



## **FREQUENTLY ASKED QUESTIONS – STREAMLINED STP RENEWAL APPLICATION**

**Q1: How would companies with STP and other schemes benefit from the streamlined process?**

**A1:** Companies with multiple schemes would not need to submit documents for assessment under the 44 STP mandatory criteria. Instead, these companies can indicate their response as "yes" in the TradeFIRST assessment checklist during their TradeFIRST renewal. Customs will then deem the response as valid and score them accordingly. Customs reserves the right to audit the self-assessment checklist used by companies in their self-declarations.

**Q2: What are the new STP mandatory criteria?**

**A2:** There are 14 new mandatory criteria. They are criteria 11B1, 11C4, 11E1, 11G1, 11H1(i) to 11H(iv) and 11J1 to 11J6.

**Q3: What happens if my company is unable to meet any of the STP criteria?**

**A3:** In the event that your company is unable to meet any of the STP criteria, we strongly advise you to report this to your Schemes in-charge (SIC) immediately. Your SIC will provide guidance on the next course of action. Companies should promptly report any identified lapses to the SIC, rather than wait until the end of the calendar year, in order to make timely corrective actions and prevent any lapse in your STP certification.

**Q4: If my company's STP certification is valid till 2026 or 2027, do I need to complete the self-assessment in 2025 and 2026?**

**A4:** If your company's STP certification is valid till 2026 or 2027, you are required to complete the self-assessment 3 months prior to the STP expiry date. For example, if your company's STP certification is valid till Jun 2027, you would be required to complete the self-assessment and declare to Singapore Customs by Mar 2027. Similarly, if your company's STP certification is valid till Jun 2025, you would be required to complete the self-assessment and declare to Singapore Customs by Mar 2025.

**Q5: If my company is currently undergoing the TradeFIRST assessment, would I be required to complete the entire process?**

**A5:** If your company is currently undergoing the TradeFIRST assessment, it is necessary to complete and pass the assessment in order to obtain the STP certification. Singapore Customs would recognise the new STP validity period and your company would only be required to complete the self-assessment in the year of expiry as stated in A4 above.

**Q6: Will the STP certificate still be issued?**

**A6:** Yes, a new STP certificate will be issued on a yearly basis. The issuance of the STP certificate is contingent upon the STP company submitting a self-declaration with no adverse findings by 31 December of each calendar year, subject to A4 above.

**Q7: In renewing our company's STP, can I choose to not do the self-assessment and still have Singapore Customs conduct the TradeFIRST assessment?**

**A7:** No, you are required to complete the self-assessment to maintain your STP certification.

**Q8: By when do I need to make a self-declaration?**

**A8:** The self-declaration must be completed by 31 December of each calendar year or 3 months prior to your existing STP validity period as stated in A4 above.

**Q9: What happens if my company did not make the self-declaration by 31 December?**

**A9:** In the event that your company did not make the self-declaration by 31 December, your STP certificate would lapse, resulting in the loss of STP status for your company. Should your company wish to reobtain the STP status, it would be necessary to undergo the entire reassessment process by Singapore Customs.

**Q10: Who are the ACRA-listed directors?**

**A10:** The ACRA-listed directors refer to the directors of your company as reported to ACRA. This information can be found under the section of Officer(s)/Authorised Representative(s) in the ACRA records.

**Q11: What form of endorsement is accepted by Singapore Customs?**

**A11:** Singapore Customs accepts endorsements in the form of physical signatures, digital signatures, or email acknowledgements.

**Q12: Do I need to submit the self-assessment checklist to Singapore Customs?**

**A12:** Companies are not required to submit the self-assessment checklist to Singapore Customs for the yearly renewal. Companies are only required to make the self-declaration via FormSG and submit the latest financial statement, ACRA records (only if there are changes), Annex A: Location of all operating sites (only if there are changes), and Annex B: List of business partners (only if there are changes). Nonetheless, companies are reminded to properly document the completed self-assessment checklists as Customs may call for the checklist when conducting periodic audits on STP companies.