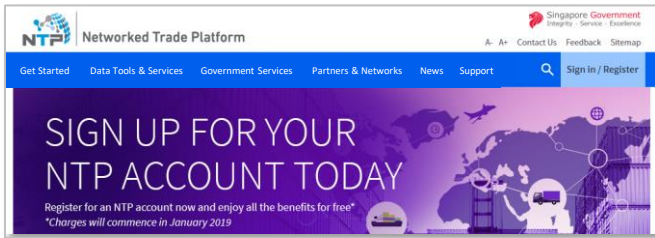


Quick Reference Guide: Return of Supporting Documents for Selected Permits via NTP

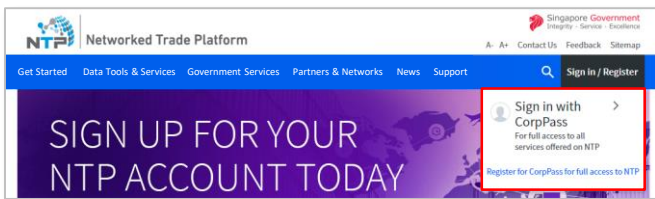
Pre-requisites:

- Registered with an [NTP Account](#)
- Established [partnership](#)* with Singapore Customs

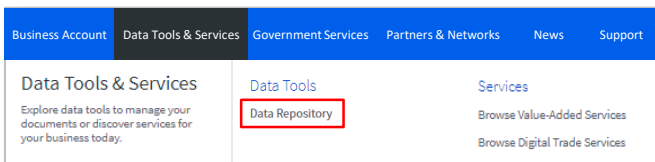
Steps Return of Supporting Documents



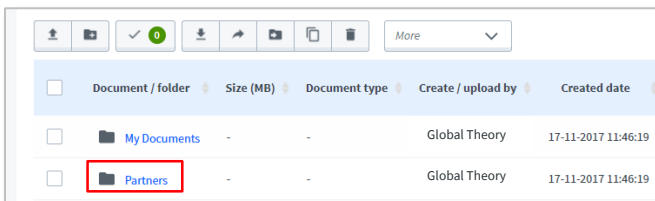
a Access NTP website (www.ntp.gov.sg).



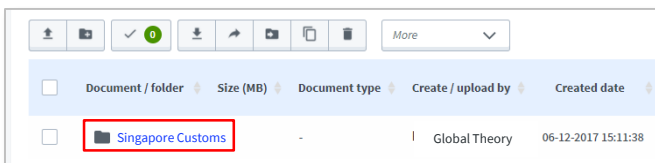
b Sign in to your NTP Account via CorpPass.



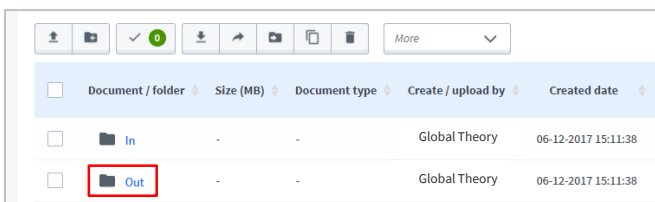
c Go to Data Tools & Services, under Data Tools, click **Data Repository**.



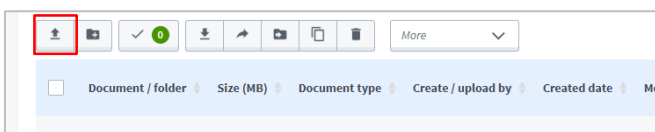
d Click on the **Partners** folder.



e Click on the **Singapore Customs** folder.



f Click on the **Out** folder.




g Click **Upload**.

*Note: Please login to your NTP Account to access the Online Guides.

Steps Return of Supporting Documents

Upload Document
 Document formats allowed for upload: pdf, zip, jpeg, jpg, bmp, tif, gif, png, doc, docx, xls, xlsx, ppt, pptx, odt, ods, odp, txt, xml, csv, edifact, edi, json
 Maximum document size: 15 MB
 *Please note the uploaded file name should not contain invalid characters (e.g. @ # \$ % ^ & * + = , - ' { | }) and/or exceed 100 characters.



Drag and drop files into this window to upload.

Choose File Upload

- h** Do one of the following*:
- Click **Choose File** and select the document that you would like to upload.
 - Drag and drop the document into the upload window.

i Click **Upload**.

Document Name
 Z02_IG1234567A.docx

Document Type*
 Return Documents for Selected Permits

Description

Comments

Cancel **UPLOAD**

j Select **Return Documents for Selected Permits** as the Document Type.

k Click **Upload**.

Summary of your upload:

Document	Document Type	Size	Status
Z02_IG1234567A.docx	Return Documents for Selected Permits	0.013 MB	Successful

l Your supporting documents have been submitted to Singapore Customs. You can also access your NTP Notifications to view the details of your submission.

*Notes:

- i**
- ❑ You should upload all supporting documents (i.e. Approved Permit, Invoices and Bill of Lading/Air WayBill) as a single file (e.g. JPG, GIF, PDF and ZIP). You should also label the file name accordingly:
 - For the submission of supporting documents for **permits approved with Z02, Z06 or Z18 permit conditions**, please label the file name accordingly using this format:
 - <Permit Condition>_<Permit Number>
 - E.g. Z02_IG1234567A, Z06_ME1234567A, Z18_IT1234567A
 - For the submission of supporting documents for **query letters prefixed with “S”** (e.g. S19FQ00001, S19AR00003), please label the file name accordingly using this format:
 - <Letter Reference Number>
 - E.g. S19FQ00001
 - ❑ If you are submitting multiple files for the same permit/query, please number your files accordingly:
 - E.g. Z02_IG1234567A_1, Z02_IG1234567A_2,
 - E.g. S19FQ00001_1, S19FQ00001_2