

**EXPLANATORY NOTES**

How to complete each field of the **Inward Declaration Form**

1.	<p><b>Importer's Details</b> The Importer's Name, Address and Telephone Number</p>
2.	<p><b>Importer's Central Registration (CR) Number</b> The Importer's CR Number</p>
3.	<p><b>Declaring Agent</b> The Declaring Agent's Name</p>
4.	<p><b>Declaring Agent's Central Registration (CR) Number</b> The Declaring Agent's CR Number</p>
5.	<p><b>Carrier Agent</b> The Inward Carrier Agent's Name</p> <p><u>Note:</u> For Sea Consignment – State the Shipping Agent's Name For Air Consignment – State the Airline Agent's name For Road Consignment – State the Transportation Company's Name (Optional)</p>
6.	<p><b>Carrier Agent's Central Registration (CR) Number</b> The Inward Carrier Agent's CR Number</p>
7.	<p><b>Freight Forwarder / NVOCC / Cargo Agent / Consolidator</b> The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Name (Applies only to Consolidated Shipments)</p>
8.	<p><b>Freight Forwarder / NVOCC / Cargo Agent / Consolidator's Central Registration (CR) Number</b> The Freight Forwarder / NVOCC / Cargo Agent / Consolidator's CR Number</p>
9.	<p><b>Vessel Name / Flight Number</b> Applies only to Sea or Air Consignment</p> <p><u>Note:</u> For Sea Consignment – State the Vessel Name For Air Consignment – State the Flight Number</p>

10.	<p><b>Vessel Location</b> The berth location of the Cargo Vessel (Applies only to Sea Consignment)</p>
11.	<p><b>Voyage Number</b> The Voyage Number (Applies only to Sea Consignment)</p>
12.	<p><b>Arrival Date</b> The Date of Arrival for the Consignment</p>
13.	<p><b>Ocean Bill of Lading (OBL) Number / Master Airway Bill (MAWB) Number / Ocean Unique Cargo Reference (OUCR) Number</b> Applies only to Sea or Air Consignment</p> <p><u>Note:</u> For Sea Consignment – State the OBL Number For Air Consignment – State the MAWB Number</p>
14.	<p><b>House Bill of Lading (HBL) Number / House Airway Bill (HAWB) Number / House Unique Cargo Reference (HUCR) Number</b> Applies only to Consolidated Sea or Air Shipments</p>
15.	<p><b>Country of Origin of Goods</b> Country in which goods were produced / manufactured and given their final form</p>
16.	<p><b>Code for Country of Origin of Goods</b> State the 2-alpha Country Code</p> <p><u>Note:</u> The code is obtainable from the website – <a href="http://www.tradenet.gov.sg">http://www.tradenet.gov.sg</a></p>
17.	<p><b>Port of Loading</b> The first port at which goods were loaded on Vessel / Aircraft / Vehicle for export to Singapore</p>
18.	<p><b>Code for Port of Loading</b> State the 5-alpha Port Code (LOCODE)</p> <p><u>Note:</u> The code is obtainable from the website – <a href="http://www.tradenet.gov.sg">http://www.tradenet.gov.sg</a></p>

<p>19.</p>	<p><b>Type of Trade</b></p> <p>The Type of Trade, namely <i>Direct</i> or <i>Re-export</i></p> <p><u>Note:</u></p> <p><b>Direct</b> - Goods are for local consumption or for use in manufacturing and payment is made in Singapore</p> <p><b>Re-export</b> - Goods imported are for sale to a foreign country, irrespective of whether or not there is re-packing, splitting into bundles, sorting, grading or marking</p>
<p>20.</p>	<p><b>Transport Mode</b></p> <p>The Transport Mode, namely <i>Sea</i>, <i>Road</i> or <i>Air</i></p>
<p>21.</p>	<p><b>Cargo Packing Type</b></p> <p>The type of Cargo Packing, namely <i>Bulk</i>, <i>Conventional</i>, <i>Container</i> or <i>Airborne</i></p>
<p>22.</p>	<p><b>Total Outer Packing</b></p> <p>The total number of Outer Package(s) and Unit of Measurement</p>
<p>23.</p>	<p><b>Gross Weight</b></p> <p>The Gross Weight of the goods (Including the packaging materials)</p> <p><u>Note:</u></p> <p>For Sea Consignment – Indicate in Tonnes (TNE)          For Air Consignment – Indicate in Kilograms (KGM)          For Road Consignment – Indicate in Kilograms (KGM) or Tonnes (TNE)</p>
<p>24.</p>	<p><b>Container Identifier</b></p> <p>Comprises of <b>Container Number</b>, <b>Container Type</b>, <b>Container Size</b> and <b>Shipper's Seal Number</b> (Applies only to Containerised Consignment)</p> <p><u>Note:</u></p> <p>Container Number – State the Container Number          Container Type – State either Full Container Load (FCL) or Less than Full Container Load (LCL)          Container Size – State either 20 Footer or 40 Footer type          Shipper's Seal Number – State the Shipper's Seal Number</p>
<p>25.</p>	<p><b>Description of Goods</b></p> <p>A brief description of the goods based on the particulars in the supplier's invoice. The number of packages should also be stated correctly for each item. For imports, brand name for each item must be declared; otherwise state "unbranded" for item with no brand name</p>
<p>26.</p>	<p><b>Product Code</b></p> <p>State the assigned Product Code (Applies only to controlled items)</p>

27.	<p><b>Establishment Code</b></p> <p>State the Establishment Code – (Applies only to certain controlled items)</p>
28.	<p><b>Commodity Codes (HS codes)</b></p> <p>Commodity Codes are the 8-digit Harmonised System (HS) Codes which are the international nomenclature for the classification of goods. Goods that are classified under different HS Codes must be declared separately at item level</p> <p><u>Note:</u></p> <p>The HS Codes are obtainable from the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p>
29.	<p><b>CIF/LSP Value</b></p> <p>The CIF/LSP value in Singapore dollars (S\$) for each item</p> <p><u>Note:</u></p> <p>CIF / LSP - The cost/sale price of the goods including insurance and freight or the last selling price in Singapore dollars (S\$)</p>
30.	<p><b>Quantity</b></p> <p>Quantity must be stated as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p> <p><u>Note:</u></p> <p>Quantity by weight refers to nett weight of the goods (ie. without packaging)</p>
31.	<p><b>Quantity Unit Code</b></p> <p>State the Unit of Quantity Code, as in accordance to the Singapore Trade Classification, Customs and Excise Duties, 2003 publication</p>
32.	<p><b>GST Rate</b></p> <p>All goods imported into Singapore are subject to 4% Goods and Services Tax (GST)</p> <p><u>Note:</u></p> <p>With effective from 1 Jan 2004, the GST rate will be increased from 4% to 5%</p>
33.	<p><b>GST Amount</b></p> <p>The GST amount in Singapore dollars (S\$) for each item (Applies only to import of non-dutiable goods subject to GST payment)</p> <p><u>Note:</u></p> <p>Calculation of GST Amount -- CIF/LSP x GST Rate</p>

34.	<p><b>Licence Number</b> State the Competent Authority's Licence Number (Applies only to certain controlled items)</p>																
35.	<p><b>Marks and Numbers</b> The markings on the cargo (If any)</p>																
36.	<p><b>Total Amount Payable</b> The total GST amount for all items declared</p>																
37.	<p><b>Remarks</b> Indicate additional details/remarks (If any)</p>																
38.	<p><b>Place of Release</b> The Place of Release of the Consignment</p> <p><u>Note:</u> For Sea Consignment – State the exact location of the Free Trade Zone (FTZ) For Air Consignment – State Changi Free Trade Zone (CZ) For Road Consignment - State either Woodlands Checkpoint (LHQ) or Tuas Checkpoint (THQ)</p>																
39.	<p><b>Place of Receipt / Place of Unstuffing</b> The Name and Address of the Place of Receipt / Unstuffing of goods (Applies only to Containerised Consignment)</p>																
40.	<p><b>Premises for Unstuffing</b> The Premises for Unstuffing of goods (Applies only to Containerised Consignment)</p> <p><u>Note:</u></p> <table data-bbox="305 1381 730 1663"> <thead> <tr> <th><u>Premises</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Roadside</td> <td>A</td> </tr> <tr> <td>Factory Premises</td> <td>B</td> </tr> <tr> <td>Licensed Warehouse</td> <td>C</td> </tr> <tr> <td>Importer's Own Premises</td> <td>D</td> </tr> <tr> <td>Approved Yards</td> <td>E</td> </tr> <tr> <td>Private Warehouse</td> <td>F</td> </tr> <tr> <td>Others</td> <td>G</td> </tr> </tbody> </table>	<u>Premises</u>	<u>Code</u>	Roadside	A	Factory Premises	B	Licensed Warehouse	C	Importer's Own Premises	D	Approved Yards	E	Private Warehouse	F	Others	G
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