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| crest | Singapore Customs, **Schemes & Engagement Branch** 55 Newton Road #02-01,Revenue House **Singapore 307987**  **Tel No.: 6251 3027**  **Email: customs\_schemes@customs.gov.sg** |

**AUTHORISATION OF USER FOR INVENTORY CONTROL SYSTEM**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This form may take you 2 minutes to fill in.  You will need the following information to fill in the form:   1. Particulars of applicant company (Name of company/Firm, Licensed Premises Number) 2. Particulars of authorised user (Name, NRIC/FIN, email) | | | | | | | | |
| SECTION A PARTICULARS OF APPLICANT | | | | | | | | |
| Name of Company/Firm: | |  | | | | | | |
| Licence No: | |  | | | | | | |
| SECTION B PARTICULARS OF AUTHORISED USER | | | | | | | | |
| Name: | | | | | NRIC/FIN: | | | |
| Use of Singpass:  Please Circle | | | | | Y | | N | |
| Tel No: | | | | | Mobile No: | | | |
| Email: | | | | | | | | |
|  | | | | | | | | |
| SECTION C ICS FUNCTIONS TO BE GRANTED ACCESS | | | | | | | | |
| Please circle “A” to add access or “D” to delete access. | | | | | | | | |
| Create Lot: | A | | D | Maintain Daily Statement: | | A | | D |
| View Stock Master: | A | | D | View Stock Balance: | | A | | D |
| View Stock Transaction: | A | | D |  | | | | |
| SECTION D DECLARATION | | | | | | | | |
| (To be signed by the licensee or his staff not below the appointment of a warehouse manager)  I hereby declare that all information given in this form is true and correct. I undertake to inform Customs immediately of any changes to the particulars in this form. | | | | | | | | |
| Signature: | | | | | | | | |
| Name: | | | | | | | | |
| Designation: | | | | | | | | |
| Date: | | | | | | | | |