

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

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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

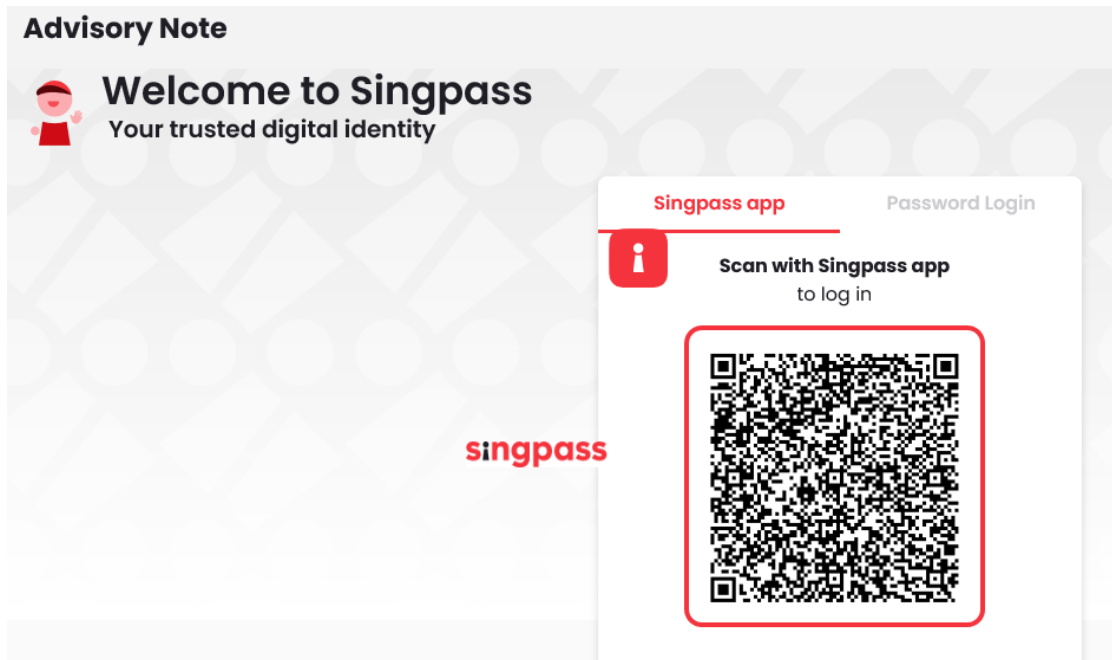


Figure 1.2a Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Scan QR code Log in

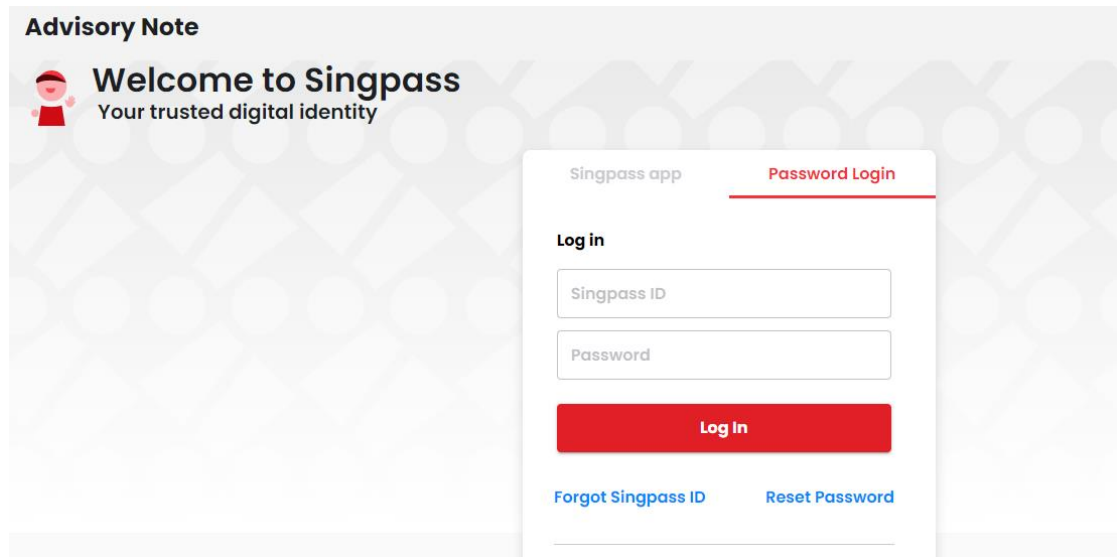


Figure 1.2b Activation of Customs Account and/or Application of DA Account – Singpass Login Page – Password Log in

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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

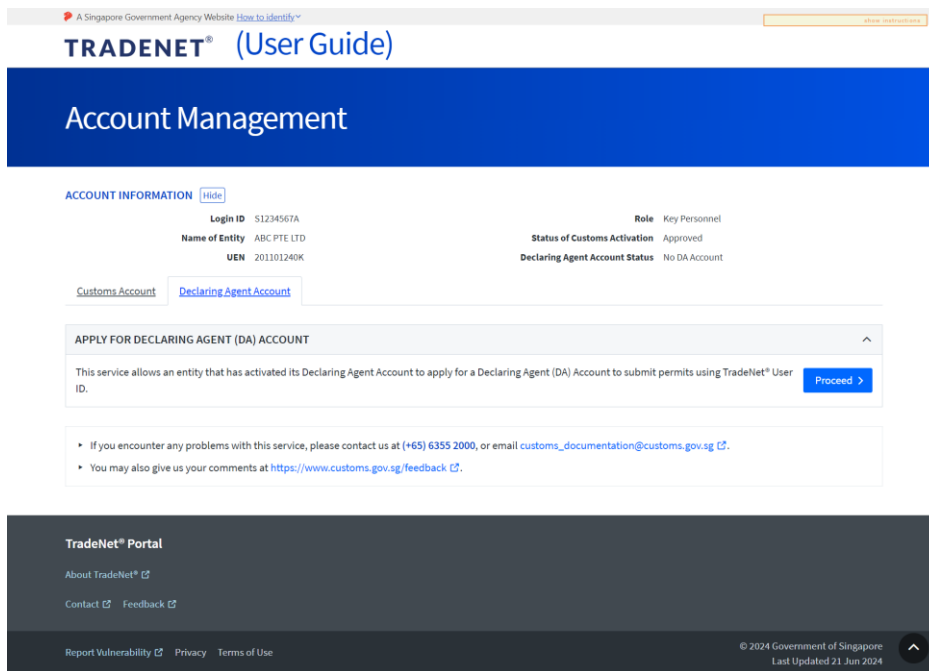


Figure 1.3.2 Menu Link Page

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	No DA Account

Figure 1.4.1 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	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)

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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.

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

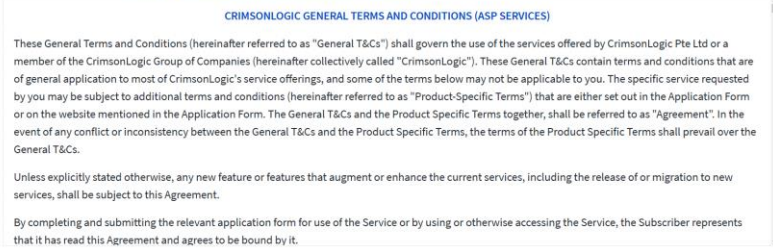
APPLY FOR DECLARING AGENT (DA) ACCOUNT

Important Information

- Before 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](#).


Definition

The following words and expressions shall have meanings hereby assigned to them except where the context otherwise requires:

 - "CCP" means the Cargo Clearance Permit. The CCP shall be in the format approved by Singapore Customs containing the full particulars therein and the condition(s) as may be imposed by the Singapore Customs for the clearance of cargo declared under the Customs Act (Cap 70) and the Regulation of Imports and Exports Act (Cap 272A) and/or any regulations made thereunder;
 - "Declaration" refers to any declaration required to be made to Singapore Customs required under the Customs Act (Cap 70) and/or the Regulation of Imports and Exports
- Please also read through [CrimsonLogic General Terms and Conditions \(ASP Services\)](#).


CRIMSONLOGIC GENERAL TERMS AND CONDITIONS (ASP SERVICES)

These General Terms and Conditions (hereinafter referred to as "General T&Cs") shall govern the use of the services offered by CrimsonLogic Pte Ltd or a member of the CrimsonLogic Group of Companies (hereinafter collectively called "CrimsonLogic"). These General T&Cs contain terms and conditions that are of general application 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 T&Cs and the Product Specific Terms together, shall be referred to as "Agreement". In the event of any conflict or inconsistency between the General T&Cs and the Product Specific Terms, the terms of the Product Specific Terms shall prevail over the General T&Cs.

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 read this Agreement and agrees to be bound by it.
- 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
- 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)
- This form will take about **30 minutes to complete**.
- This application can be processed within 3 working days upon receipt of complete supporting documents.
- 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](#).
- New declarants are required to sit for and pass the Customs Competency test for Declarants.
- 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](#) [Apply for DA Account](#)

► If you encounter any problems with this service, please contact us at (+65) 6355 2000, or email customs_documentation@customs.gov.sg [🔗](#).
► You may also give us your comments at <https://www.customs.gov.sg/feedback> [🔗](#).

Figure 1.5 Terms and Conditions Page

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT
AND DECLARANT IDS

7. Click on **Apply for DA Account** button to proceed.
8. 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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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 AGENT ACCOUNT ^

Please complete all mandatory (*) information.

[Company's Details](#) [Personnel Details](#) [Declarants](#) [Subscription](#) [Assessment Criteria](#)

Company Information

UEN

201112290002

Entity Name

TEST 201112290002

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

Telephone Number *

Enter the Telephone Number

Email Address *

Enter the Email Address

Figure 1.6.1 Company's Details Page

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

Business Information

Membership with Association *

Select the Membership

Annual Financial Turnover *

Enter the Annual Financial Turnover

Total Number of TradeNet® Declarants *

Total Number of TradeNet® Declarants

Total Number of Employees *

Enter the Total Number of Employees

Declaring Agents Activity 1 *

Provides permit declaration services only

Provides permit declaration and freight forwarding services

Declaring Agents Activity 2 *

Submits permits for our own company and/or our branch/related companies only

Submits permits on behalf of other companies

Submits permits for our own company and/or our branch/related companies and/or on behalf of other companies

[Cancel](#)

Figure 1.6.2 Company's Details Page

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



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

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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 AGENT ACCOUNT

Please complete all mandatory (*) information.

[Company's Details](#) **[Personnel Details](#)** [Declarants](#) [Subscription](#) [Assessment Criteria](#)

Key Personnel / Decision Maker Information

The Key Personnel or Decision Maker is authorised by your firm / company to make all decision / agreements with regard to the services or future services to be subscribed herein. He / she must be a **director, proprietor or partner** of the entity.

The key personnel will receive the following notifications either via fax or email from Singapore Customs:

- ▶ Notice to Renew Registration
- ▶ Reminder Notice
- ▶ Notice of Termination
- ▶ Notice to update expiry date of declarant's Employment/Work Pass
- ▶ Alert when declarant terminated his/her TradeNet® User ID

Show 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 delete the corresponding row of information.

Show 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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT
AND DECLARANT IDS

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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

Add Key Personnel

Expand All Collapse All 

Please complete all mandatory (*) information.

PERSONNEL INFORMATION 

Salutation *

Name *

Designation *

ID Type *

ID Number *

Email Address *

Telephone Number *

Mobile Number

Gender *

[Cancel](#)

[Add Key Personnel](#)

Figure 1.7.2 Add Key Personnel Modal

11. Click on **Add Key Personnel** button to proceed.



Click on **Cancel** button to close the modal.

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

Alert when declarant terminated his/her TradeNet® User ID

Show entries Filter:


S/No.	Name	ID Number	Action
1	Key Personnel	S1234567A	

Figure 1.7.3 Edit Button for key personnel

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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



Click on **Delete Key Personnel** button to delete the key personnel.



Click on **Cancel** button to close the modal.

Edit Key Personnel's Details

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

Please complete 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

Mobile Number

Enter the Mobile Number

Gender *

Male Female

[Cancel](#)

[Delete Key Personnel](#)

[Update Key Personnel](#)

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)

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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 *

ID Number *

Email Address *

Telephone Number *

Mobile Number

Gender *

[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.

@ Click on **Cancel** button to close the modal.

17. Click on **Add Contact Person** button shown in Fig 1.7.1 to open the modal and add more contact person.

18. Click on the edit button as show in Fig 1.7.6 to edit the Contact Person information.


S/No.	Name	ID Number	Action
1	Contact Person	S1234567A	

Figure 1.7.6 Edit Button for contact person

19. Edit the information if required and click on **Update Contact Person** button to update the information stored in the table.

@ Click on **Delete Contact Person** button to delete the contact person.

@ Click on **Cancel** button to close the modal.

Edit Contact Person's Details Expand All Collapse All

Please complete 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

Mobile Number
Enter the Mobile Number

Gender *
Male Female

Cancel Delete Contact Person Update Contact Person

Figure 1.7.7 Edit Contact Person Information modal

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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



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

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 AGENT ACCOUNT

Please complete all mandatory (*) information.

Company's Details Personnel Details **Declarants** Subscription Assessment Criteria

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.

Click on  to edit or delete 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

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.

**NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT
AND DECLARANT IDS**

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.

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 NOT 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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT
AND DECLARANT IDS

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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

Add Declarant

[Expand All](#) [Collapse All](#) ✕

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.

Salutation *

Name *

Designation *

Citizenship *

ID Type *

ID Number *

SingPass ID *

Date of Birth *

Email Address *

Telephone Number *

Mobile Number

Gender *

Male Female

Residential Address *

Figure 1.8.2 Declarant Detail Information Entry Modal

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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

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? *

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 *

Figure 1.8.3 Declarant Detail Information Entry Modal

ADDITIONAL INFORMATION

Additional Information for Declarant who is NOT your employee or working for MORE THAN one declaring agent/firm/company

Name of Company (Actual / Other Employer) *

Company UEN *

Name of Contact Person *

Email Address *

Telephone Number *

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

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

KEY PERSONNEL (FOR MALAYSIAN IC) ^

If the declarant is a Malaysian without Foreign Identification Number (FIN) or Work Pass, there must be a common key personnel, i.e. the key personnel registered with the Accounting and Corporate Regulatory Authority (ACRA) for the Singapore business entity must also be the key personnel registered with the Malaysian authority under the Companies Act.

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

Email Address *

Enter the Email Address

Telephone Number *

Enter the Telephone Number

Mobile Number

Enter the Mobile Number

Gender *

Male Female

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).

Malaysian Identity Card (Front & Back) ⓘ *

Form 49 ⓘ *

Signed Copy of Terms and Conditions ⓘ *

Download [Terms and Conditions](#) 🔗

Other Supporting Documents ⓘ *


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.

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	

Showing 1 to 1 of 1 entries

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.




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

Edit Declarant'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  *

Activate Windows
Go to Settings to activate Windows.

Figure 1.8.7 Edit Declarant's Details Modal

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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

[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 AGENT ACCOUNT

Please complete all mandatory (*) information.

Company's Details Personnel Details Declarants **Subscription** Assessment Criteria

Plan Information

All TradeNet® Plan has been selected by default ([Terms & Conditions](#)).

Application

- TradeNet® Subscription ([View Details](#))
- TradeNet® Services ([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 the registration of the declarant. The Account Administrator can manage the declarants on behalf of the company. The Billing Administrator can view your entity's DA Account billing information

Click on [✎](#) to edit or delete the corresponding row of information.

Show entries Filter:

S/No.	Name	ID Number	Account Administrator	Billing Administrator	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

[Add Administrator](#)

GIRO Information

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**

Upon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic will process your request and call you to confirm the ID commencement.

[Cancel](#) [Previous Tab](#) [Next Tab](#)

Figure 1.9.1 Subscription Page

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.



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.

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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

Add Administrator

[Expand All](#) [Collapse All](#) ✕

Please complete all mandatory (*) information.

PERSONNEL INFORMATION ^

Salutation *

Name *

Designation *

ID Type *

ID Number *

Email Address *

Telephone Number *

Mobile Number

Gender *

User Type
 Account Administrator Billing Administrator

[Cancel](#)

[Add Administrator](#)

Figure 1.9.2 Add Administrator Modal

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



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	

Showing 1 to 1 of 1 entries Previous 1 Next

[Add Administrator](#)

Figure 1.9.3 Administrator Table

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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 Collapse All

Enter the Telephone Number

Mobile Number

Enter the Mobile Number

Gender *

Male Female

User Type

Account Administrator Billing Administrator

[Cancel](#) [Delete Administrator](#) [Update 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.

GIRO Information

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**

Upon receipt of the approval of the declarant from Singapore Customs and bank approval of your Interbank Giro application, CrimsonLogic will process your request and call you to confirm the ID commencement.

[Cancel](#) [Previous Tab](#) [Next Tab](#)

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.

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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 AGENT ACCOUNT ^

Please complete all mandatory (*) information.

[Company's Details](#) [Personnel Details](#) [Declarants](#) [Subscription](#) [Assessment Criteria](#)

These assessment criteria cover areas relating to the declaring agent's internal control procedures/processes/systems. Please **answer all questions**.

Personnel Management

Does your company conduct pre-employment verification checks on prospective employees / declarants? *

Yes No

Does your company have procedures to handle resignation and termination of your employees / declarants? *

Yes No

Training on Customs Procedures

Does your company provide in-house training on customs procedures for newly hired employees / declarants? *

Yes No

Does your company send newly hired employees / declarants to attend external courses on customs procedures? *

Yes No

Does your company send employees / declarants for trainings at regular intervals to keep them up-to-date on latest customs procedures? *

Yes No

Company's Processes & Procedures

Does your company have procedures to screen and select business partners and customers? *

Yes No

Does your company have procedures to identify controlled or dutiable goods and comply with the relevant Singapore Customs' or Controlling Agencies' requirements? *

Yes No

Does your company have procedures to check and verify the documents received for the purposes of submitting trade declarations? *

Yes No

Does your company have procedures to ensure that information declared in the trade declaration is complete and correct? *

Yes No

Does your company have procedures to report or flag out suspicious activities to the attention of supervisors or Singapore Customs, as appropriate? *

Yes No

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

Company's Standard Operating Procedures (SOPs) Documentation

Does your company maintain Standard Operating Procedures (SOPs) for all procedures and processes identified under the Declaring Agent Governance Framework? *

Yes No

Does your company disseminate and communicate the Standard Operating Procedures (SOPs) to employees / declarants? *

Yes No

Are these Standard Operating Procedures (SOPs) reviewed on a regular basis? *

Yes No

Company's Information Management & Controls

Does your company have an information management policy to classify and store information? *

Yes No

Does your company have procedures to control access to and protect information? *

Yes No

Does your company have procedures to conduct regular audit checks to detect discrepancies (e.g. unauthorised access, tampering or alteration of business data)? *

Yes No

Does your company have procedures to inform Singapore Customs whenever there are any changes in your company's or declarants' information? *

Yes No

Does your company have procedures to ensure the confidentiality of the TradeNet® Account and ID issued to employees / declarants? *

Yes No

Are your company's IT systems protected against unauthorised access? *

Yes No

Does your company retain Customs permits and supporting documents for at least 5 years? *

Yes No

Does your company have procedures to back up the information and data? *

Yes No

[Cancel](#) [Previous Tab](#) [Review Account Application](#)

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 .

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS



Click on / icon to expand/collapse to view the detail information.

Review Application of Declaring Agent Account

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

COMPANY'S DETAILS ^

COMPANY INFORMATION

UEN	201112290002
Entity Name	TEST 201112290002

CONTACT INFORMATION

Country / Region	Singapore
Postal Code	123456
Block / House Number	123
Street Name	Abc Road
Unit Number	01-123
Building Name	Def Building
Telephone Number	61234567
Email Address	emailaddress@email.com

BUSINESS INFORMATION

Membership with Association	The Singapore Air Cargo Agents Association
Annual Financial Turnover	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 ^

PERSONNEL 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 OPERATING 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

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

COMPANY'S INFORMATION 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 INFORMATION

S/No.	Name	ID Number
1	Key Personnel	S1234567A

CONTACT PERSON

S/No.	Name	ID Number
1	Contact Person	S1234567A

DECLARANTS ^

LIST OF DECLARANTS

S/No.	Name	ID Number	Work Pass Expiry Date	User ID	Account ID
1	Declarant	S1234567A	-	-	null

SUBSCRIPTION INFORMATION ^

PLAN INFORMATION

Application

- TradeNet® Subscription
- 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 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
Apply for Declaring Agent Account

Figure 1.11 Review and Confirmation Page

NEW APPLICATION OF DECLARING AGENT (DA) ACCOUNT AND DECLARANT IDS

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

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

The screenshot displays the TradeNet (User Guide) interface. At the top, it says 'A Singapore Government Agency Website How to Identify' and 'show instructions'. The main header is 'TRADENET® (User Guide)' and the sub-header is 'Account Management'. Below this, there is an 'ACCOUNT INFORMATION' section with a 'Hide' button. The information includes: Login ID: S1234567A, Name of Entity: ABC PTE LTD, UEN: 201101240K, Role: Key Personnel, Status of Customs Activation: Approved, and Declaring Agent Account Status: No DA Account.

The main content area is titled 'APPLY FOR DECLARING AGENT (DA) ACCOUNT'. It features a green confirmation message: 'Your Application Activation for Declaring Agent Account has been submitted.' Below this, there are six numbered instructions:

- Your Online Registration has been assigned reference number: r20130709145557_10960. Please quote this reference number when you are making any enquires on the status of your Online Registration.
- Please print a copy of this page for your record.
- The application process will take on average 3 working days for simple and straightforward cases upon receipt of complete supporting documents while complex cases involving any non-compliance by declaring agent or declarant with Singapore Customs' laws and regulations will take longer to review. We will notify the appointed Contact Person once the application has been approved.
- The following documents are required for completion of the registration process.
 - Duly completed original [CrimsonLogic's Application for Inter-Bank GIRO form](#) and [Singapore Customs' Application for Inter-Bank GIRO form](#)
 - Photocopy of both sides of the key personnel's Identity Card/Passport and Work Permit/Employment Pass for Foreigner
 - TradeNet® Declarant based in Singapore
 - Singaporean/Singapore PR - Photocopy of both sides of the TradeNet® Declarant's Identity Card with [his/her signature on the photocopy](#)
 - Malaysian or Foreigner - Photocopy of the TradeNet® Declarant's Passport and both sides of Work Permit/Employment Pass with [his/her signature on the photocopies](#)
 - Letter from your company (endorsed by HR manager and above) that TradeNet® user(s) is/are under the employment of the company
 - Photocopy of ACRA - Company Business Profile slip
- Please email all supporting documents to customeradmin@crimsonlogic.com.sg or fax to 68730837 and send the duly completed original Inter-bank GIRO forms to the following address:
CrimsonLogic Pte Ltd
31 Science Park Road
The Crimson
Singapore 117611
- Your Online Registration will be completed when we have received the full set of supporting documents. We will notify the appointed Contact Person when the registration process is successfully completed.

A 'Back' button is located at the bottom of the instructions. Below the instructions, there are two additional notes:

- If you encounter any problems with this service, please contact us at (+65) 6355 2000, or email customs_documentation@customs.gov.sg.
- You may also give us your comments at <https://www.customs.gov.sg/feedback>.

The footer contains 'TradeNet® Portal', 'About TradeNet®', 'Contact', 'Feedback', 'Report Vulnerability', 'Privacy', 'Terms of Use', and '© 2024 Government of Singapore Last Updated 21 Jun 2024'.

Figure 1.12 Acknowledgement Page