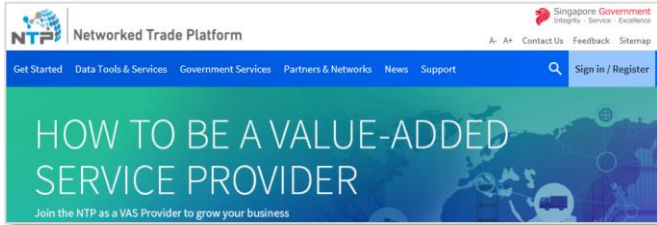


# Quick Reference Guide: Return of Supporting Documents for Selected Permits via NTP

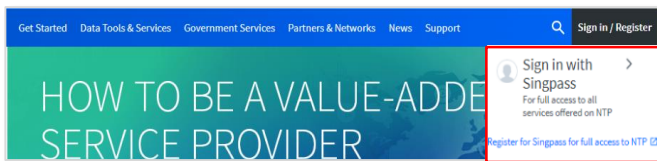
## Pre-requisites:

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

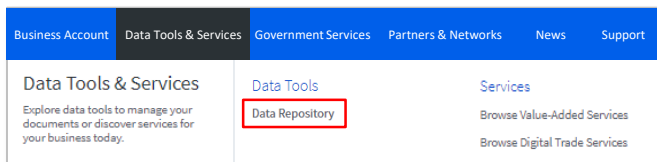
## Steps Return of Supporting Documents



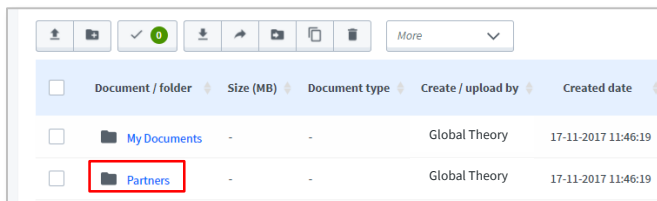
**a** Access NTP website ([www.ntp.gov.sg](http://www.ntp.gov.sg)).



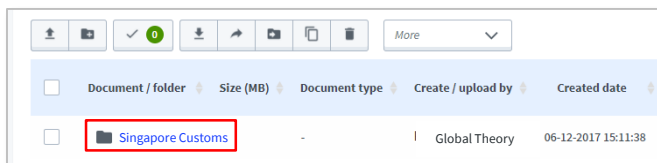
**b** Sign in to your NTP Account via Singpass.



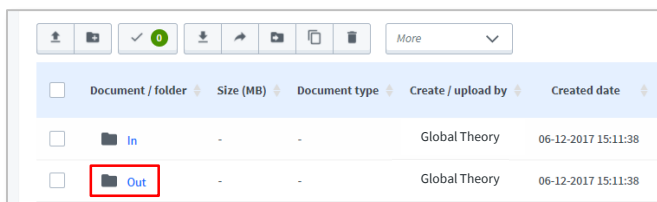
**c** Go to Data Tools & Services, under Data Tools, click **Data Repository**.



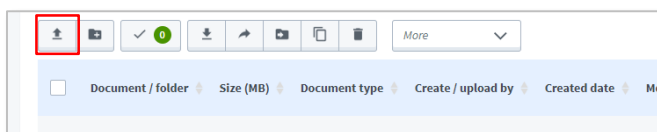
**d** Click on the **Partners** folder.



**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