

Please spend a few minutes of your time to check through the list of items below. It serves as a reminder, for example, the supporting documents you need to have, whether you have selected the correct type of declaration, check that you have understood the procedures and have complied with the requirements, etc. This may help you to minimize the error in the permit applications.

- ☐ Have you obtained all supporting documents such as commercial invoice, packing list and Bill of Lading (BL) or Air Waybill (AWB), etc. and information for permit applications?
 - Ensure you know the contents of the consignment and declare according to the trade documents.
 - Ensure that details in declarations are true and accurate. Clarify with relevant parties involved (such as shipper, consignee, warehouse operator, carrier agent, freight forwarder, etc.) if needed.

- ☐ Who is the [importer of the goods](#) ([Individual](#), local entity or foreign entity)?

- ☐ Have the entities (Importer, Freight Forwarder and Carrier Agent) activated their Customs Account?

- ☐ What type of goods are you importing into Singapore?
 - [Dutiable](#) or [non-dutiable](#)
 - [Controlled](#) or non-controlled goods

- ☐ Will the goods be imported into Singapore by [Air](#), Sea, [Land](#) or Mail (mode of transport)?

- ☐ Will the goods be imported into Singapore via [authorised piers and places](#)?

- ☐ Where do you intend to move the goods to after importing into Singapore (Place of Release and Place of Receipt)?
 - Are the goods going to be stored inside a [Free Trade Zone](#) and/or pending re-export?
 - Are the goods going to be moved from Free Trade Zone [into Licensed or Zero-GST warehouse](#) for storage?
 - Are the goods going to be moved from Free Trade Zone into Customs Territory for [local use](#) or [Destruction](#)?
 - Are the [goods](#) going to be used inside Free Trade Zone?
 - Please refer to the guide on [Types of Permit Applications](#) for various scenarios.

- ☐ Are you going to remove [shut-out goods](#) from Free Trade Zone?

- ☐ Will the goods be imported into Singapore under [Temporary Import Scheme](#), [IRAS schemes](#), GST relief and/or duty exemption [scenarios](#)?

- ☐ Check [security](#) (Banker's Guarantee, Finance Company Guarantee or Insurance Bond) for transactions involving [dutyable goods](#) and [temporary import of goods for approved purposes](#). Please ensure that sufficient [security](#) are lodged with Customs.
- ☐ Check the [import procedures](#) for importing various types of goods available on Customs website
- ☐ Check the permit requirements for goods import from [United Nations Security Council sanctioned countries](#)
- ☐ Check the Import Certificate and Delivery Verification (ICDV) number for goods import under [Import Certificate](#).
- ☐ Check the permit requirements for importer who intends to [claim preferential tariff treatment](#)
- ☐ Check the permit requirements for goods import from [Mutual Recognition Arrangement](#) partner's [Authorised Economic Operators](#)
- ☐ Check if there are any previous import permit declared
- ☐ Check the [claimant information](#) and Place of Receipt code for duty and/or GST exemption permit applications
- ☐ Check information for goods to be cleared out from FTZ. For example,
- Cargo Packing Type (Containerised/ non-containerised),
 - Total Gross Weight (Valid codes – TNE for sea shipments and KGM for air shipments),
 - Total Outer Pack Quantity (Valid codes – KGM, TNE, NMB, etc.)
 - Place of Release (Valid codes – LHQ, THQ, CZ, KZ, PPZ, SZ)
- ☐ Check the shipping documents, invoice and packing list.
- Ensure the party, transport, product and invoice details are correctly declared in the permit applications.
 - Please refer to the guide on [Important Permit Fields](#).
- ☐ Check with the relevant [Competent Authority \(CA\)](#) on the requirements to import controlled items.
- Ensure information such as [CA product code and Unit Of Measurement \(UOM\)](#), CA/SC Code 1 (if any), Licence number (if any), etc. are correctly declared.
 - Ensure separate permits applications are declared for multiple items controlled by different CAs.
- ☐ For goods that will be imported by land, ensure that one permit application for each container or vehicle of cargo is declared.

- ☐ Check the invoice and ensure the [value](#) of the goods is correctly declared.
- What is the International Commercial Term (incoterm) stated in the invoice?
 - Is the customs value settled in a foreign currency?
 - Are there any additional goods such as samples, gifts or free-of-charge items and [value](#) stated in the invoice?
 - Is there any discount(s) stated in the commercial invoice? Can the discount(s) be accepted and excluded for GST computation purpose?
- ☐ Please ensure you and your importers comply with the permit conditions stated in the permits.
- ☐ Keep your [supporting documents](#) for a minimum of 5 years.