



Circular No: 06/2023
10 Apr 2023

Traders and Declaring Agents

Dear Sir/Madam

UPDATED PROCEDURES FOR ELECTRONIC EXCHANGE OF ASEAN TRADE IN GOODS AGREEMENT (ATIGA) FORM D VIA THE ASEAN SINGLE WINDOW (ASW)

Background on ATIGA e-Form D

This circular seeks to inform businesses on the updated procedures for the exchange of ATIGA e-Form D between ASEAN Member States (AMS) via the ASEAN Single Window (ASW) and it supersedes the Circular No. 15/2017 dated 9 Nov 2017. This is in line with the migration of exchange of ATIGA e-Form D between AMS via the ASW to a newer backend system within Customs and to improve users experience when exchanging ATIGA e-Form D.

2 The ASW is an environment that connects and integrates the National Single Windows (NSWs) of AMSs, and since 1 Jan 2018, traders have been transmitting approved Form D to exchange-ready AMS via the ASW. A Form D¹ electronically transmitted (hereinafter referred to as “ATIGA e-Form D”) from Singapore to any of the other 9 AMS can be used for claiming of preferential tariff treatment for imports to that AMS.

No Change to TradeNet Declaration Procedures for ATIGA Form D

3 The TradeNet declaration procedures for a Form D remains the same. Once the Form D is approved in TradeNet, the next step is to make adjustment and proceed with the transmission of an ATIGA e-Form D. The exporter or the authorised Declaring Agent can log in to www.ntp.gov.sg to submit the Form D for electronic submission. More details of the authorisation of the Declaring Agent and e-Form D submission will be illustrated below.

Updated Procedures regarding Electronic Transmission of ATIGA e-Form D on the Networked Trade Platform (NTP)

¹ The Preferential Certificate of Origin (CO) issued under ATIGA.

4 To enable the transmission of e-Form D, the exporter and its declaring agent must register for an NTP account. Traders may go to www.ntp.gov.sg > Support > Register an NTP Account for information on account creation.

5 The exporter must inform Singapore Customs of their Declaring Agent(s) who are authorised to transmit e-Form D on their behalf by logging in to www.ntp.gov.sg > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent.

6 Exporters who are already registered to participate in ASW **will not be required** to fill in this form for authorised Declaring Agent(s) that was previously authorised. Customs will migrate details of the existing exporters and their authorised Declaring Agent(s) into the new system. However, you are advised to log in to review your existing authorised Declaring Agent(s) or update your latest authorised Declaring Agent(s) when the new backend system becomes operational at a later date. Please look out for Customs Notice in the coming weeks for the live operation of the new backend system.

7 After the Form D application is approved in TradeNet, the exporter or the authorised Declaring Agent can log in to www.ntp.gov.sg > Government Services > International Connectivity > ATIGA e-Form D. At the ATIGA Form D (SG to AMS) Enquiry screen, select "Importing Country / Region" and input the approved Form D reference number to access it. Detailed steps to perform the electronic transmission can be found in the handbook on our Customs ASW webpage [here](#)

Cessation for the Registration to Participant in ASW

8. The request to Customs for a copy of the registration form via email had long been ceased. In view of the new procedure, the FormSG for registration to participate in ASW will be ceased from 12 Apr 2023 as well. All exporters with an NTP account will be automatically registered.

Clarification

9 With the updated change in procedure, there will be downtime occurred in the current system, a Notice will be released to inform of the period of downtime and things to note (including when the new system becomes operational).

10 For more information on ATIGA e-Form D, you may refer to www.customs.gov.sg/businesses/certificates-of-origin/asw. You may also refer to the Frequently Asked Questions in Annex A for more details.

Yours faithfully

Jeff Wan
Head Tariffs & Trade Services Branch

for Director-General of Customs
Singapore Customs

(This is a computer-generated circular. No signature is required.)

We hope that this circular has been written in a way that is clear to you. If not, please let us have suggestions on how to improve this circular at customs_roo@customs.gov.sg.

FREQUENTLY ASKED QUESTIONS

Q1: Will Singapore Customs be ceasing the printing of hardcopy Form D and move toward full transmission of Form D via the ASW?

A1: Yes. This in line with AMSs common goal of ceasing the printing of hardcopy Form D and move toward full transmission of electronic Form D via the ASW by end 2023. Customs will inform businesses at least 3 months in advance on when we would cease the printing of hardcopy Form D.

Q2: How do I obtain my Form D is there is a technical error in the ASW?

A2: In such exceptional circumstances, Hardcopy Form D printed and will be available for collection at the printing center when the ASW system is down.

Q3: As an exporter do I need to register to transmit Form D via the ASW?

A3: Exporter will automatically be a registered participant to transmit Form D via the ASW.

Q4: How do I remove declaring agent that I no longer want to authorize?

A4: Exporter can log in to www.ntp.gov.sg > Business Account > Manage Consent & Authorisation for NTP Services > Choose your International Connectivity Services & Authorise your Declaring Agent and remove the authorization.

Q5: The importing customs authority did not receive the e-ATIGA Form D. What should I do?

A5: Please write to customs_roo@customs.gov.sg with your company's Unique Entity Number and the Form D reference number, and we will investigate the matter.

Q6: How does the overseas importer submit its preferential tariff claim to the importing customs authority with an e-ATIGA Form D?

A6: Please request the importer to consult its customs authority directly for the relevant information.