Applying for Bulk Permits

1. Complete the form for Application for STS Bulk Permit and the TradeFIRST [Self-Assessment Checklist.](http://www.customs.gov.sg/leftNav/trad/TradeFirst/Self-Assessment+Guidelines.html)
2. Prepare the following supporting documents:
   * Product information including technical specifications and intended end use;
   * Profile of consignee(s)/end-user(s);
   * [End-User Certificate (EUC)](http://www.customs.gov.sg/stgc/leftNav/per/Supporting+Documents.html) from the consignee(s)/end user(s);
   * Export Licences, and their corresponding translation in English, from the supplying country;
   * Relevant documents to support your declarations in the TradeFIRST Self-Assessment checklist;
   * Other relevant supporting documents.
3. Submit the completed form together with the supporting documents by **email, fax, or by hand** to the Schemes & Engagement Branch, Singapore Customs. The contact details can be found on the form.
4. Upon receipt of the Bulk Permit application, an Account Manager (AM) will be assigned to be the company’s main contact point in Singapore Customs for the assessment as well as other Customs matters. Singapore Customs will conduct a TradeFIRST assessment on the company during the site validation. This includes assessment on the effectiveness of the company’s ICP as part of the processing for the application. After assessment, the AM would inform the company on the application outcome, the TradeFIRST band which the company is placed in and provide the TradeFIRST assessment report to the company.

Bulk Permits are valid for up to three years from the date of approval, depending on the nature of the transactions and the band that the company achieves under TradeFIRST.