |
|--|
| After completing the form, please send the original copy to: 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department |
| 31 Science Park Road The Crimson Singapore 117611 Attn: Customer Administration Department |
| The Crimson Singapore 117611 Attn: Customer Administration Department |
| Singapore 117611 Attn: Customer Administration Department |
| Attn: Customer Administration Department |
| · |
| Jpon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic process your request and call you to confirm the ID commencement. |

Figure 1.9.5 Download GIRO Form

- 32. Click on Next Tab button to proceed to next tab, Assessment Criteria.
- 33. Provide answers to all assessment criteria.

| 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 |
| APPLY FOR DECLARING AGEN | IT ACCOUNT | | ^ |
| Please complete all mandatory (| *) information. | | |
| Company's Details Person | nnel Details Declarants Subs | cription Assessment Criteria | |
| These assessment criteria cover | areas relating to the declaring agent's | s internal control procedures/processes | /systems. Please answer all questions . |
| Personnel Manageme | ent | | |
| Does your company conduct | pre-employment verification check | s on prospective employees / declara | nts? * |
| Yes No | | | |
| D | | | |
| Does your company nave pro | cedures to handle resignation and t | termination of your employees / decia | arants? " |
| Yes No | | | |
| | | | |
| Training on Customs | Procedures | | |
| Does your company provide | in-house training on customs proce | dures for newly hired employees / de | clarants? * |
| Yes No | | | |
| | | | |
| Does your company send nev | wly hired employees / declarants to | attend external courses on customs p | rocedures? * |
| Yes No | | | |
| Does your company send em | ployees / declarants for trainings at | regular intervals to keep them up-to | date on latest customs |
| Voc No | | | |
| res No | | | |
| Company's Processes | s & Procedures | | |
| Does your company have pro | ocedures to screen and select busine | ess partners and customers? * | |
| Yes No | | | |
| Does your company have pro Controlling Agencies' require | ocedures to identify controlled or du ements? * | itiable goods and comply with the rel | evant Singapore Customs' or |
| Yes No | | | |
| Does your company have pro | ocedures to check and verify the doc | cuments received for the purposes of | submitting trade declarations? * |
| Yes No | | | |
| Does your company have pro | ocedures to ensure that information | declared in the trade declaration is c | omplete and correct? * |
| Yes No | | | |
| Does your company have pro appropriate? * | ocedures to report or flag out suspic | ious activities to the attention of sup | ervisors or Singapore Customs, as |
| Yes No | | | |
| | | | |

| - | |
|---------|---|
| Com | pany's Standard Operating Procedures (SOPs) Documentation |
| Does y | our company maintain Standard Operating Procedures (SOPs) for all procedures and processes identified under the Declaring |
| Agent | Governance Framework? * |
| Yes | No |
| Does y | our company disseminate and communicate the Standard Operating Procedures (SOPs) to employees / declarants? * |
| Yes | No |
| | |
| Are the | ese Standard Operating Procedures (SOPs) reviewed on a regular basis? * |
| Yes | No |
| | |
| Com | pany's Information Management & Controls |
| Does y | our company have an information management policy to classify and store information? * |
| Yes | No |
| Does v | our company have procedures to control access to and protect information? * |
| Vos | |
| 165 | |
| Does y | our company have procedures to conduct regular audit checks to detect discrepancies (e.g. unauthorised access, tampering or |
| alterat | ion of business data)? * |
| Yes | No |
| Does y | our company have procedures to inform Singapore Customs whenever there are any changes in your company's or declarants' |
| inform | ation? * |
| Yes | No |
| Does y | our company have procedures to ensure the confidentiality of the TradeNet® Account and ID issued to employees / declarants? |
| Yes | No |
| | |
| Are you | ur company's IT systems protected against unauthorised access? * |
| Yes | No |
| Does y | our company retain Customs permits and supporting documents for at least 5 years? * |
| Yes | No |
| | |
| | our company nave procedures to back up the information and data? * |
| Does y | |

Figure 1.10.1 Assessment Criteria Page

- 34. Click on Review Account Application button to proceed.
- 35. Review the information provided and check the boxes under the declaration section. Click on the **Apply for Declaring Agent Account** button to proceed.

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

(()

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

Click on $\boxed{\pm}/$ icon to expand/collapse to view the detail information.

Review Application of Declaring Agent Account

@

Expand All Collapse All 🛛 🔊

| COMPANY'S DETAILS | ^ | |
|--------------------------------------|--|--|
| сом | PANY INFORMATION | |
| UEN | 201112290002 | |
| Entity Name | TEST 201112290002 | |
| CON | TACT INFORMATION | |
| Country / Region | Singapore | |
| Postal Code | 123456 | |
| Block / House Number | 123 | |
| Street Name | Abc Road | |
| Unit Number Building Name | 01-123 Def Building | |
| Telephone Number | 61234567 | |
| Email Address | emailaddress@email.com | |
| BUSINESS INFORMATION | | |
| Membership with Association | The Singapore Air Cargo Agents Association | |
| Annual Financial Turnover | 123 | |
| Total Number of TradeNet® Declarants | 123 | |
| Total Number of Employees | 123 | |
| 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 | |

| ASSESSMENT CRITERIA | ^ |
|---|---------------------------------------|
| PERS | ONNEL MANAGEMENT |
| Does your company conduct pre-employment verification checks on prospective employees / declarants? | Yes |
| Does your company have procedures to handle resignation and termination of your employees / declarants? | Yes |
| TRAINING | ON CUSTOMS PROCEDURES |
| Does your company provide in-house training on customs procedures for newly hired employees / declarants? | Yes |
| Does your company send newly hired employees / declarants to attend external courses on customs procedures? | Yes |
| Does your company send employees / declarants for trainings at regular intervals to keep them up-to-date on latest customs procedures? | Yes |
| COMPANY'S | PROCESSES & PROCEDURES |
| Does your company have procedures to screen and select business partners and customers? | Yes |
| Does your company have procedures to identify controlled or dutiable goods and comply with the relevant Singapore Customs' or Controlling Agencies' requirements? | Yes |
| Does your company have procedures to check and verify the documents received for the purposes of submitting trade declarations? | Yes |
| Does your company have procedures to ensure that information declared in the trade declaration is complete and correct? | Yes |
| Does your company have procedures to report or flag out suspicious activities to the attention of supervisors or Singapore Customs, as appropriate? | Yes |
| COMPANY'S STANDARD OPER | ATING PROCEDURES (SOPS) DOCUMENTATION |
| Does your company maintain Standard Operating Procedures (SOPs) for all procedures and processes identified under the Declaring Agent Governance Framework? | Yes |
| Does your company disseminate and communicate the Standard Operating Procedures (SOPs) to employees / declarants? | Yes |
| Are these Standard Operating Procedures (SOPs) reviewed on a regular basis? | Yes |
| | |

| COMPANY'S INFORM | IATION MANAGEMENT & CONTROLS |
|---|------------------------------|
| Does your company have an information management policy to classify and store information? | Yes |
| Does your company have procedures to handle resignation aDoes your company have procedures to control access to and protect information? | Yes |
| Does your company have procedures to conduct regular audit checks to detect discrepancies (e.g. unauthorised access, tampering or alteration of business data)? | Yes |
| Does your company have procedures to inform Singapore Customs whenever there are any changes in your company's or declarants' information? | Yes |
| Does your company have procedures to ensure the confidentiality of the TradeNet® Account and ID issued to employees / declarants? | Yes |
| Are your company's IT systems protected against unauthorised access? | Yes |
| Does your company retain Customs permits and supporting documents for at least 5 years? | Yes |
| Does your company have procedures to back up the information and data? | Yes |

| PERSONNEL | DETAILS | | | | | ^ |
|------------|-----------|----------------|----------------------------------|-------------|------------|---|
| | | KEY | PERSONNEL / DECISION MAKER INFOR | MATION | | |
| | | | | | | |
| S/No. | | Name | | ᅌ ID Number | | ¢ |
| + 1 | | Key Personnel | | S1234567A | | |
| | | | CONTACT PERSON | | | |
| | | | | | | |
| S/No. | | Name | | 🌻 ID Number | | ÷ |
| + 1 | | Contact Person | | S1234567A | | |
| | | | | | | |
| DECLARANT | S | | | | | ^ |
| | | | LIST OF DECLARANTS | | | |
| S/No. | Name | 🔷 ID Number | Work Pass Expiry Date | 🔷 User ID | Account ID | ÷ |
| + 1 | Declarant | S1234567A | | | null | |
| | | | | | | |

| SUBSCRIPT | ION INFORMATION | | | | |
|-----------|-----------------|-------------|--|-----------------------|--|
| | | | PLAN INFORMATION | | |
| | | Арр | lication | | |
| | | | TradeNet[®] Services | | |
| | | | TradeNet[®] Government Frontend | | |
| | | | LIST OF ADMINISTRATORS | | |
| S/No. | Name | 🔷 ID Number | Account Administrator | Billing Administrator | |
| + 1 | Administrator | S1234567A | Yes | Yes | |
| | | | | | |

| DECLARATIONS | | ^ |
|---|---|------|
| I confirm that I am authorised to submi On behalf of the party applying for serv I confirm that the information that I will | t this Online Registration. ices through this Online Registration, I hereby declare that I have read and agree to the terms and conditions set I provide hereto is true and accurate. | out. |
| | Back Print Information Apply for Declaring Agent Account | |

Figure 1.11 Review and Confirmation Page

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

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

| | Login ID Name of Entity | S1234567A ABC PTE LTD | | Role Status of Customs Activation | Key Personnel |
|--|---|---|--|--|--|
| APPLY FOR DE | CLARING AGENT (D | A) ACCOUNT | | Declaring Agent Account status | NUDAACLount |
| Your Applicati | on Activation for Decl | laring Agent Account has been s | ubmitted. | | |
| 1. Your Onlin status of y | ne Registration has be your Online Registratio | een assigned reference number: | r20130709145557_10960. Ple | ase quote this reference num | ber when you are making any enquires on th |
| 2. Please pri | int a copy of this page | for your record. | | | |
| The applic involving Contact P | cation process will tak any non-compliance t 'erson once the applic | ke on average 3 working days fo by declaring agent or declarant cation has been approved. | r simple and straightforward o with Singapore Customs' law: | cases upon receipt of complet s and regulations will take lon | te supporting documents while complex cass nger to review. We will notify the appointed |
| 4. The follow | ving documents are re | equired for completion of the re | gistration process. | | |
| Duly cr | ompleted original <u>Crin</u> | msonlogic's Application for Inte | r-Bank GIRO form 🖸 and Sing | apore Customs' Application f | <u>for Inter-Bank GIRO form</u> C් |
| Photo Trade | :opy of both sides of the Net® Declarant based | the key personnel's Identity Can Lin Singapore | d/Passport and Work Permit/I | Employment Pass for Foreigne | er |
| a. Si | ngaporean/Singapore | e PR - Photocopy of both sides o | of the TradeNet® Declarant's Id | entity Card with his/her signa | ature on the photocopy |
| b. Ma | alaysian or Foreigner - | - Photocopy of the TradeNet® D | eclarant's Passport and both s | ides of Work Permit/Employr | ment Pass with his/her signature on the |
| c. Le | tter from your compa | any (endorsed by HR manager ar | nd above) that TradeNet® user | r(s) is/are under the employm | ent of the company |
| d. Pł | notocopy of ACRA - Cor | mpany Business Profile slip | | | |
| 5. Please en the follow Crimsonl | iail all supporting doc /ing address: .ogic Pte Ltd | cuments to <u>customeradmin@cri</u> | <u>imsonlogic.com.sg</u> ^[2] or fax to | o 68730837 and send the duly | completed original Inter-bank GIRO forms to |
| 31 Scienc The Crims Singapore | e Park Road son e 117611 | | | | |
| 6. Your Onlin registratio | ne Registration will be on process is successfi | e completed when we have recei fully completed. | ived the full set of supporting | documents. We will notify the | e appointed Contact Person when the |
| | | | Back | | |
| If you encourt | tor spu problems wit | the this service please contact us | at (+65) 6355 2000 or email | autome documentation@cu | where any of P2 |
| in you crice a. | iter any prosterio | In this service, preuse contact as | at (105) 0555 2000, or entail. | customs_uocumentation.e.c. | istonis.gov.ag 🗆 . |
| If you encour | nter any problems with | th this service, please contact us | s at (+65) 6355 2000, or email | customs_documentation@cu | istoms.gov.sg ⊡ੈ. |

Figure 1.12 Acknowledgement Page