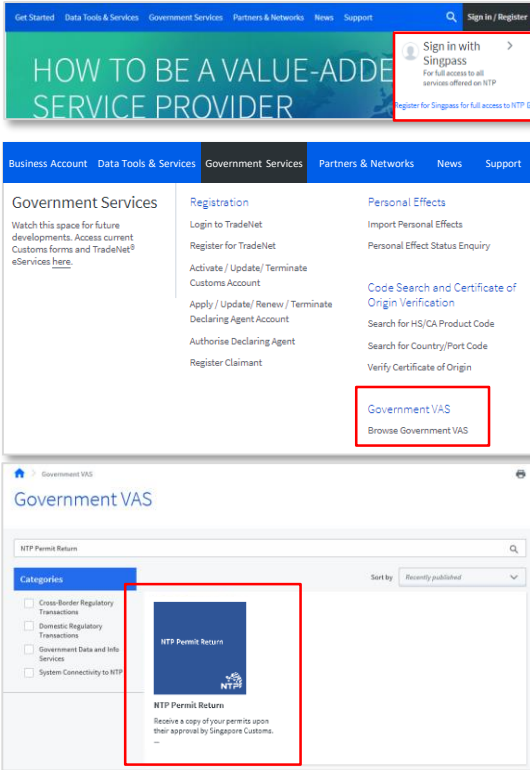


NTP Quick Reference Guide: Subscribe to Permit Return

Description:

Permit Return allows you to enjoy automated notification of your approved permits almost immediately upon approval by Singapore Customs. With the NTP Permit Return, you will be able to re-use specific permit information for verification and compliance purposes.

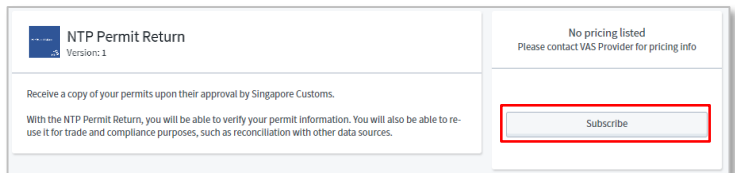
Step 1 Navigate to the Permit Return Service



- a** Sign in to your NTP Account via Singpass.
- b** Go to Government Services, under Government VAS, click **Browse Government VAS**.
- c** In the search bar, key in “NTP Permit Return” and hit **Enter**.
- d** Click on the **NTP Permit Return** service.

Step 2 Subscribe to the Permit Return Service

- a** Click .



- b** Select the format(s) you would like to receive for your approved permits (i.e. PDF, XML).

- c** Select if you want to receive email notifications when your approved permits are deposited in your Data Repository.
<If no, skip to Step **e** .>

The screenshot shows the subscription form for the NTP Permit Return service. It includes the following fields and options:

- Format of Approved Permits:** PDF, XML
- Receive notification via email:** Yes
- Add email address:**
- Submit:**

Please click [here](#) to configure your system connectivity configuration to receive Approved permits via SFTP

- d** Enter the email address you wish to receive the notifications and click .

- e** Click .

NTP Quick Reference Guide: Subscribe to Permit Return

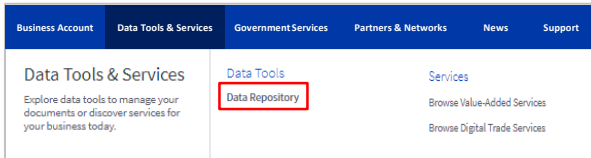
Step 2 Subscribe to the Permit Return Service (continued)

f Your subscription request has been sent to NTP for approval. Once approved, you will receive a notification in NTP.

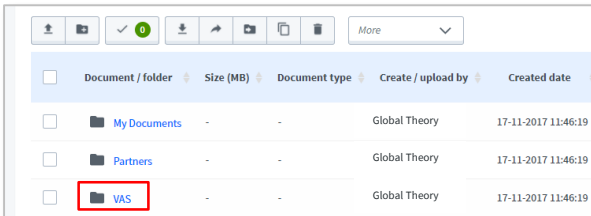
Your subscription request to this business service has been sent.

Note: You may wish to receive approved permits via SFTP by configuring your system connectivity configuration.

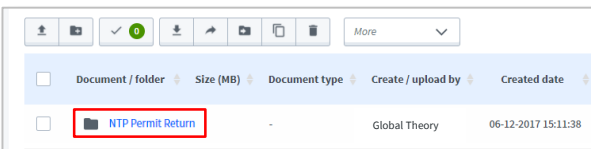
Step 3 View Approved Permits



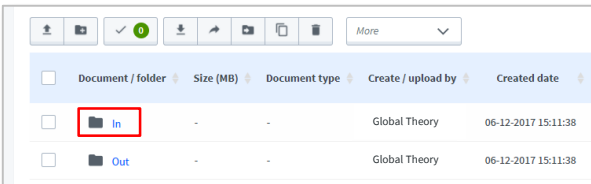
a Go to Data Tools & Services, under Data Tools, click **Data Repository**.



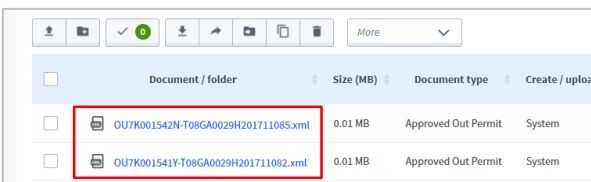
b Click on the **VAS folder**.
Note: Your VAS subscriptions will appear in this folder.



c Click on the **Permit Return folder**.



d Click on the **In folder**.



e Upon approval by Singapore Customs, your approved permits will be sent to this folder.

Did You Know?



Share Permits

You can **share your approved permits** with your Business Partners on NTP and VAS Providers using either of these two methods:

1. Using the **Share** function in Data Repository
2. Creating a **Document Share** rule to automatically route permits to your partners

To find out more, you can visit:

1. Data Repository [FAQs](#)
2. Share a Document [Online Guide](#)*
3. Document Share [Online Guide](#)*

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



Manage Permits

As part of managing your Data Repository and keeping it organised, you can delete approved permits which you no longer require. In addition to deleting the approved permits from the Data Repository, the permits should also be deleted from the Recycle Bin to free up storage space.

To find out more, you can visit:

1. Data Repository [FAQs](#)
2. Delete a Document [Online Guide](#)*