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| crest | **Singapore Customs,**  **55 Newton Road #07-02**  **Revenue House**  **Singapore 307987**  **Tel No.: 6355 2000**  **Email: customs\_documentation@customs.gov.sg** |

**APPLICATION FOR KIMBERLEY PROCESS LICENCE**

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| **This form may take you 15 minutes to fill in.**  **You will need the following information to fill in the form:**   1. Company authorised applicant particulars; 2. Company particulars; and 3. Company business profile details   **Note:**   1. Please fill in all fields. 2. Please indicate NA where not applicable. 3. Please tick (√) where applicable. 4. For items marked with an asterisk “\*”, you may select more than 1 option.   Please complete this form and submit it together with all relevant supporting documents (e.g. business procedures, business process flowchart and SOP) to Singapore Customs via the Networked Trade Platform (NTP) at [www.ntp.gov.sg](https://www.ntp.gov.sg/). | | | | |
| General Information and Application Procedures for Kimberley Process Licence (KPL)   1. Application Procedures for KPL    1. The Applicant shall submit the completed and typewritten application form with all relevant supporting documents via the Networked Trade Platform (NTP) at [www.ntp.gov.sg](https://www.ntp.gov.sg/).    2. After logging in to your NTP account, access your entity’s Data Repository to upload your application via the Singapore Customs folder which can be found under Data Tools & VAS > Data Repository > Partners Folder > Singapore Customs. From the Singapore Customs Folder, click on the Out folder followed by the Upload icon.    3. Please upload the application form and all relevant supporting documents as a single file (e.g. JPG, GIF, PDF and ZIP).    4. Please label the file name according to the type of application. The recommended file name for submission is: Application for <insert application name>\_YYYYMMDD (e.g. Kimberley Process Licence\_20181101). If you are submitting multiple applications (of the same type) on the same day, please number your documents (e.g. Kimberley Process Licence\_20181101\_2).    5. Please tag your documents according to the type of application by selecting the relevant document type (i.e. “Kimberley Process Licence (KPL)”) from the dropdown under Document Type before submitting.    6. By submitting the application, you declare that all information provided in the application is true and correct. 2. Fees Chargeable for KPL Application 3. The fee for each KPL licence is S$50.00. 4. The application fee shall be paid via Inter-Bank GIRO (IBG) deduction. Please ensure that there are sufficient funds in your entity’s bank account. 5. Approved KPL 6. Once your application is approved, your entity will receive an email containing the approval letter. | | | | |
| **SECTION A APPLICANT’S DETAILS** | | | | |
| 1. Name of Company: | | | 1. Unique Entity Number (UEN): | |
| 1. Address in Singapore: | | | | |
| 1. Name of Applicant: | | | 1. Nationality: | |
| 1. Designation: | | | 1. NRIC/Passport No.: | |
| 1. Contact Number: | | | 1. Email Address: | |
| 1. Purpose(s) for Trading Rough Diamonds in Singapore\*:   Sorting / Grading  Local Sales  Import for Re-export  Transit Shipment  Others (Please specify): | | | | |
| **SECTION B COMPANY’S BUSINESS PROFILE DETAILS** | | | | |
| 1. Number of Years Engaged in Rough Diamond Business (Please specify): | | 1. Name and Number of Staff Employed/Pending Employment: (Please attach credentials of your staff required to do sorting, grading, cutting or polishing of rough diamonds): | | |
| 1. Rough Diamond Business Activities in Singapore (Please provide as much details as possible and append it with your process flowchart and SOP as supporting documents): | | | | |
| 1. Describe your company’s rough diamond stock inventory management and security control measures e.g. CCTVs, access rights control, carat weight verification, etc. | | | | |
| 1. Mode of Shipment\*   Air Cargo  Hand-Carry  Others (Please specify) | | 1. Name of Handling Agent(s): | | |
| 1. Payment Term\*   Letter of Credit  Cash Payment  Telegraphic Transfer  Others (please specify) | | | | |
| 1. Place of Storage: | | 1. Duration of Storage: | | |
| 1. Country/Region of Mining Origin: | 1. Country/Region of Provenance (imported from): | | | |
| 1. Country/Region of Destination (exported to): | | | | |
| 1. Estimated Number of Import Shipment(s) per Month: | 1. Estimated Value (in USD) of Import Shipment(s) per Month: | | | |
| 1. Estimated Number of Export Shipment(s) per Month: | 1. Estimated Value (in USD) of Export Shipment(s) per Month: | | | |
| **SECTION C DECLARATION AND UNDERTAKING** | | | | |
| I have read and understood the terms and conditions under ***Annex A*** of the application for the Kimberley Process Licence. I declare that all the information provided above in this application is true and correct, to the best of my knowledge. | | | | |
| 1. Name of Applicant: | | 1. Date (dd/mm/yyyy): | | |
| 1. Signature: | |  | | |
| **SECTION D FOR OFFICIAL USE** (\*Delete where applicable) | | | | |
| 1. Our Reference No.: | | | | 1. Date Approved/ Rejected\*: |
| 1. Approved/Rejected\* By: | | | | 1. Internal Remarks (if any): |
| 1. KPL No.: | | | | 1. Date Issued: |

***ANNEX A***

**TERMS & CONDITIONS OF KIMBERLEY PROCESS LICENCE**

1. The company to whom a Kimberley Process Licence has been issued, in relation to the importation and exportation of rough diamonds under the Kimberley Process Certification Scheme (KPCS), shall abide by the following:
2. to import and export rough diamonds only under a Kimberley Process Licence issued by the Director-General of Singapore Customs;
3. to import and export rough diamonds from and to only participants of the KPCS (accessible via [www.kimberleyprocess.com/en/kp-participants-and-observers](https://www.kimberleyprocess.com/en/kp-participants-and-observers));
4. to allow Singapore Customs to submit import and export data with regard to shipments declared under the KPCS in accordance with the provisions under Section V, Annex III of the Kimberley Process (KP) Core Document (accessible via [www.kimberleyprocess.com/en/kpcs-core-document](https://www.kimberleyprocess.com/en/kpcs-core-document));
5. to comply with Regulation 35F(1)(b) of the Regulation of Imports and Exports Regulations to keep all import and export documentation including copy of KP certificates for a period not less than 5 years (accessible via [www.customs.gov.sg/about-us/acts-and-subsidiary-legislation](https://www.customs.gov.sg/about-us/acts-and-subsidiary-legislation));
6. to indicate the standard affirmative clause in all invoices to confirm that the shipment does not contain conflict diamonds;
7. to export rough diamonds with the Kimberley Process Certificate (KPC) issued by the Director-General of Singapore Customs;
8. to comply with all Terms and Conditions as stated in the KPC for the export of rough diamonds, which include:
   1. the exporter must obtain a proper export permit citing the valid KPC number in the trader’s remark column;
   2. the KPC must be presented to the overseas Customs Authorities on arrival of the shipment at the country/region of destination; and
   3. only goods accompanied by a valid KPC and proper export permit will be cleared for export.
9. Any person who contravenes any provision of the Regulation of Imports and Exports (Kimberley Process) Regulations will be guilty of an offence and will be liable –
10. on the first conviction to a fine not exceeding $100,000 or 3 times the value of the rough diamonds in respect of which the offence was committed, whichever is the greater, or to imprisonment for a term not exceeding 2 years or to both; and
11. on the second or subsequent conviction to a fine not exceeding $200,000 or 4 times the value of the rough diamonds in respect of which the offence was committed, whichever is the greater, or to imprisonment for a term not exceeding 3 years or to both (accessible via:

[www.customs.gov.sg/about-us/acts-and-subsidiary-legislation](https://www.customs.gov.sg/about-us/acts-and-subsidiary-legislation))

PAYMENT OF FEES UNDER KIMBERLEY PROCESS LICENCE

1. The company to whom a Kimberley Process Licence has been issued, in relation to the import and export of rough diamonds under the KPCS, shall abide to pay the following prescribed fees via Inter-Bank Giro deduction:
2. Kimberley Process Licence fee of $50.00 for a year or part thereof;
3. Kimberley Process Certificate fee of $5.00 per certificate for every subsequent shipment; and
4. Any other charges in relation to goods imported/exported under the Kimberley Process Certification Scheme (KPCS).