



SINGAPORE CUSTOMS

NATIONAL AUTHORITY (CHEMICAL WEAPONS CONVENTION)

**GUIDE FOR
FILLING IN
ANNUAL DECLARATION OF
PAST ACTIVITIES
FORMS**

Preface

This guide is designed to assist NA(CWC) license holders in the submission of the Annual Declaration of Past Activities (ADPA). It covers the type of forms to use, and guides licence holders through the process of filling in each declaration form. License holders are advised to refer to their NA(CWC) Licence when declaring the ADPA.

Contact information

For information on the obligations under the Chemical Weapons Convention, please contact:

National Authority (Chemical Weapons Convention)
Singapore Customs
55 Newton Road, Revenue House
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Which Forms to Use?

The types of forms required for the submission of ADPA are dependent on the chemicals and activities that licence holders are involved in (with the exception of the Declaration Cover Certification Form which is compulsory for **all** ADPA submissions). The required forms for the specific chemical and activity are listed in the tables below:

1. Declaration Cover Certification Form - **Compulsory regardless of type of chemical**
2. Forms required for Schedule 1 Chemicals

Activity	Form D1	Form D1.1	Form D1.2	Form D1.3	Form D1.4
Production	√	√	√		
Processing	√	√			
Consumption	√	√			
Storage	√	√			
Local Transfer	√			√	
Import / Export					√
Remarks	Only <u>one</u> Form D1 is required for each <u>Schedule 1 Facility</u> . Not required if licence holder is engaged <u>solely</u> in import or export.	Only <u>one</u> Form D1.1 is required for each <u>Schedule 1 chemical</u> produced, processed, consumed or stored.	Only <u>one</u> Form D1.2 is required for each <u>Schedule 1 chemical</u> produced.	Only <u>one</u> Form D1.3 is required for each <u>Schedule 1 chemical</u> transferred.	Only <u>one</u> Form D1.4 is required for each <u>Schedule 1 chemical</u> imported or exported.

3. Forms required for Schedule 2 Chemicals

Activity	Form D2	Form D2.1	Form D2.2	Form D2.3
Production	√	√	√	
Processing	√	√	√	
Consumption	√	√	√	
Local Transfer	√	√	√	
Import / Export				√
Remarks	Only <u>one</u> Form D2 is required for each <u>plant site</u> . Not required if licence holder is engaged <u>solely</u> in import or export.	Only <u>one</u> Form D2.1 is required for each <u>plant</u> within the plant site. Not required if licence holder is engaged <u>solely</u> in import or export.	Only <u>one</u> Form D2.2 is required for each <u>Schedule 2 chemical</u> produced, processed, consumed or sold/transported locally.	One Form D2.3 is required for each <u>Schedule 2 chemical</u> imported or exported.

4. For Schedule 3 Chemicals

Activity	Form D3	Form D3.1	Form D3.2	Form D3.3
Production	√	√	√	
Import / Export				√
Remarks	Only <u>one</u> Form D3 is required for <u>each plant site</u> . Not required if licence holder is engaged <u>solely</u> in import or export.	Only <u>one</u> Form D3.1 is required for <u>each plant</u> within the plant site. Not required if licence holder is engaged <u>solely</u> in import or export.	Only <u>one</u> Form D3.2 is required for <u>each Schedule 3 chemical</u> produced.	Only <u>one</u> Form D3.3 is required for <u>each Schedule 3 chemical</u> imported or exported.

5. For Unscheduled Discrete Organic Chemicals (DOCs)

Activity	Form D4	Form D4.1	Form D4.2
Production	√	√	√
Remarks	Only <u>one</u> Form D4 is required for <u>each plant site</u> .	Only <u>one</u> Form D4.1 is required for <u>each plant</u> within the plant site.	One Form D4.2 is required for <u>each Unscheduled DOC</u> produced.

Guide for Declaration Cover Certification Form



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DECLARATION COVER CERTIFICATION FORM

SECTION A: DECLARATION TYPE

(1) Declaration For Year: _____

(2) Declaration type: (Please tick the relevant box)

(a) ☐ ANNUAL DECLARATION on ANTICIPATED ACTIVITIES (ADAA)

(b) ☐ ANNUAL DECLARATION on PAST ACTIVITIES (ADPA)

(c) ☐ DECLARATION on ADDITIONALLY PLANNED ADHOC ACTIVITIES (AH)

(3) Declaration for Scheduled Chemicals: (Please tick the relevant box)

(a) ☐ Schedule 1 Chemical (b) ☐ Schedule 2 Chemical

(c) ☐ Schedule 3 Chemical (d) ☐ Discrete Organic Chemical

(4) Forms Submitted: (Please indicate the relevant box)

☐ NIL Declaration for Year _____

For Annual Declaration on Anticipated Activities (ADAA)

☐ Forms C1 / C1.1 – For Schedule 1 Chemical

☐ Forms C2 / C2.1 / C2.2 – For Schedule 2 Chemical

☐ Forms C3 / C3.1 / C3.2 – For Schedule 3 Chemical

For Annual Declaration on Past Activities (ADPA)

☐ Forms D1 / D1.1 / D1.2 / D1.3 / D1.4 – For Schedule 1 Chemical

☐ Forms D2 / D2.1 / D2.2 / D2.3 – For Schedule 2 Chemical

☐ Forms D3 / D3.1 / D3.2 / D3.3 – For Schedule 3 Chemical

☐ Forms D4 / D4.1 / D4.2 – For Unscheduled Discrete Organic Chemical

For Declaration on Additionally Planned Adhoc Activities (AH)

☐ Forms C1 / C1.1 – For Schedule 1 Chemical

☐ Forms C2 / C2.1 / C2.2 – For Schedule 2 Chemical

☐ Forms C3 / C3.1 / C3.2 – For Schedule 3 Chemical

(b) Any other attachments: _____

FOR OFFICIAL USE ONLY

Checked by: _____ Total number of pages received: _____ Date received: _____

Updated by: _____ Entry date: _____

Remarks: _____

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SECTION A: DECLARATION TYPE

(1) Declaration For Year:

Please indicate the year for which this declaration is for.

(For past activities, indicate the preceding year. For anticipated activities, indicate the following year.)

(2) Declaration Type:

Please indicate the type of declaration accordingly.

- Annual Declaration of Anticipated Activities (ADAA) – For anticipated activities of Schedules 1/2/3 chemicals.
- Annual Declaration of Past Activities (ADPA) – For past activities of Schedules 1/2/3 or Unscheduled Discrete Organic Chemicals.
- Declaration on Additional Planned Adhoc Activities (AH) – For adhoc activities not declared in ADAA previously.

(3) Declaration for Scheduled Chemicals:

Please indicate in one or more of the boxes, the type of chemicals involved.

(4) Forms Submitted:

Please indicate in one or more of the boxes, the relevant forms that are submitted.

If your company has not engaged in any of the licensed activities, indicate NIL Declaration.

(5) Any other attachments:

Please indicate if any additional information is submitted with the forms. (e.g. TradeNet permits, Material Safety Data Sheets, etc.)

Guide for Schedule 1 Chemical Declaration

Form D1: Details of Schedule 1 Facility



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SCHEDULE 1 CHEMICAL DECLARATION

FORM D1: DETAILS OF SCHEDULE 1 FACILITY

Please provide the following information on the Plant Site and Plants involved in the production of any Schedule 1 Chemical

(1) Name of Facility: _____

(2) Name of Operator of the Facility: _____

(3) Please provide the location of Facility:
Street Address: _____
Building Number: _____
(if any) _____

(4) Please indicate the category which best describes the above facility (please indicate where applicable):
☐ Single small-scale facility (SSSF)
☐ Other facility for protective purposes
☐ Other facility for research, medical or pharmaceutical purposes

(NOTE: SSSF refers to Single Small Scale Facility where the production shall be carried out in reaction vessels. In production lines not configured for continuous operation, the volume of such a reaction vessel shall not exceed 100 litres, and the total volume of all reaction vessels with a volume exceeding 5 litres shall not be more than 100 litres.)

(5) Is there any additional information on this facility to be submitted on a voluntary basis as attachments?
☐ No ☐ Yes, this is attached as Annex _____ (_____ pages, excluding this cover)

(6) Has the facility transferred any Schedule 1 chemical?
☐ No
☐ Yes, Number of Schedule 1 chemicals transferred: _____

(7) Total number of Schedule 1 Chemicals produced in facility: _____

(8) Is there any declared Schedule 2 Plants at this facility?
☐ No ☐ Yes

(9) Declarant's Signature: _____ (10) Date (dd/mm/yyyy) _____ (11) Company Stamp _____

(1) Name of Facility:

Please indicate the facility name.

(6) Has the facility transferred any Schedule 1 chemicals?

Please note that the declared number of Schedule 1 chemicals transferred should match the number of Form D1.3 submitted (see [Page 8](#) for instructions on filling in Form D1.3).

(7) Total number of Schedule 1 Chemicals produced in facility:

Please note that the declared number of Schedule 1 chemicals produced should match the number of Form D1.1 submitted (see [Page 6](#) for instructions on filling in Form D1.1).

(8) Is there any declared Schedule 2 Plants at this facility?

If "Yes", please complete the declaration forms for Schedule 2 chemicals also (see [Pages 10-13](#) for instructions on filling in the declaration forms for Schedule 2 chemicals).

(9)-(11) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D1.1: Details of Schedule 1 Chemical Activities at Facility



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SCHEDULE 1 CHEMICAL DECLARATION

FORM D1.1: DECLARATION OF SCHEDULE 1 CHEMICAL ACTIVITIES AT FACILITY

Submit this form for each Schedule 1 chemical produced, processed, consumed by and / or stored at a declared Schedule 1 Facility.
Please duplicate form as required.

(1) IUPAC Chemical Name:	(2) Common Trade Name (Please indicate as "N.A." if not available):
(3) Percentage Purity:	(4) CAS Registry No.:
(5) Chemical Structure:	
(6) Please indicate the relevant activities by ticking the relevant boxes:	
<input type="checkbox"/> Production Quantity Produced: _____ Purpose of Production (Please indicate where applicable): <input type="checkbox"/> Research <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Medical <input type="checkbox"/> Waste Disposal <input type="checkbox"/> Protective <input type="checkbox"/> Production of Other Schedule 1 Chemical _____ µg / g Please complete the next page if Schedule 1.2 or 3 chemical is used in the production of this chemical	
<input type="checkbox"/> Processing Quantity Processed: _____ Purpose of Processing (Please indicate where applicable): <input type="checkbox"/> Research <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Medical <input type="checkbox"/> Waste Disposal <input type="checkbox"/> Protective <input type="checkbox"/> Production of Other Schedule 1 Chemical _____ µg / g	
<input type="checkbox"/> Consumption Quantity Consumed: _____ Purpose of Consumption (Please indicate where applicable): <input type="checkbox"/> Research <input type="checkbox"/> Pharmaceutical <input type="checkbox"/> Medical <input type="checkbox"/> Waste Disposal <input type="checkbox"/> Protective <input type="checkbox"/> Production of Other Schedule 1 Chemical _____ µg / g	
<input type="checkbox"/> Storage Maximum Quantity Stored at any time of previous year: _____ Quantity of this chemical stored at the end of previous year: _____ _____ µg / g _____ µg / g	
(7) Details of Company where Schedule 1 Chemical was stored at:	
Company Name: _____	Address: _____
Contact Person: _____	Tel: _____ Fax: _____
(8) Declarant's Signature: _____	(9) Date (dd/mm/yyyy) _____
(10) Company Stamp	

(8)-(10) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

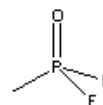
Please ensure that the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the chemical.

(e.g. Methylphosphonyldifluoride classified under Schedule 1B with the description, "Alkyl (Me, Et, n-Pr or I-Pr) phosphonyldifluorides")

Chemical structure should be provided as follows:



Note: Chemical structures can be provided in a separate attachment if the space provided in the form is insufficient.

(6) Declaration of Chemical Activities:

Please declare the relevant portions according to your licensed activities.

If your company has not engaged in the licensed activity, please indicate "NIL" in the quantity fields.

Please express the units in µg / g.
(1,000,000 µg = 1 g)

Form D1.2: Declaration on Schedule 1, 2 and 3 Precursor Chemicals Used to Produce a Schedule 1 Chemical at Declared Facility



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SCHEDULE 1 CHEMICAL DECLARATION

FORM D1.2: DECLARATION ON SCHEDULE 1, 2 and 3 PRECURSOR CHEMICALS USED TO PRODUCE A SCHEDULE 1 CHEMICAL AT DECLARED FACILITY

Submit this form for each Schedule 1 chemical produced in the declared Schedule 1 Facility using 1 or more precursor chemicals listed on Schedules 1, 2 or 3.
Please duplicate form as required

(1) IUPAC Chemical Name:	(2) Common Trade Name (Please indicate as "N/A" if not available):
(3) Percentage Purity:	(4) CAS Registry No.:

(5) Please describe methods employed for production of this Schedule 1 chemical:

(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Methods Employed for Production of Schedule 1 Chemical:

Please describe the reaction, show the chemical structures and indicate the CAS Registry numbers.

Note: Information can be provided in a separate attachment if the space provided in the form is insufficient.

SCHEDULE 1/2/3 PRECURSORS USED FOR PRODUCTION				
No	IUPAC Chemical Name of Precursor	Schedule	CAS Registry No.	Quantity
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g
				kg / g

(6)-(8) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(6) Declarant's Signature:	(7) Date (dd/mm/yyyy)	(8) Company Stamp
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Form D1.3: Declaration on Local Transfer of Schedule 1 Chemical



Singapore Customs,
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Revenue House
Singapore 307587
Tel No. : 6775 5137
Fax No. : 6775 5946
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SCHEDULE 1 CHEMICAL DECLARATION

FORM D1.3: DECLARATION ON LOCAL TRANSFER OF SCHEDULE 1 CHEMICAL
Submit this form for each Schedule 1 chemical locally transferred from a declared Schedule 1 Facility.
Please duplicate form as required.

(1) IUPAC Chemical Name: _____ (2) Common Trade Name (Please indicate as "N.A." if not available) _____

(3) Percentage Purity: _____ (4) CAS Registry No.: _____

(5) Chemical Structure: _____

LOCAL TRANSFER

(6) Amount transferred / distributed: _____ (7) Purpose of Local Transfer / Distribution: (Please indicate where applicable):
☐ Research ☐ Pharmaceutical
☐ Medical ☐ Waste Disposal
☐ Protective ☐ Production of Other Schedule 1 Chemical

(8) Details of Company where Schedule 1 Chemical was transferred / distributed to:
 Company Name: _____ Address: _____
 Contact Person: _____ Tel: _____ Fax: _____

(9) Amount transferred / distributed: _____ (10) Purpose of Local Transfer / Distribution: (Please indicate where applicable):
☐ Research ☐ Pharmaceutical
☐ Medical ☐ Waste Disposal
☐ Protective ☐ Production of Other Schedule 1 Chemical

(11) Details of Company where Schedule 1 Chemical was transferred / distributed to:
 Company Name: _____ Address: _____
 Contact Person: _____ Tel: _____ Fax: _____

(12) Amount transferred / distributed: _____ (13) Purpose of Local Transfer / Distribution: (Please indicate where applicable):
☐ Research ☐ Pharmaceutical
☐ Medical ☐ Waste Disposal
☐ Protective ☐ Production of Other Schedule 1 Chemical

(14) Details of Company where Schedule 1 Chemical was transferred / distributed to:
 Company Name: _____ Address: _____
 Contact Person: _____ Tel: _____ Fax: _____

(15) Declarant's Signature: _____ (16) Date (dd/mm/yyyy) _____ (17) Company Stamp _____

(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

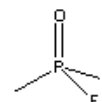
Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the chemical.

(e.g. Methylphosphonyldifluoride classified under Schedule 1B with the description, "Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides")

Chemical structure should be provided as follows:



Note: Chemical structures can be provided in a separate attachment if the space provided in the form is insufficient.

(15)-(17) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(6)-(14) Details of Local Transfers:

Please ensure the details of local transfers are consistent with the Notification on Transfer Forms (i.e. T-1A and T-1B forms).

If your company has not engaged in the licensed activity, please indicate "NIL" in the quantity fields.

Form D1.4: Declaration on Import and Export of Schedule 1 Chemical



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SCHEDULE 1 CHEMICAL DECLARATION

FORM D1.4: DECLARATION ON IMPORT AND EXPORT OF SCHEDULE 1 CHEMICAL
Submit this form for each Schedule 1 chemical imported to and/or exported out of a declared Schedule 1 Facility.

(1) IUPAC Chemical Name: _____ (2) Common Trade Name (Please indicate as "N/A." if not available) _____

(3) Percentage Purity: _____ (4) CAS Registry No.: _____

(5) Chemical Structure: _____

(6) Please indicate the relevant activities by ticking the relevant boxes.

☐ **IMPORT (COUNTRY THAT THE SCHEDULED CHEMICAL WAS DISPATCHED FROM, REGARDLESS OF ITS COUNTRY OF ORIGIN)**
(You may wish to provide list on separate attachment, if fields are insufficient.)

Import Permit Number	Country	Month of Import	Quantity (Please indicate units)

☐ **EXPORT (COUNTRY OF DESTINATION FOR THE SCHEDULED CHEMICAL)**
(You may wish to provide list on separate attachment, if fields are insufficient.)

Export Permit Number	Country	Month of Export	Quantity (Please indicate units)

(7) Declarant's Signature: _____ (8) Date (dd/mm/yyyy) _____ (9) Company Stamp _____

(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

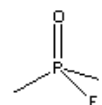
Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the chemical.

(e.g. Methylphosphonyldifluoride classified under Schedule 1B with the description, "Alkyl (Me, Et, n-Pr or I-Pr) phosphonyldifluorides")

Chemical structure should be provided as follows:



Note: Chemical structures can be provided in a separate attachment if the space provided in the form is insufficient.

(7)-(9) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(6) Details of Import and Export:

Imports and exports of the Schedule 1 chemical are to be reported on a per shipment basis.

If your company has not engaged in the licensed activity, please indicate "NIL" in the fields.

Permit Number:

Please provide the TradeNet® permit number for the specific import or export.

Quantity:

Please express the units in µg / g.

(1,000,000 µg = 1 g)

Note: You may wish to submit the import/export declaration in separate attachments if the fields provided are insufficient.

Guide for Schedule 2 Chemical Declaration

Form D2: Details of Schedule 2 Facility



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SCHEDULE 2 CHEMICAL DECLARATION

FORM D2: DETAILS OF SCHEDULE 2 FACILITY
Please provide the following information on the Plant Site involved in the production, processing and / or consumption of any Schedule 2 Chemical.

(1) Name of Plant Site: _____

(2) Name of Owner, Company or Enterprise operating the Plant Site: _____

(3) Please provide the location of Plant Site:
Street Address: _____
Building Number: _____
(if any) _____

(4) Number of Schedule 2 plants in the above Plant Site: _____

(5) Is this Plant Site producing, processing and/or consuming any of the following 'Schedule 2' Chemicals above the following threshold (i.e. verification threshold under the CWC)?

☐ More than 10 kg of a chemical in Schedule 2A*

☐ More than 1 tonne of a chemical in Schedule 2A

☐ More than 10 tonnes of a chemical in Schedule 2B

☐ The threshold for Schedule 2 Chemicals produced, processed and/or consumed is less than any of the 3 quantities specified above.

(6) Declarant's Signature: _____ (7) Date (dd/mm/yyyy) _____ (8) Company Stamp _____

(1) Name of Facility:

Please indicate plant site name.

(2) Name of Owner / Operator of the Facility:

Please declare the operator name, if the operator and the owner of the site are different.

(4) Total number of Schedule 2 Plants in Facility:

Please note that the declared number of Schedule 2 chemicals produced must match the number of Form D2.1 submitted (see [Page 11](#) for instructions on filling in Form D2.1).

(6)-(8) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D2.1: Details of Plant at Schedule 2 Facility



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SCHEDULE 2 CHEMICAL DECLARATION

FORM D2.1: DETAILS OF PLANT AT SCHEDULE 2 FACILITY

Please provide the following information on the Plant involved in the production, processing and / or consumption of any Schedule 2 Chemical.
Please duplicate form as required.

(1) Name of Plant: _____

(2) Please provide the precise location of the Plant within the Plant Site.
Street Address: _____
(If different from Form D2)
Specific Building/
Structure Number: _____

(3) Please indicate the main activities in the Plant: (a) ☐ Production (b) ☐ Storage
(c) ☐ Processing (d) ☐ Re-packaging, distribution
(e) ☐ Consumption (f) ☐ Research

(4) Please indicate which types of product group codes best describe the main activities in the Plant:
(Please refer to the Product Group Codes on back page)

(5) Is a chemical produced at the facility as an unavoidable by-product in an amount not exceeding 3 per cent of the total product?
☐ No ☐ Yes

! The chemical refers to a Schedule 1 chemical, or any other chemical that can be used for chemical weapon purposes above 1 tonne per year.

(6) Is this plant dedicated to such activities or is it multipurpose? ☐ Dedicated ☐ Multipurpose

(7) Is there any additional information on this Plant to be submitted on a voluntary basis, as attachments?
☐ No ☐ Yes, this is attached as Annex _____ (_____ pages, excluding this cover)

(8) Total number of Schedule 2 Chemicals to be produced, processed or consumed at the above Plant: _____

(9) Total number of Schedule 3 Chemicals to be produced at the above Plant: _____

(10) Declarant's Signature: _____ (11) Date (dd/mm/yyyy) _____ (12) Company Stamp _____

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(1) Name of Plant:

Note: The name of the plant may be different from the name of the plant site.

(4) Types of Product Group Code:

Please classify the declared chemicals (not the ultimate end products) according to the Product Group Codes provided.

(6) Dedicated or Multipurpose Plant:

Dedicated Plant:

The plant has its process configuration dedicated to the declarable activity.

Multipurpose Plant:

The plant is designed to provide the means for the production of a variety of products by virtue of enabling more than one process.

(8) Total number of Schedule 2 Chemicals produced, processed or consumed at the Plant:

Please note that the declared number of Schedule 2 chemicals produced, processed or consumed must match the number of Forms D2.2 submitted (see [Page 12](#) for instructions on filling in Form D2.2).

(9) Total number of Schedule 3 Chemicals produced at the Plant:

Please note that the declared number of Schedule 3 chemicals produced must match the number of Forms D3.2 submitted (see [Page 16](#) for instructions on filling in Form D3.2).

(10)-(12) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D2.2: Declaration of Schedule 2 Chemical Activities at Facility



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Email: customs_nacw@customs.gov.sg

SCHEDULE 2 CHEMICAL DECLARATION

FORM D2.2: DECLARATION OF SCHEDULE 2 CHEMICAL ACTIVITIES AT FACILITY

Submit this form for each declared Schedule 2 chemical produced, processed, consumed by and / or locally transferred from a declared Schedule 2 Facility.
Please duplicate form as required.

(1) IUPAC Chemical Name: _____ (2) Common Trade Name: (Please indicate as "N.A." if not available) _____

(3) Percentage Purity: _____ (4) CAS Registry No.: _____

(5) Chemical Structure: _____

(6) Production Capacity of Chemical in Plant: _____ (7) Calculated based on: ☐ Nameplate Capacity ☐ Design Capacity

(8) Please indicate the relevant activities by ticking the relevant boxes:

PRODUCTION		
Quantity Produced: _____ kg	Purity of Chemical Produced: _____ %	Product Group Code that describes purpose of Production (Please refer to the Product Group Codes on back page): _____
PROCESSING		
Quantity Processed: _____ kg	Purity of Chemical Processed: _____ %	Product Group Code that describes purpose of Processing (Please refer to the Product Group Codes on back page): _____
CONSUMPTION		
Quantity Consumed: _____ kg	Purity of Chemical Consumed: _____ %	Product Group Code that describes purpose of Consumption (Please refer to the Product Group Codes on back page): _____
LOCAL SALE/ TRANSFER		
Destination of sale/ transfer: _____	Final Product Type (Please refer to the Product Group Codes on back page): _____	Destination of sale/ transfer: _____
_____	_____	_____
_____	_____	_____
OTHER PURPOSES FOR WHICH THE SCHEDULE 2 CHEMICAL WAS PRODUCED, PROCESSED OR CONSUMED Please specify: _____		

(9) Declarant's Signature: _____ (10) Date (dd/mm/yyyy): _____ (11) Company Stamp: _____

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(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appplied Chemistry.

(2) Common Trade Name and

(3) Percentage Purity:

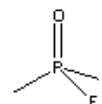
Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the chemical.

(e.g. Methylphosphonyldifluoride classified under Schedule 1B with the description, "Alkyl (Me, Et, n-Pr or i-Pr) phosphonyldifluorides")

Chemical structure should be provided as follows:



Note: Chemical structures can be provided in a separate attachment if the space provided in the form is insufficient.

(9)-(11) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(8) Declaration of Production, Processing or Consumption:

Quantity:

Please express the units in kg / tne.
(1000 kg = 1 tne)

If your company has not engaged in the licensed activity, please indicate "NIL" in the quantity fields.

Purity of Chemical Produced:

Refers to the purity of the product.

Purity of Chemical Processed:

Refers to the purity of the raw material.

Purity of Chemical Consumed:

Refers to the purity of the raw material.

Product Group Code:

Please classify the declared chemical (not the ultimate end products) according to the Product Group Codes provided.

Form D2.3: Declaration of Import and Export of Schedule 2 Chemical



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwo@customs.gov.sg

SCHEDULE 2 CHEMICAL DECLARATION

FORM D2.3: DECLARATION OF IMPORT AND EXPORT OF SCHEDULE 2 CHEMICAL
Submit this form for each declared Schedule 2 chemical imported in and / or exported out of Singapore.
Please duplicate form as required.

(1) IUPAC Chemical Name: _____ (2) Common Trade Name: (Please indicate as "N.A." if not available): _____

(3) Percentage Purity: _____ (4) CAS Registry No.: _____

(5) Chemical Structure: _____

(6) Please indicate the relevant activities by ticking the relevant boxes:

☐ **IMPORT (COUNTRY THAT THE SCHEDULED CHEMICAL WAS DISPATCHED FROM, REGARDLESS OF ITS COUNTRY OF ORIGIN)**
(You may wish to provide list on separate attachment, if the fields are insufficient.)

Import Permit Number	Country	Month of import	Quantity (Please indicate units)

☐ **EXPORT (COUNTRY OF DESTINATION FOR THE SCHEDULED CHEMICAL)**
(You may wish to provide list on separate attachment, if the fields are insufficient.)

Export Permit Number	Country	Month of import	Quantity (Please indicate units)

(7) Declarant's Signature: _____ (8) Date (dd/mm/yyyy): _____ (9) Company Stamp: _____

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(1) IUPAC Chemical Name:

IUPAC refers International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

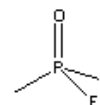
Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the chemical.

(e.g. Methylphosphonyldifluoride classified under Schedule 1B with the description, "Alkyl (Me, Et, n-Pr or I-Pr) phosphonyldifluorides")

Chemical structure should be provided as follows:



Note: Chemical structures can be provided in a separate attachment if the space provided in the form is insufficient.

(7)-(9) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

(6) Details of Import and Export:

Imports and exports of the Schedule 2 chemical are to be reported on a per shipment basis.

If your company has not engaged in the licensed activity, please indicate "NIL" in the fields.

Permit Number:

Please provide the TradeNet® permit number for the specific import or export.

Quantity:

Please express the units in kg / tne.
(1000 kg = 1 tne)

Note: You may wish to submit the import/export declaration in separate attachments if the fields provided are insufficient.

Guide for Schedule 3 Chemical Declaration

Form D3: Details of Schedule 3 Facility



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwc@customs.gov.sg

SCHEDULE 3 DECLARATION

FORM D3: DETAILS OF SCHEDULE 3 FACILITY

Please provide the following information on the Plant Site involved in the production of any Schedule 3 Chemical.

(1) Name of Plant Site:
[Redacted]

(2) Name of Owner, Company or Enterprise operating the Plant Site:
[Redacted]

(3) Please provide the location of Plant Site:
Street Address: [Redacted]
Building Number: (if any) [Redacted]

(4) Number of plants producing Schedule 3 chemicals in Plant Site:
[Redacted]

(5) Is there any declared Schedule 2 Plants at this Plant Site?
☐ No ☐ Yes

(6) Declarant's Signature: [Redacted] (7) Date (dd/mm/yyyy): [Redacted] (8) Company Stamp: [Redacted]

(1) Name of Plant Site:

Please indicate plant site name.

(2) Name of Owner / Operator of the Facility:

Please declare the operator name, if the operator and the owner of the site are different.

(4) Number of Plants producing Schedule 3 Chemicals in Plant Site:

Please note that the declared number of plants must match the number of Form D3.1 submitted (see [Page 15](#) for instructions on filling in Form D3.1).

(5) Any Schedule 2 Plants in Plant Site:

If yes, please be reminded to submit Form D2.1 for the declaration of Schedule 2 Plants, and Form D2.2 for the declaration of Schedule 2 chemical activities (See [Pages 11](#) and [12](#) for instructions on filling in Forms D2.1 and D2.2 respectively).

(6)-(8) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and provide the company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D3.1: Details of Plant at Schedule 3 Facility



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No.: 6775 5137
Fax No.: 6775 5946
Email: customs_nacwo@customs.gov.sg

SCHEDULE 3 DECLARATION

FORM D3.1: DETAILS OF PLANT IN SCHEDULE 3 FACILITY

Please provide the following information on the Plant involved in the production of any Schedule 3 Chemical.
Please duplicate form as required.

(1) Name of Plant: _____

(2) Please provide the precise location of the Plant within the Plant Site:
Street Address: _____
(if different from Form D3)
Specific Building/
Structure Number: _____
(if any)

(3) Please indicate the main activities in the Plant:

(a) <input type="checkbox"/> Production	(b) <input type="checkbox"/> Storage
(c) <input type="checkbox"/> Processing	(d) <input type="checkbox"/> Re-packaging, distribution
(e) <input type="checkbox"/> Consumption	(f) <input type="checkbox"/> Research

(4) Please indicate which types of product group codes best describe the main activities in the Plant.
(Please refer to the Product Group Codes on back page)

(5) Is a chemical "produced" at the facility as an unavoidable by-product in an amount not exceeding 3 per cent of the total product?
☐ No ☐ Yes
*The chemical refers to a Schedule 1 chemical, or any other chemical that can be used for chemical weapon purposes above 1 tonne per year.

(6) Is there any additional information on this Plant to be submitted on a voluntary basis, as attachments?
☐ No ☐ Yes, this is attached as Annex _____ (_____ pages, excluding this cover)

(7) Declarant's Signature: _____ (8) Date (dd/mm/yyyy) _____ (9) Company Stamp _____

(1) Name of Plant:

Note: The name of the plant may be different from the name of the plant site.

(4) Types of Product Group Code:

Please classify the declared chemicals (not the ultimate end products) according to the Product Group Codes provided.

(7)-(9) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D3.2: Declaration of Schedule 3 Chemical Activities at Facility



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwo@customs.gov.sg

SCHEDULE 3 DECLARATION

FORM D3.2: DECLARATION OF CHEMICAL ACTIVITY AT DECLARED FACILITY		
Submit this form for each declared Schedule 3 chemical produced at a declared Schedule 3 facility. Please duplicate form as required.		
(1) IUPAC Chemical Name:	(2) Common Trade Name (Please indicate as "N/A" if not available):	
(3) Percentage Purity:	(4) CAS Registry No.:	
PRODUCTION		
(5) Quantity Produced:	(6) Purity of Chemical Produced	
(7) Period of Production:	(8) Product Group Code that best describes purpose of Production (Please refer to the Product Group Codes on back page)	
(9) Purpose of Production:		
(a) <input type="checkbox"/> In-line consumption as produced (b) <input type="checkbox"/> Synthetic intermediate stored and/or used on site (c) <input type="checkbox"/> Transfer to other industry		
(10) Declarant's Signature:	(11) Date (dd/mm/yyyy)	(12) Company Stamp

(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

(2) Common Trade Name and (3) Percentage Purity:

Please ensure the common trade name and percentage purity declared are consistent with your NA(CWC) licence.

(5) Quantity Produced:

Please express the units in tne.
(1000 kg = 1 tne)

If your company has not engaged in the licensed activity, please indicate "NIL" in the quantity field.

(6) Purity of Chemical Produced:

Purity of Chemical Produced:
Refers to the purity of the product.

(7) Period of Production:

Please declare the year. If there are periods when the chemical was not produced, please declare by months (e.g. Jan – Jun 2012, Aug – Dec 2012).

(8) Product Group Code:

Please classify the declared chemical (not the ultimate end products) according to the Product Group Codes provided.

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(10)-(12) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of declaration.

Any declaration not properly endorsed will not be accepted.

Form D3.3: Declaration of Import and Export of Schedule 3 Chemical



SCHEDULE 3 DECLARATION

[illegible]

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(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Applied Chemistry.

**(2) Common Trade Name and
(3) Percentage Purity:**

Please ensure the common trade name and percentage purity declared are consistent with those in the NA(CWC) licence.

(5) Details of Import and Export:

Imports and exports of the Schedule 3 chemical are to be reported on a per shipment basis.

If your company has not engaged in the licensed activity, please indicate "NIL" in the fields.

Permit Number:

Please provide the TradeNet® permit number for the specific import/export.

Quantity:

Please express the units in kg / tne.
(1000 kg = 1 tne)

Note: You may wish to submit the import/export declaration in separate attachments if the fields provided are insufficient.

(6)-(8) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of declaration.

Any declaration not properly endorsed will not be accepted.

Guide for Unscheduled Discrete Organic Chemical Declaration

Form D4: Declaration of Other Chemical Production Facility (Facility Producing Unscheduled DOC)



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwo@customs.gov.sg

UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

FORM D4: DECLARATION OF OTHER CHEMICAL PRODUCTION FACILITY
Please provide the following information on the Plant Site involved in the production of any Discrete Organic Chemical (DOC).

(1) Name of Plant Site:
[Redacted]

(2) Name of Owner, Company or Enterprise operating the Plant Site:
[Redacted]

(3) Please provide the location of Plant Site:
Street Address: [Redacted]
Building Number: [Redacted]
(if any)

(4) Please indicate which types of Product Group Codes best describe the main activities in the Plant Site:
(Please refer to the Product Group Codes on back page)
[Redacted]

(5) Total number of Plants at the Plant Site producing DOCs, including PSF containing DOCs:
(Please refer to the definitions of DOC and PSF-containing DOC on back page)
[Redacted]

(6) Total quantity of DOCs, including PSF containing DOCs produced:
[Redacted]

(7) Total number of Plants at the Plant Site producing only PSF-containing DOC:
[Redacted]

(8) Declarant's Signature: [Redacted] (9) Date (dd/mm/yyyy): [Redacted] (10) Company Stamp: [Redacted]

(1) Name of Plant Site:

Please indicate plant site name.

(2) Name of Owner / Operator of the Facility:

Please declare the operator name, if the operator and the owner of the site are different.

(4) Types of Product Group Code:

Please classify the declared chemicals (not the ultimate end products) according to the Product Group Codes provided.

(5) Total number of Plants at the Plant Site producing DOC, including PSF containing DOC:

Please note that the declared number of plants must match the number of Form D4.1 submitted (see [Page 19](#) for instructions on filling in Form D4.1).

(6) Total quantity of DOCs, including PSF containing DOCs produced:

Please note that the declared quantity should be the sum of quantities declared in the Form D4.2 (see [Page 20](#) for instructions on filling in Form D4.2).

(7) Total number of Plants at the Plant Site producing only PSF containing DOC:

Please note that the declared quantity should not be more than the declared quantity in (5).

(8)-(10) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of the declaration.

Any declaration not properly endorsed will not be accepted.

Form D4.1: Declaration of Plant in Other Chemical Production Facility (Facility Producing Unscheduled DOC)



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwo@customs.gov.sg

UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

FORM D4.1: DECLARATION OF PLANT IN OTHER CHEMICAL PRODUCTION FACILITY

Please provide the following information on the Plant involved in the production of any Discrete Organic Chemical (DOC).
Please duplicate form as required.

(1) Name of Plant:
[]

(2) Please provide the precise location of the Plant within the Plant Site.

Street Address: []
(if different from Form D4)

Specific Building/
Structure Number: []
(if any)

(3) Is the above Plant producing PSF-containing DOC only? (Please refer to the definition of PSF-containing DOC on back page)
☐ No ☐ Yes

(4) Total quantity of PSF-containing DOCs produced by the Plant:
(Please refer to the definition of PSF-containing DOC on back page)
[]

(5) Is there any additional information on this plant to be submitted on a voluntary basis as attachments?
☐ No ☐ Yes, this is attached as Annex [] () pages, excluding this cover)

(6) Declarant's Signature: [] (7) Date (dd/mm/yyyy) [] (8) Company Stamp []

(1) Name of Plant:

Note: The name of the plant may be different from the name of the plant site.

(4) Total Quantity of PSF-containing DOCs produced at the Plant:

Please note that the declared quantity should be the sum of PSF-containing DOCs production quantities declared in Form D4.2 (see [Page 20](#) for instructions on filling in Form D4.2).

(6)-(8) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and provide the company stamp on every page of declaration accordingly.

Any declaration not properly endorsed will not be accepted.

Form D4.2: Declaration of Chemical Activity of DOC at Declared Facility



Singapore Customs,
55 Newton Road #07-02,
Revenue House
Singapore 307987
Tel No. : 6775 5137
Fax No. : 6775 5946
Email: customs_nacwo@customs.gov.sg

UNSCHEDULED DISCRETE ORGANIC CHEMICAL DECLARATION

FORM D4.2: DECLARATION OF CHEMICAL ACTIVITY OF DOC AT DECLARED FACILITY

Submit this form on each declared Unscheduled Discrete Organic Chemical (DOC) produced at a declared Other Chemical Production Facility.
Please duplicate form as required.

(1) IUPAC Chemical Name: _____ (2) Common Trade Name (Please indicate as "N.A." if not available): _____

(3) Percentage Purity: _____ (4) CAS Registry No.: _____

(5) Chemical Structure: (Please describe briefly the chemical reaction and / or provide block diagrams for the production of this chemical)

(6) Please indicate the type of DOC for this chemical: (only one box should be indicated)
(Please refer to the definitions of Non-PSF containing DOC and PSF-containing DOC on back page)
☐ Non-PSF containing DOC ☐ PSF containing DOC

PRODUCTION

(7) Quantity Produced: _____ (8) What is the DOC produced for?
(a) ☐ As an intermediate for another chemical
(Please provide the details for the other chemical produced.)
IUPAC Chemical Name: _____
CAS Registry No.: _____
(b) ☐ As a final product
(c) ☐ Other purposes
Please specify: _____

(9) Plant Name / Number for production of this DOC: _____

(10) Was there any Schedule 1, 2 or 3 Chemicals used in the production of this DOC?
☐ No ☐ Yes. Please provide the following details:
IUPAC Chemical Name: _____
CAS Registry No.: _____
Type of Schedule: ☐ Schedule 1 ☐ Schedule 2 ☐ Schedule 3

(11) Was there any Schedule 1, 2 or 3 Chemicals produced in the production of this DOC?
☐ No ☐ Yes. Please provide the following details:
IUPAC Chemical Name: _____
CAS Registry No.: _____
Type of Schedule: ☐ Schedule 1 ☐ Schedule 2 ☐ Schedule 3

(12) Declarant's Signature: _____ (13) Date (dd/mm/yyyy): _____ (14) Company Stamp

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(1) IUPAC Chemical Name:

IUPAC refers to International Union of Pure and Appled Chemistry.

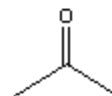
(2) Common Trade Name and (3) Percentage Purity:

Please ensure the common trade name and percentage purity declared are consistent with your NA(CWC) licence.

(5) Chemical Structure:

Please provide the chemical structure of the Unscheduled DOC.

e.g. Acetone is a non-PSF containing DOC.
Chemical structure should be provided as follows:



Chemical Reaction / Block Diagrams:

You need not submit the information if it has already been submitted during licence application.

Note: Information can be provided in a separate attachment if the space provided in the form is insufficient.

(7) Quantity Produced:

Please express the units in tne.
(1000 kg = 1 tne)

If your company has not engaged in the licensed activity, please indicate "NIL" in the quantity field.

(12)-(14) Endorsement by Declarant:

The Declarant must sign, indicate the date of declaration, and endorse with company stamp on every page of declaration.

Any declaration not properly endorsed will not be accepted.