

COMPETENT AUTHORITIES' REQUIREMENTS

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	Document required before submission of permit application	After you have submitted the permit application through TradeNet, what documents do you need to submit to the CAs?	Will there be a need for you to send the CCP to the CAs for endorsement?
Arms and Explosives Division, Police Licensing & Regulatory Department (PLRD), SPF	Yes	<p>You need to fax the following documents:</p> <ul style="list-style-type: none"> a) For Import - Bill of Lading/ Air Waybill, Invoice b) For Export - Bill of Lading/ Air Waybill, Invoice, End-User Certificate or Import Licence issue from the Authorities of the final destination c) For Transshipment - Bill of Lading/Air Waybill, Invoice, Import Licence or End-User Certificate from the Authorities of the final destination. d) Valid Dealer Licence in arms, explosives issued by Police Licensing & Regulatory Department (PLRD) and for explosive precursors issued by NEA or Arms & Explosives 	Yes, when sending the consignment to Police Licensing & Regulatory Department (PLRD) for inspection.

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Building and Construction Authority (BCA)	<p>You must obtain a licence for import of sand and granite from BCA.</p> <p>For more details on the type of sand & granite to be regulated, please click http://www.bca.gov.sg/ImportersLicensing/Importerslicensing.html</p>	<p>Only for the import of the 1st consignment from a source new to you, you need to fax or upload in your declaration the following documents:</p> <ul style="list-style-type: none"> a) Storage Permit b) Isolation location plan 	No
Radiation Protection and Nuclear Science Division (RPNSD), National Environment Agency	You must obtain a RPNSD Import /Export Licence if the item is controlled under the Radiation Protection Act (Chapter 262).	<p>You need to fax the following documents:</p> <ul style="list-style-type: none"> a) Invoice b) Air Waybill/Bill of Lading c) Catalogues* d) Technical Specifications for new items e) Packing list/confirmed purchase order*. <p>* where applicable</p>	No
<p>Health Sciences Authority (HSA), Health Products Regulation Group (HPR)</p> <p>Tel: 68661111</p> <p>Email: hsa_info@hsa.gov.sg</p>	<p>For the categories of products/substances listed below, importers are required to obtain relevant licences/approval from HSA before importation.</p> <ul style="list-style-type: none"> • Medicinal products • Medicinal and Oral 	Documents related to the imports are to be furnished only when requested.	No.

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	<p>dental gums</p> <ul style="list-style-type: none"> • Medical devices • Chinese proprietary medicines • Clinical trial test materials • Controlled drugs and psychotropic substances • Substances specified in the Poisons Act <p>Declaring agents should obtain all relevant licence/approval or consignment reference number from the companies importing the health products. The information is to be specified in CA/SC Code fields when submitting permit applications.</p> <p>Information to be declared for different types of imports can be found at: https://www.customs.gov.sg/businesses/national-single-window/tradenet/competent-authorities-requirements/hsa </p>		

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Info-communications Media Development Authority (IMDA), Radiocomm & Dealer Licensing	The importers need to have a dealer's licence issued by IMDA (Radiocomm & Dealer Licensing) for importing tele-communication equipment.	You need to fax the following documents only upon request by IMDA: a) Invoice b) Air Waybill/Bill of Lading c) Dealer's Licence d) Technical Specifications (for non-approved equipment) e) Letter of Undertaking (for non-approved equipment or for re-export) f) Serial Number of all non-approved radio communication equipment.	Yes, only for certain items which have been prohibited by IMDA (Licensing & Operations Department) or which are not allowed entry into Singapore.
Info-communications Media Development Authority (IMDA) Controller of Undesirable Publications (CUP) – Publications & recorded sound media	No	You need to <u>email</u> the following documents: a) Invoice (max. 10 pages) b) Air Waybill/Bill of Lading	Subject to the approval condition stated in the Cargo Clearance Permit.

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Ministry of Home Affairs, Gambling Regulatory Unit (GRU)	Yes	You need to submit the following documents: a) For Import - Bill of Lading / Air Waybill and Invoice	No
National Authority (Chemical Weapons Convention) [NA(CWC)]	You must obtain a licence from NA(CWC) for the import or export of CWC Scheduled chemicals in accordance with the Chemical Weapons (Prohibition) Act	End User Certificate is required for exports to Non States Parties fulfilling certain conditions .	No

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National Parks Board/Animal and Veterinary Service (NParks/AVS) – A cluster of NParks, Industry and Biosecurity Management (Animal)	You must obtain an Import/Export /Transshipment permit, Import licence or Singapore CITES permit (if applicable)	You need to fax the following documents: a) Invoice b) Air Waybill/Bill of Lading c) Import/Export permit issued by NParks/AVS	Please comply with the conditions as stated in the CCP.
National Parks Board/Animal and Veterinary Service (NParks/AVS) Industry and Biosecurity Management Division (Ornamental Fish)	Licence for import, export or transshipment of ornamental fish.	You need to attach the following documents in the application: a) Invoice/Packing Lists (for aquarium fish to include common and scientific names, country of origin and quantity) b) health certificate endorsed by competent authority of exporting country (where applicable) c) CITES Certificate (where applicable)	No

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National Parks Board (NParks) Wildlife Management Division (CITES)	For scheduled species, you must obtain a CITES Import/ Export/ Re-export Permit from NParks.	You need to present the following original documents (where applicable): For CITES species: a) Singapore CITES Import Permit b) Singapore CITES Export/ Re-export Permit For Non-CITES species: c) Invoice/Packing list d) Air Waybill/Bill of Lading.	No. Singapore CITES Import/Export/Re-Export Permit will still have to be endorsed by the Immigration & Checkpoints Authority (ICA) / Changi Animal & Plant Quarantine (CAPQ).
Chemical Control and Management Department (CCMD) – Basel Convention	You must obtain a valid Basel Export / Import / Transit Permit from CCMD if the items are classified as Hazardous Wastes controlled under the Basel Convention on the Control of Transboundary Movement of Hazardous Wastes and Their Disposal For import / export of Used Electrical / Electronic Equipments for recycling / re-use / repair purposes, please refer to the Tradexchange website for joint circular (IMDA & NEA) at www.tradexchange.gov.sg	You need to fax the following documents when you receive CCMD pending message P01. a) A copy of the Basel Export / Import / Transit Permit for verification b) Invoice and Bill of Lading a) Invoice and Bill of Lading / Airway Bill b) Surveyor report c) IMDA Import Licence / SPF Secondhand Goods Dealers Licence d) Warranty documents / Contractual Agreement e) Supporting Documents	No No

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Chemical Control and Management Department (CCMD) – Hazardous Substances	You must obtain a valid Hazardous Substances Licence from Licensing & Environmental Assessment Department (LEAD) if the items are listed in Part I of the Second Schedule of the EPMA.	<p>You need to email to chia_lee_leng@nea.gov.sg and muhammad_hilmi_nor_azmi@nea.gov.sg the following documents within seven (7) working days if you received approval message A20.</p> <ul style="list-style-type: none"> a) Certification of Import/Export by the Licence holder (PDF) b) Detailed Chemical Composition / SDS. c) Hazardous Substances Licence * d) Transport Approval * e) A copy of the CCP for verification. <p>* where applicable</p>	No
Chemical Control and Management Department (CCMD) – Ozone Depleting Substances (ODS)	You must obtain a valid Hazardous Substances Licence from CCMD if the items are listed under the Schedule of the Environmental Pollution Protection And Management (ODS) Regulations.	<p>You need to fax the following documents within seven (7) working days if you received CCMD approval message A05.</p> <ul style="list-style-type: none"> a) A copy of the Cargo Clearance Permit (CCP) for verification b) Invoice and/ or Bill of Lading 	No

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Chemical Control and Management Department (CCMD) – Rotterdam Convention	<p>You must obtain a valid Hazardous Substances Licence from CCMD if the items are listed in Part I of the Second Schedule of the EPMA.</p> <p>You must also obtain a consent letter from Designated National Authority of receiving country if the items are subjected to the PIC procedure under the Rotterdam Convention.</p>	<p>You need to fax the following documents when you receive CCMD pending message P01.</p> <p>a) A copy of the consent letter from Designated National Authority of receiving country for verification</p> <p>b) Invoice and Bill of Lading</p>	No
Public Entertainment & Liquor Licensing, Police Licensing & Regulatory Department, SPF	<p>Importers of the new game machines are required to submit their applications to Police Licensing & Regulatory Department (PLRD) for approval at least six weeks before the arrival of the goods in Singapore. The application must be supported with as much information about the item as possible e.g. brochures (in English) with pictures of game machines and describing the objectives and modes of play. PLRD will assess the application and will inform the importer/applicant the result. Upon PLRD's approval, the inward declaration can then be submitted through</p>	<p>The supporting documents required to be faxed to PLRD (Fax: 6226 1089) after submission of the declaration through TradeNet are:</p> <p>i. Invoice;</p> <p>ii. Bill of Lading/Air Waybill;</p> <p>iii. Packing list;</p> <p>iv. Brochures; and</p> <p>v. PLRD's letter of approval.</p>	No

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	TradeNet for processing. In the inward declaration, the full particulars of the machines are to be declared, such as the name of the game machine, model, manufacturer and serial number.		
Strategic Goods Control, Singapore Customs	You must obtain a strategic goods permit before the export, transshipment and bringing in transit of strategic goods.	<p>You need to</p> <ol style="list-style-type: none"> 1. fax the following documents indicating clearly the URN of your permit declaration or, 2. Attach the following documents with your permit declaration and submit online: <ul style="list-style-type: none"> a) End User Certificate (EUC) b) Export Licences, and their corresponding translation in English, from the supplying country (if applicable) c) Import Authorisation (IA) from the country of import (for Munitions List and WMD related items) d) Technical Specifications of the goods - e.g. operating instructions, manuals, brochures, data 	No

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		<p>sheets, etc.</p> <p>e) End user company profile and/ or website</p> <p>f) Other relevant supporting documents</p>	
Singapore Food Agency (Fresh Fruits & Vegetables)	You must obtain a licence from SFA for the import & transshipment of fresh fruits and vegetables in accordance with The Control of Plants Act.	<p>You need to attach in your permit declaration the following documents:</p> <p>a) Phytosanitary Certificate (where applicable)</p> <p>b) Invoice</p> <p>c) Air Waybill/Bill of Lading</p>	No
Singapore Food Agency (Meat)	You must obtain a licence for import, export or transshipment of meat products and fish products.	<p>You need to attach in your permit declaration the following documents:</p> <p>a) Veterinary Health Certificate</p> <p>b) Invoice</p> <p>c) Air Waybill/Bill of Lading</p>	No
Singapore Food Agency (Processed Food)	You must obtain a licence for import of processed food	<p>You need to attach in your permit declaration the following documents:</p> <p>a) Health certificates or laboratory reports (where applicable)</p> <p>b) Invoice</p> <p>c) Air Waybill/Bill of Lading</p>	No

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Singapore Food Agency (Seafood)	You must obtain a licence for import, export or transshipment of meat products and fish products.	You need to attach in your permit declaration the following documents: a) Health certificates (where applicable) b) Invoice/Packing List c) Air Waybill/Bill of Lading d) CITES Certificate (where applicable)	No
Singapore Food Agency (Livestock and Animal Products)	You must obtain an Import/Export /Transshipment permit, Import licence or Singapore CITES permit (if applicable)	You need to attach in your permit declaration the following documents: a) Invoice b) Air Waybill/Bill of Lading c) Licence-related documents issued by Licence One d) Veterinary health certificates (where applicable)	Please comply with the conditions as stated in the CCP.