# Transmission and Receipt of Electronic Preferential of Origin to and from China in International Connectivity Service (ICS)

Last Revised: Dec 2024



# <u>Guidelines on Transmission and Receipt of Electronic Preferential of Origin to and from China in International Connectivity Service (ICS)</u>

#### Please take note of the following before proceeding.

- The exporter and their authorised declaring agents must have a Network Trade Platform (NTP) account for the electronic submission and retrieval of electronic Preferential Certificate of Origin (ePCO). For more information on how to register for an NTP account, please refer to <a href="https://www.ntp.gov.sg">www.ntp.gov.sg</a> "Get Started" > for information on account creation.
- The screenshots shown in this document are for illustration purpose only. The screenshots are obtained from the last trial environment before implementing the finalised version of the system's User Interface and there should not be any significant deviation. If there are, we will amend the guidelines and indicate the new date of revision.
- You are advised to comply with the guidelines provided.
- Singapore Customs shall not be held liable for any mismatch of information between the hardcopy and electronic PCO due to any non-compliance or non-action on the part of the entities concerned.
- This document is intended for Singapore exporters and their authorised declaring agents transmitting and receiving electronic Preferential Certification of Origin (PCO) to and from China via ICS. The document shall not be circulated to a third party without the prior permission of Singapore Customs.

#### 1. LIVE OPERATION OF THE ELECTRONIC ORIGIN DATA EXCHANGE SYSTEM (EODES) WITH CHINA

The EODES is an environment that allows the electronic exchange of PCO and Certificate of Non-Manipulation (CNM) between Singapore and China since 1 Nov 2019. This eliminates the need for hardcopy PCO or CNM to be despatched overseas, enabling companies to enjoy savings in cost and time. To benefit from the potentially faster Customs clearance, exporters and their appointed declaring agents/freight forwarders should leverage the International Connectivity Service (ICS) available on the Networked Trade Platform (NTP).

Apart from exporters, importers who wish to claim preferential treatment for import of goods from China to Singapore or to apply for a back-to-back PCO will be able to retrieve the electronic PCO issued by China via the ICS.

# 2. STEPS TO TRANSMIT AN APPROVED PREFERENTIAL OF ORIGIN (PCO) BOUND FOR CHINA UNDER ICS

STEP 1	STEP 2	STEP 3	STEP 4
• Apply for a NTP Account	• Exporter to authoise Declaring Agent (if any)	• Retrieve PCO in ICS under "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)."	• Input details and click "Submit" to transmit the PCO to China

Please refer to <u>Annex A</u> for Step-by-Step Guide in submitting PCO via ICS [Outgoing e-PCO (SG to China)]

# 3. AUTHOURISATION OF DECLARING AGENT TO PERFORM THE TRANSMISSION ON BEHALF OF THE EXPORTER

Please note that adjustments can only be done by the exporter and the authorised declaring agent. Exporters with a NTP account will automatically be registered in the new system. For exporter who wishes to engage a Declaring Agent to transmit ePCO via the EODES to China (i.e. ePCO-China) on its behalf, the exporter is to go to <a href="www.ntp.gov.sg">www.ntp.gov.sg</a> > "Government Services" to search and complete the "Choose your International Connectivity Services and Authorise your Declaring Agent" form.

After your company had obtained the permission of your declaring agents, the exporter must add the Unique Entity Number (UEN) of the declaring agents whom you had authorised to transmit ePCO via the EODES to China (i.e., ePCO-China). Do note that the DA transmitting the ePCO must be the one who had declared the specific PCO in TradeNet. The "Make Adjustments" button will then be made available to the authorised DA of the Form D.

Once authorised, details of your authorised declaring agent(s) will then be updated in NTP and it can now retrieve your approved PCO and make the technical adjustments before submitting the ePCO to China.

#### 4. RETRIEVAL OF ELECTRONIC PCO SENT BY CHINA

You can retrieve the ePCO sent from your supplier in China via ICS by following the steps below. Do refer to the <u>Annex B</u> for the step-by-step screenshots.

- Log in to <a href="www.ntp.gov.sg">www.ntp.gov.sg</a> and select Government Services > Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO).
- Click on "Inbound Enquiry" > "Electronic Preferential Certificate of Origin" and fill in **all** the fields to do a search for the ePCO received.

With the ePCO from China, you can then use it to claim preferential tariff treatment for goods imported into Singapore via the respective Free Trade Agreement, accumulate the value of the

originating goods shown in the ePCO in your Manufacturing Cost Statement calculation or for the application of back-to-back PCO on these goods. To do so, you will only need to quote the PCO reference number in your correspondences with Singapore Customs instead of scanning a hardcopy PCO in your submissions to Customs.

#### 5. AMENDMENTS AND CANCELLATIONS

#### **PCO with Export Permit:**

Amendable field? Amend in TradeNet and a new PCO reference number will be issued.

# **PCO without Export Permit:**

Resubmit the CO with amendments indicated. The old CO is to be submitted to Customs for cancellation

**Note:** You <u>will not</u> be able to make any amendments to the electronic PCO **after you have successfully submitted it to China**. You should inform your importer in China not to quote the first PCO number in their import declaration to the Customs Authorities in China. Instead, you should provide the new PCO reference number to your importer in China. The PCO that has been previously issued under the export permit should be cancelled in accordance to the revised cancellation procedures found in Notice 19/2020.

#### 6. TRANSMISSION STATUS OF e-PCO

SG to China (Outgoing e-PCO)		
Status:	This means:	
PENDING SUBMISSION	Draft, pending adjustments and submission by the exporter/DA	
SUBMITTED	Transmission to China is successful	

China to SG (Incoming e-PCO)			
Status:	This means:		
PENDING PROCESSING	Received by Singapore Customs		
PROCESSED	Received by Singapore Customs		
DELETED	Deleted by China		

#### 7. Contact Us

If you require any assistance about the electronic transmission of your PCO, please email us at <a href="mailto:customs.gov.sg">customs.gov.sg</a>.

## Annex A: Step-by-Step Guide in submitting PCO via ICS (Outgoing ePCO (SG to China))

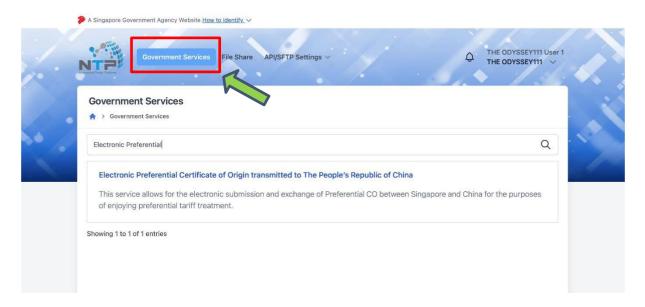
#### Step 1

Go to Networked Trade Platform (NTP) and log in via Singpass.



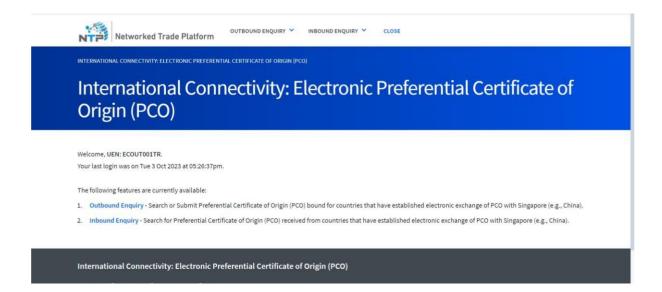
# Step 1(a)

Select "Government Services" and search for "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)".



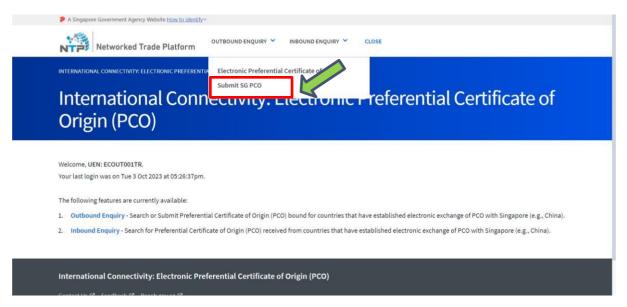
#### Step 1(b)

You will be directed to ICS Electronic Preferential Certificate of Origin (PCO) landing page as shown below.



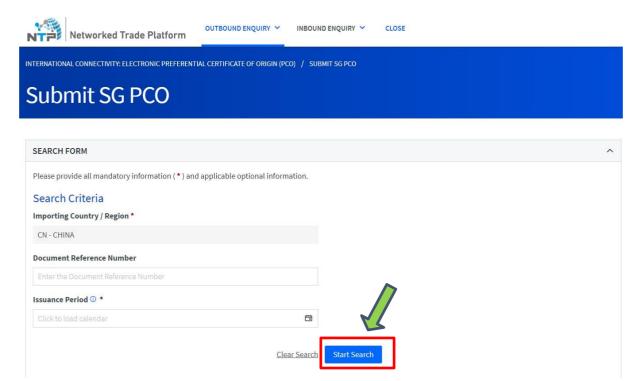
#### Step 1(c)

To transmit PCO to China, click on "Submit SG PCO".

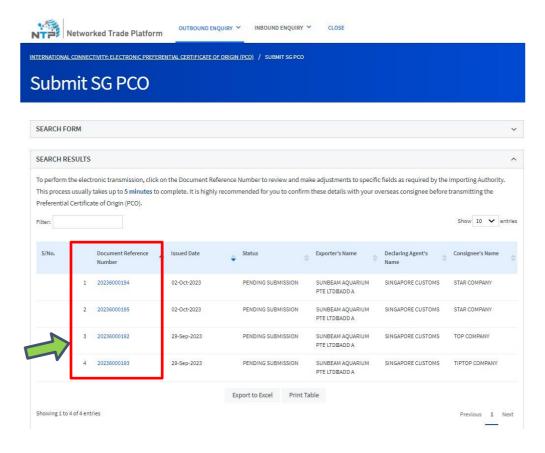


Enter the relevant search criteria (as shown below) to retrieve your approved Preferential Certificate of Origin. You may search via the Document Reference Number (i.e., Certificate Reference No.), or a range of dates based on the "Issuance Period" (i.e., PCO Approval Dates). Please note that the "Issuance Period" field is **mandatory**, and the date range should not exceed 31 days.).

Once done, click on "Start Search".



At the search results page, retrieve and select the specific approved PCO that you intend to transmit electronically. Click on the Document Reference Number (i.e., Certificate Reference No.) that you intend to transmit.

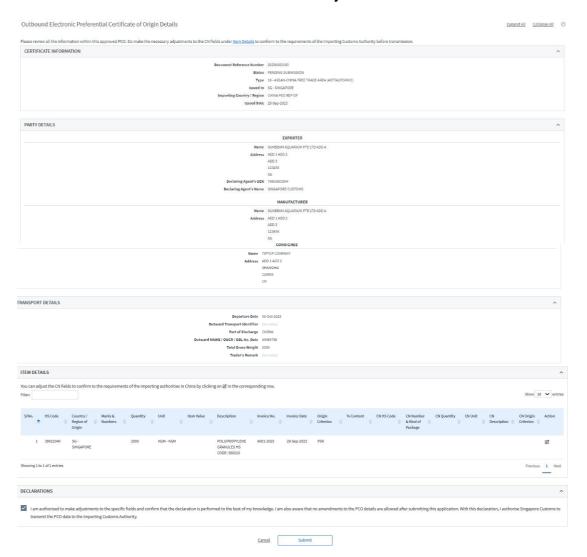


Review all the information within the approved PCO. Please note that there would be 6 fields that you could adjust the data to conform to the requirements of the Importing authorities in China. The 6 fields are:

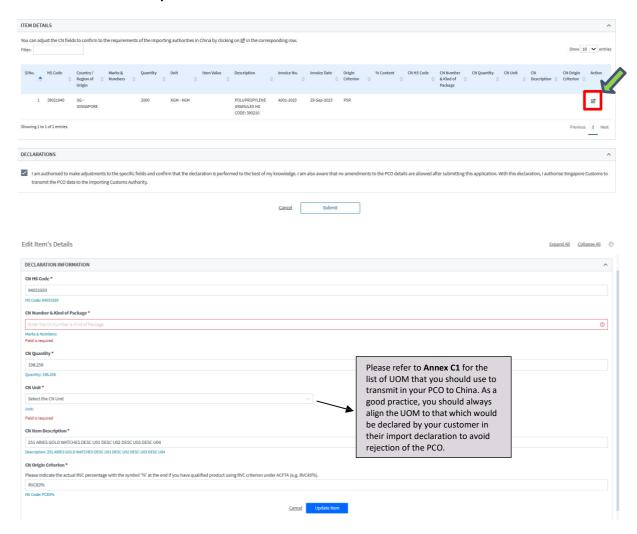
- i. CN HS Code
- ii. CN Item Description
- iii. CN Number and Kind of Package
- iv. CN Origin Criterion (Please indicate actual RVC percentage with the symbol "%" at the end if you have qualified product using RVC criterion under ACFTA (e.g., RVC45%)
- v. CN Quantity
- vi. CN Unit (Refer to Annex C1 for the list of UOM)

Specifically, please check with your customers in China regarding their intended import declarations for these 6 fields. In general, these 6 fields should be aligned to avoid the rejection of the electronic PCO in China.

#### Scroll down to "Item Details" section to make the adjustments for the 6 fields.

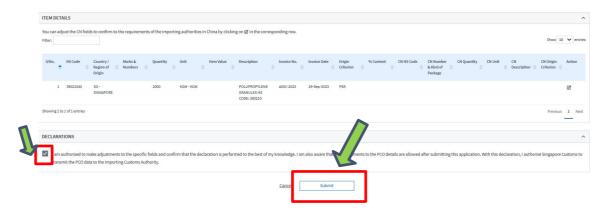


Click on the button under the Action column in the "Item Details" section to make the adjustments for the 6 fields for **each product** declared in the PCO.

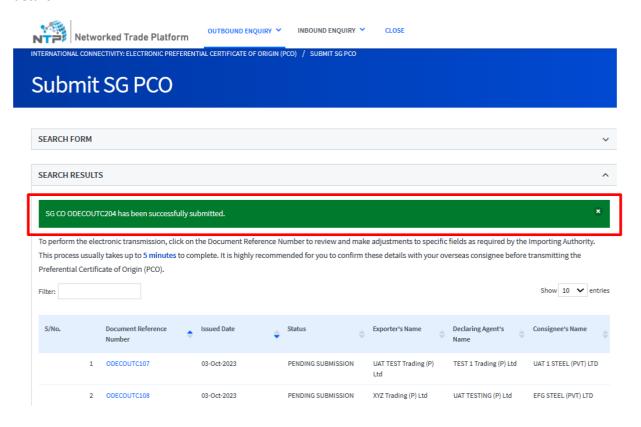


#### Step 6

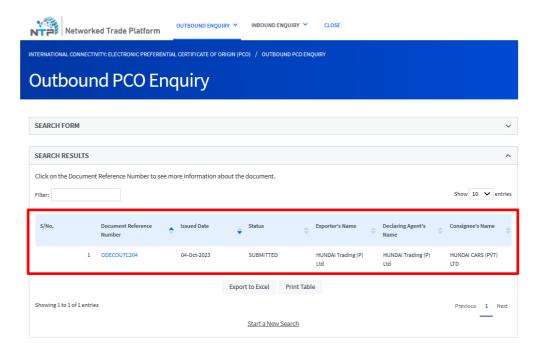
Tick the checkbox under the declaration section and click submit.



Upon successful submission of a specific PCO, you will see the following information on the submission details.



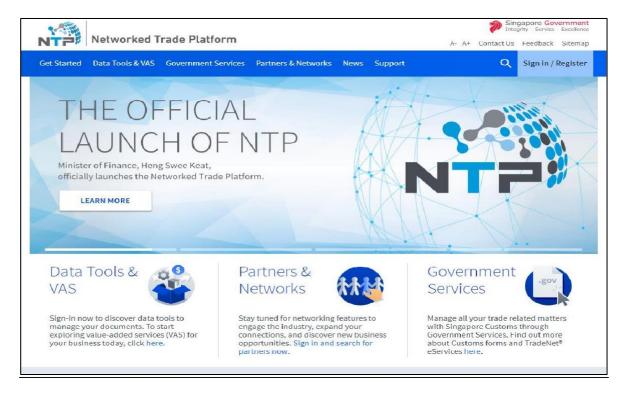
You may also check on the status of the submission under the Outbound Enquiry > Electronic Preferential Certificate of Origin using the "Document Reference Number" (i.e., Certificate Reference No.)



# Annex B: Step-by-Step Guide in retrieving ePCO transmitted from China to Singapore (Inbound CN-SG)

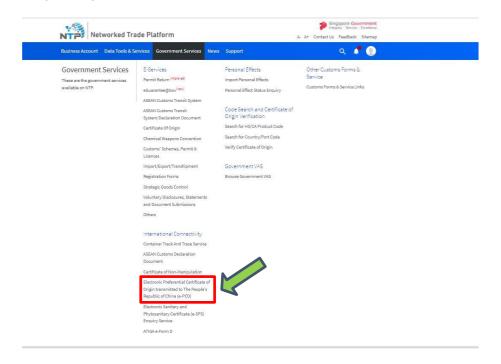
## Step 1

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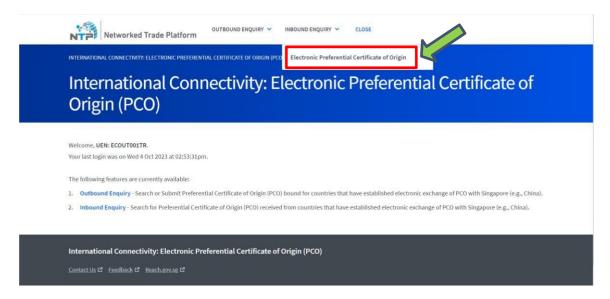


# Step 1(a)

Select "Government Services" > "Electronic Preferential Certificate of Origin transmitted to the People's Republic of China (e-PCO)".

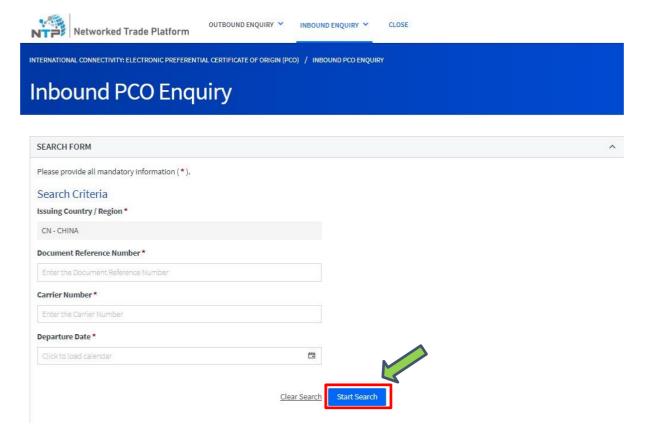


Select "Inbound Enquiry" > "Electronic Preferential Certificate of Origin".

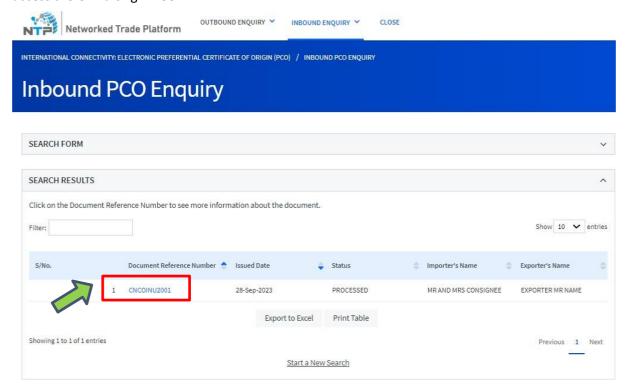


## Step 3

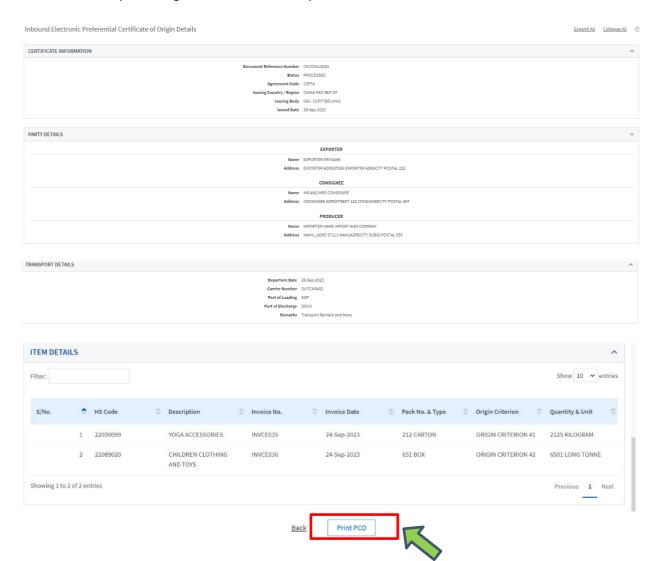
Key in **all** the Mandatory Information in the Search Form "Document Reference Number" (i.e. Certificate Reference No.), "Carrier Number" and "Departure Date" and click on "**Start Search**".



Click on the hyperlink on the Document Reference Number" (i.e., Certificate Reference No.) Field to access the China origin PCO.



You will be directed to the page where is it will show the details in the PCO. If you would like to print the information pertaining to the selected PCO, please click on the "Print CO" button.



Annex C1: List of UOM code that Singapore exporter should indicate in your electronic PCO to China

SG Code	SG Description
007	NUMBER
030	METRE
035	KILOGRAM
070	TONNE
006	SET
120	CARTON
010	SHEET
032	SQUARE METRE
140	BOX
018	ROLL
071	LONG TON
095	LITRE
019	PAIR
086	YARD
036	GRAM
122	CAN
076	POUND
136	PACK
125	BAG
147	KILOMETRE
054	THOUSAND UNIT
142	BOTTLE
123	BARREL
127	DOZEN
111	SQUARE FEET
098	US GALLON
097	UK GALLON
033	CUBIC METRE