**IMPORT CERTIFICATE AND DELIVERY VERIFICATION**

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| **This form may take you 15 minutes to complete.**  **You will need the following information to fill in the form:**   1. Particulars of your company; 2. Particulars of your exporter; 3. Particulars of your end-user; and 4. Information of the goods that your company is importing.   **Supporting Documents required for ICDV application:**   1. Exporter Declaration letter; 2. End-user Declaration letter or End-User Statement (for foreign end-user); 3. Letter of approval or licence to import / export the item from the Competent Authority (if any); and 4. Technical specifications and/or product brochure of the goods.   Please complete this form and submit it together with all relevant supporting documents to Singapore Customs via the Networked Trade Platform (NTP) at [www.ntp.gov.sg](http://www.ntp.gov.sg). |
| **General Information and Application Procedures for Import Certificate and Delivery Verification**   1. **Application Procedures for ICDV**    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](http://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. Application for ICDV\_20181101). If you are submitting multiple applications (of the same type) on the same day, please number your documents (e.g. Application for ICDV \_20181101\_2).    5. Please tag your documents according to the type of application by selecting the relevant document type (i.e. “Import Certificate and Delivery Verification (ICDV)”) 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 ICDV** 3. Each individual application can have a maximum of 10 items and a processing fee of S$10/- is chargeable for each application. (E.g. if a company is applying IC for 12 items, the last 2 items must be declared on a separate application form and the total processing fee is S$20/-.) 4. The processing 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 ICDV** 6. Once your ICDV application is approved, you may retrieve your ICDV via your entity’s Data Repository > Partners > Singapore Customs > In folder. No hard copy of the approved ICDV will be issued. |

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| **SECTION A APPLICANT’S INFORMATION** | | | | | | | | | | | | |
| 1 | Unique Entity Identifier (UEN): | | | | | | | | | | | |
| 2 | Contact Person: | | | | | 3 | Designation: | | | | | |
| 4 | Contact No.: | | | | | 5 | Email: | | | | | |
| **SECTION B EXPORTER’S INFORMATION** | | | | | | | | | | | | |
| 6 | Company Name: | | | | | | | | | | | |
| 7 | Address: | | | | | | | | | | | |
| **SECTION C END-USER’S INFORMATION** | | | | | | | | | | | | |
| 8 | Company Name: | | | | | | | | | | | |
| 9 | Address: | | | | | | | | | | | |
| **SECTION D IMPORT INFORMATION** | | | | | | | | | | | | |
| 10 | Purpose of Import:  (a)  For use in Singapore (b)  For re-export to       (country / region) | | | | | | | | | | | |
| S/N | 11 | Product Description | | | | 12 | [HS Code](https://www.tradenet.gov.sg/tradenet/portlets/search/searchHSCA/searchInitHSCA.do)  (8 Digits) | | 13 | Quantity and Unit | 14 | Value  (S$) |
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| **SECTION E DECLARATION AND UNDERTAKING** | | | | | | | | | | | | |
| I declare that I have read and understood all the conditions of [Import Certificate](https://www.customs.gov.sg/businesses/strategic-goods-control/import-certificate-and-delivery-verification/import-certificate) and [Delivery Verification](https://www.customs.gov.sg/businesses/strategic-goods-control/import-certificate-and-delivery-verification/delivery-verification) stated in the Customs website and undertake to comply with them. | | | | | | | | | | | | |
| Name: | | | | | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Designation1: | | | | | | Date: | | | | | | |
| **SECTION F FOR OFFICIAL USE ONLY** | | | | | | | | | | | | |
| **IMPORT CERTIFICATE NO: ICDV / \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_** | | | | | | | |  | | | | |
| This is to certify that the above declaration was made to the Singapore  Customs, and that the importer has undertaken to comply with the  conditions of Import Certificate. | | | | | | | |
| This Certificate is valid for 1 year from the date of issue. | | | | | | | |
| Official Stamp and Date of Issue | | | | |
| **DELIVERY VERIFICATION CERTIFICATE** | | | | | | | |  | | | | |
| This is to certify that the importer has produced evidence that all the  goods specified above have been imported into Singapore. | | | | | | | |
| Vessel Name /  Flight No. | | |  | Arrival  Date |  | | |
| Import  Permit No. | | |  | Approval  Date |  | | |
| Official Stamp and Date of Issue | | | | |

1At least managerial level.